OAK HILL COLLEGE

Accommodation and Study Spaces

Information for Prospective Students
2027 entry

Admissions Office: November 2026

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The purpose of this sheet is to let you know about the College-owned accommodation and study spaces and how the application and allocation process works for each. The College works hard to allocate accommodation and study spaces fairly and follows the clear processes set out below. If you have any queries after reading this sheet, please contact the Admissions Office.

Accommodation

What accommodation does Oak Hill have for programme students?

We offer two broad types of on-site accommodation:

- *Tenancy Agreement* for properties ranging in size from 1-bedroom flats through to 4-bedroom houses each normally occupied by a single household. This could be a student living alone, a married couple or a student with children. This accommodation is unfurnished; normally white goods are provided (a fridge, freezer, washing machine, cooker and, where space allows, dishwasher and tumble dryer).
- *Licence to Occupy Agreement* for shared accommodation where each student has their own study bedroom and shares common areas such as bathroom, kitchen and living room. This is single-sex accommodation. The accommodation is furnished and a pillow, duvet and bed linen are provided.

Some students decide to stay in their own home or source their own rental property locally.

What is a Tenancy Agreement at Oak Hill?

- Oak Hill offers Assured Periodic Tenancy Agreements in unfurnished accommodation.
- A £500 deposit is payable at the beginning of the tenancy. For those opting to live in flats in the Main College Buildings, the utilities are included in the rent, but the student is responsible for managing their own Council Tax status. In all other properties on the estate, the tenant is responsible for covering utilities except water, and requesting any Council Tax discounts available. Tenants in houses with gardens are responsible for maintaining a tidy garden.
- At the end of the tenancy all tenants are required to carry out an end of tenancy clean.
- A *joint tenancy* applies when two students live in the property. For a joint tenancy, both students are liable for the rent both jointly and individually, plus utilities. This means that one student would be held responsible for the *whole* rent in the event of the other giving up their studies or moving out.

What is a Licence to Occupy Agreement at Oak Hill?

- Oak Hill offers Licence to Occupy Agreements in furnished flats that accommodate up to 6 individual students.
- A £500 deposit equivalent is payable at the beginning of the licence period.
- The accommodation fee payable is for the sole occupancy of one study bedroom and shared use of the communal areas. There are no additional charges for utilities or Council Tax. Students are only responsible for their own fees and do not become liable for the fees of any student moving out.
- The agreement lasts for a maximum of 12 months. A new agreement is issued and signed each academic year. A student in their final year vacates their room by 31 July.
- All occupants are individually responsible for the cleaning of their room and corporately responsible for the cleaning of communal areas.

How do I apply for accommodation?

- Applications for accommodation will open in April 2027. At that point those already holding the offer of a place on an undergraduate or postgraduate Theology, Ministry and Mission (TMM) programme will be invited to apply for accommodation.
- Those who receive an offer of a place on a TMM programme after accommodation applications open receive the application link with their offer.
- A person who has been offered a place on the Foundation Award or MA in Contemporary Christian Leadership may contact the Admissions Office from April 2027 to request the application link.
- When you apply for accommodation you are asked to specify your preferred type of accommodation and identify all types you would be willing to accept.
- You may apply once you have accepted the offer of a place on a full time or part time programme. The only exception is a potential Church of England ordinand whose Stage 2 panel is scheduled after the Phase 1 accommodation deadline. They may apply once they have been offered a place on a full time or part time programme.
- When you have satisfied any conditions of your offer and have an 'Assured Place' at Oak Hill, we are then in a position to formally consider you for allocation of accommodation, subject to availability.

How does Oak Hill allocate accommodation for students?

- Accommodation is allocated by the Accommodation Committee. The committee reviews applications and allocates properties in two broad phases:
    - *Phase 1, late May to mid June*: the committee considers accommodation applications from both new and continuing students whose forms have been received by **12noon on Monday 17 May 2027**. The committee starts by considering applications from continuing students who wish to move from one College-owned property to another. After that, applications

from new and continuing students (who currently live off-site) are considered simultaneously.
    - *Phase 2, mid June onwards*: the committee considers applications received after 12noon on 17 May 2027 along with applications from those not offered accommodation in the first phase. Applications from new and continuing students are considered simultaneously.
- The Accommodation Committee considers applications on a case by case basis, weighing up individual needs and the range of available properties. Key factors taken into account include:
    - A student or member of their household having additional needs that require special housing.
    - Matching application size to the size of available properties. Normally we would allocate a 1-bedroom property to a single student or married couple, a 2-bedroom property to a family with one child, a 3-bedroom property to a family with two children and a 4-bedroom property to a family with three or more children.
    - Whether a continuing student applied unsuccessfully for accommodation in a previous year.
- New students may be considered for a formal allocation or offer of College-owned accommodation once you have an Assured Place. This applies to both types of accommodation that we offer.
- If we are able to allocate you a College-owned property, the Site Office will give you details of the property you have been allocated and a date by which you need to reply confirming whether you are accepting it or not.
- If you accept the accommodation offered, you will then agree a moving date, in writing, with the Site Office.
- Depending on the type of accommodation, either a Tenancy Agreement or Licence to Occupy Agreement is issued by the Site Office after you have accepted the offer of a property and you will need to sign this prior to moving in. There is also a supplementary handbook to accompany these.
- If you decline the offer of a College-owned property, it is unlikely that we would be able to offer an alternative property for the same year.

