Halls of Residence Allocation Policy (2014/15)

Student Services allocate more than 675 single study bedrooms within the two Halls of Residence, The Hollins and Orlando Village. The University anticipates it will receive more applications for the Halls of Residence than there are available rooms.

As a result of this it has been decided to limit the number of continuing or returning students allocated a place in the Halls of Residence. The number of rooms available for continuing or returning students will be restricted initially to 250. If this quota is reached applications awaiting allocation will be added to a waiting list. Students added to the waiting list will be notified via their University email address. If you are added to the waiting list you are advised to look for Private Accommodation using www.boltonstudentpad.co.uk

For students new to the University 425 rooms are available. If on the 1st September, 2014 these rooms have not been allocated then continuing or returning students from the waiting list that still require accommodation will be offered a place in the Halls of Residence. This allocation policy will be reviewed on the 11th July, 2014 and again on 8th August, 2014, any changes to the allocation policy will be published online and updated allocation policies will form part of the application packs.

All applications will be allocated on a first-come first-served basis.

Continuing or Returning Students

General Information

The submission of an application does not guarantee a place in Halls.

The fact that you are a resident this academic year does not give you a specific right or entitlement to be re-admitted next academic year. You should inform your parents, partner and other interested parties of this.

The University does not undertake to allocate specific rooms to any student or groups.

Criteria for selection. The following criteria will determine your selection.

A satisfactory record of licence fee payments. Your licence fee payments will be checked. Only residents with a satisfactory record of payments will be considered.
A record of good behaviour during your time at the University. If in the opinion of Student Services staff, your behaviour or attitude has been unacceptable to them or to your fellow residents, you will not be considered for re-admission. Non-attendance at fire lectures and records of excessive noise or bad behaviour will also be taken into account.

Deductions from your deposit. You must clean your room on departure leaving it in a tidy and undamaged condition and return your keys to the Wardens’ lodge.

Applying in Groups

The following conditions concerning group applications apply:

If you wish to be accommodated with a group of friends you must ensure the number in your group is not greater than the number of rooms in the flats.

If the number of people in your group does not match the number of rooms in the flat you must be prepared to share with other individuals or groups of students. Please note that while we make every effort to accommodate group applicants together, we do not guarantee this.

You may apply in mixed gender groups

If submitting hard copies of the application form, you must staple the forms of all members of your group together and write the full names of your group on the top of your application. If applying online, you have the opportunity to and must name all the members of your group on the online form. Please submit all applications at the same time with the deposit cheques or when card payments have been made. If any one deposit cheque is returned due to insufficient funds in the account you may not be allocated as a group, as we reserve the right to split the group.

THE DEADLINE FOR CONTINUING STUDENTS TO APPLY FOR THE HALLS OF RESIDENCE IS 30th MAY 2014. FAILURE TO ADHERE TO THIS DATE WILL RESULT IN A DELAY TO YOUR APPLICATION AND NO GUARANTEE THAT WE CAN ACCOMMODATE YOU.

New Students

General Information

The submission of an application does not guarantee a place in Halls.

The University does not undertake to allocate specific rooms to any student or groups.

Applying

New students can only apply to the Halls of Residence when you have firmly accepted a conditional or unconditional place on a course of study. It is important that you include your
Student Reference Number on the application form. Your Student Reference Number can be found on your offer letter from the University.

If a room that meets your requirements is not available and no suitable alternative can be offered your application will be added to a waiting list (please see waiting list information).

From the 1st September 2014 onwards applications from new students will continue to be allocated on a first-come first-served basis and will be considered with all other applications.

**All Applicants**

With your application you must enclose;

The deposit of £200 sterling (referred to as “The Bond” in your residency agreement) must be paid before your application will be considered.

You may pay your deposit in the form of a cheque (UK) made payable to “The University of Bolton”, (with your name, student reference number and address on the reverse), postal orders, international money order, international bank draft, sterling travelers cheques, or with a credit or debit card on the telephone (01204 903180).

**Waiting List**

Applicants on the waiting list will be organized in to the following priority groups. Within these priority groups applications will be allocated in the order they were received.

**Priority Group 1** – New International Students  
Disabled Students (with a sensory or mobility disability)  
Students from a Care Background

**Priority Group 2** - New Students who live outside of Greater Manchester  
Continuing or returning International and EU Students whose home address is outside of the UK

**Priority Group 3** - New Students who live within Greater Manchester  
Continuing Students

**This allocation policy will be reviewed on the 11th July, 2014 and again on 8th August, 2014, any changes to the allocation policy will be published online and updated allocation policies will form part of the application packs.**

Student Services  
02 May 2014