What is the timing for moving into College accommodation?

- In the case of Tenancy Agreement accommodation, the moving date would normally be between mid July and the start of September.
- For Licence to Occupy Agreement accommodation, the standard billing is from 1 September 2027 and adjusted accordingly depending on the moving date.
- All moving dates are agreed in advance, in writing, with the Site Office.

If I'm allocated accommodation, do I stay there throughout my time at College?

When you accept College-owned accommodation, the expectation is that you will remain in the same accommodation throughout your time at College unless:

- You request to move for a subsequent year by completing an Accommodation Application Form at the appropriate time (continuing students are notified each Spring when applications are open).
- There is planned site development work. In this case College would inform students at the appropriate time and provide alternative College accommodation.
- In the case of Licence to Occupy Agreement accommodation, student numbers mean that we don't need to use a particular area of student accommodation. Any students impacted by this would be provided with alternative accommodation.
- You may be required to move (temporarily or permanently) for health and safety reasons.

If I'm allocated College-owned accommodation, can I bring my pet?

- Please note that parts of College-owned accommodation are unsuitable for pets.
- Students on a Licence to Occupy Agreement or living in the Main House or Founders Court are not able to bring any pets with them.
- For more details, please see the separate pet policy, available on request from the Admissions Office.

What happens if Oak Hill is unable to allocate me College accommodation?

- There is a limited supply of College-owned accommodation which means that from time to time some applications for accommodation are not successful.
- If you are not allocated a College-owned property, we will let you know.
- There are usually some local landlords who make us aware of properties available for rental. From mid-June, we will share with you any such addresses along with the proposed rent for the property and contact details for the landlord.
- In sharing details of a property, Oak Hill is not endorsing either the property or the landlord but simply passing on information that has been given to us.
- If you have questions about a property, or would like to arrange a viewing, you would contact the landlord directly. Any tenancy agreement you decide to enter into would be between you and the landlord.
- We also encourage you to contact local rental agencies.
- There is the opportunity to apply for College-owned accommodation each year. Therefore, if you live off-site in your first year, you will have the

opportunity during that year to apply for on-site accommodation for your second year, should you wish to.

Study spaces

What study spaces does Oak Hill have?

We have a variety of study spaces for students on the CertHE, DipHE, BA (Hons), PGCert, PGDip and MA TMM:

- Single and shared occupancy studies
- A study room adjacent to the library with allocated desks
- Open study space in the library

Foundation Award and MA CCL students are welcome to use unallocated desks in the Library.

How do I apply for a study space?

- From late June, we send new student information to those with an Assured Place. Those who receive an Assured Place later in the summer receive this information as soon as their Assured Place is confirmed.
- The information will include details about how to apply for a study space. Those who apply will be asked to indicate if you would prefer a single study, shared study or a study desk in the room adjacent to the library.
- The closing date for applications is 12 noon on Wednesday 4 August 2027.

How does the College allocate study spaces?

- Study space resources are limited and availability varies from year to year. The College is therefore not always able to allocate a study space to everyone who applies for one.
- When allocating study spaces, the Accommodation Committee considers applications in the following order:
    - Students with recognised additional needs
    - Full time students living off-site
    - Full time students living on site
    - Part time TMM students (who will only be allocated a space for one academic year at a time).
- Within each of the above groupings, the Committee will look first at applicants in their fourth year at Oak Hill, followed by those in their third year and so on. And within year groups, applications are considered in the order in which they were submitted.

If I am allocated a study space, can I stay in it throughout my time at Oak Hill?

- If you are allocated a study space, you may remain in it for the duration of your time at Oak Hill with four exceptions:
    - Any student may choose to apply for an alternative study
    - If you are a part time student, any allocation is made on an annual basis only
    - If you change your mode of study from full time to part time you may not automatically remain in your current study space and would have to reapply.
    - If you change your programme to the Foundation Award or MA in Contemporary Christian Leadership, you may not remain in the study space.
- All students occupying single or shared studies are required to vacate the study for one week each summer for routine maintenance and deep cleaning. While you will have to move some things (e.g. so that there is nothing on the floor), you will have the option to leave your belongings in the study during this period. Students will be notified individually at the appropriate time.