

Accommodation and Study Spaces

Information for Prospective Students
2023 Entry

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

Full time students who study at Oak Hill live in a variety of accommodation:

- On-site accommodation for single students, married couples, and married students with families
- An off-site College-owned property for single male students
- Some students decide to stay in their own home or source their own rental property locally

Due to property classification for the purposes of council tax, Oak Hill has accommodation which is designated specifically for single students and accommodation designated specifically for married students.

For both single and married students, if they are allocated College-owned accommodation, the expectation is that will remain in the same accommodation throughout their time at College unless:

- They request to move for a subsequent year by completing an Accommodation Application Form at the appropriate time
- When they were offered their current accommodation they were told it was for a fixed period of time, e.g. one year only
- They change their mode of study from full time to part time
- Site development work means that the specific accommodation is not able to be occupied in the next academic year (in which case College would inform students at the appropriate time and provide alternative accommodation).

Full time single students

What accommodation does Oak Hill have for single students?

- Female students are normally accommodated in a shared flat on campus while male students are accommodated in either a shared flat on campus or a shared house that is a 10 minute walk from College. In exceptional circumstances, which may include pastoral reasons, a single student may be allocated accommodation which is normally designated for married students.
- Both male and female single accommodation includes the provision of an individual furnished study bedroom, shared bathroom and fully equipped kitchen. A pillow, duvet and bed linen are provided.
- All single accommodation provided is on a 52 week basis and so the room you are allocated is available for you to use throughout the year. A student in their final year vacates their room by 31 July 2024.

How do I apply for single student accommodation?

- If you decide to apply to study at Oak Hill, you will be asked on the Application Form to indicate whether you would like College accommodation.
- When you come for interview, you will have an opportunity to discuss accommodation, including any special needs.
- Assuming you are offered a place on a full time programme, you will at the same time receive a link to an online Accommodation Application Form on which you can specify needs and preferences.

- Oak Hill will guarantee to accommodate all new single students for 2023 entry who both accept an offer of a place on a full time programme and submit the Accommodation Application Form by **12noon on Wednesday 24 May 2023**.
- Assuming you subsequently satisfy all the conditions of your offer and have an 'Assured Place' at Oak Hill, you will be informed by the Admissions Office in early August 2023 about the accommodation you have been allocated.
- New single students normally move into their accommodation on the Thursday or Friday before Welcome Week, i.e. 31 August or 1 September 2023. However, you have the option to request an earlier moving date and agree this with the Admissions Office.
- A licence agreement is issued by the Site Office, usually at the same time as you are given keys to your room.
- Please note that single students are not able to bring any pets with them.
- When you are allocated a room, we will endeavour to let you stay in that room throughout your time at College. Exceptions are if:
 - You request to move for a subsequent year by completing an Accommodation Application Form once at College (these forms are issued to continuing students each Spring)
 - When you were offered accommodation you were told it was for a fixed period of time, e.g. one year only
 - You change your mode of study from full time to part time
 - Any site development work means that a particular flat or house is not to be used in the next academic year. Students impacted by this would be provided with alternative 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.

Can new single students apply for accommodation after 24 May?

- If you accept an offer and/or submit the Accommodation Application Form after 12 noon on 24 May 2023, we will endeavour to provide accommodation but recommend that you make contingency plans in the event that we are unable to do so. After you submit an Accommodation Application Form, we will confirm as soon as we are able to whether or not we can provide you with accommodation.
- If we are able to provide you with accommodation, then, once you have an 'Assured Place' at Oak Hill, details of your allocated accommodation will follow in August 2023.

Full time married students

What accommodation does Oak Hill have for married students and families?

- College-owned accommodation for married students ranges from 1-bedroom flats through to 4-bedroom houses. These properties are all on site.
- College-owned accommodation for married students is unfurnished; normally white goods are provided (a fridge, freezer, washing machine, cooker and, where space allows, dishwasher and tumble dryer.)

How do I apply for married student accommodation?

- If you decide to apply to study at Oak Hill, you will be asked on the Application Form to indicate whether you would like College accommodation, subject to availability.
- When you come for interview, you will have an opportunity to discuss accommodation, including any special needs.

- Assuming you are offered a place on a full time programme, you will at the same time receive a link to an online Accommodation Application Form. Once you have accepted the offer of a place on a full time programme, submitting this form will allow you to be considered provisionally for accommodation at the relevant time (see next section).
- On the Accommodation Application Form you are asked to specify your preferred type of property and identify all property types you would be willing to accept.
- When you have satisfied all the 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 of a suitable property.

How does Oak Hill allocate accommodation for married students?

- There is a limited supply of College-owned accommodation for married students which normally means that not all applications for accommodation are successful.
- Accommodation is allocated by the Accommodation Committee. The committee reviews applications and allocates properties in two broad phases:
 - *Phase 1, late March to mid-May:* the committee considers accommodation applications from both new and continuing students whose forms have been received by **12 noon on Thursday 30 March 2023**. 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 are considered simultaneously.
 - *Phase 2, late May to June:* the committee considers applications received after 12 noon on 30 March 2023 along with applications from those not offered property in the first phase. Applications from new and continuing students are considered simultaneously. Please note that the Accommodation Committee normally anticipates allocating the vast majority of properties during phase one.
- 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:
 - Matching family size to the size of available properties. Normally we would allocate a 1-bedroom property to a married couple, a 2-bedroom property to a married couple with one child, a 3 bedroom-property to a married couple with two children and a 4-bedroom property to a married couple 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.
- 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 property offered, you will then agree a moving date, in writing, with the Site Office.
- A tenancy agreement is issued by the Site Office after you have accepted the offer of a property and this should be signed prior to moving in.
- When you accept a property you would remain there throughout your time at College, with the following exceptions:
 - You request to move for a subsequent year by completing an Accommodation Application Form once at College (these forms are issued to continuing students each Spring)
 - When you were offered accommodation you were told it was for a fixed period of time, e.g. one year only
 - You change your mode of study from full time to part time

- Planned site development work would necessitate you moving to an alternative property. Any students impacted by this would be informed in the autumn that they would need to move the following summer and alternative College accommodation would be provided.
- 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.

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

- Please note that the majority of College-owned accommodation is unsuitable for pets. Therefore, bringing your pet with you will limit the accommodation for which you can be considered.
- If you are allocated a College-owned property, it is College policy that no additional pets may be acquired after the offer of accommodation has been made.

What happens if Oak Hill is unable to allocate me a College-owned property?

- 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 late May, 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, some of whom are used to dealing with Oak Hill students.
- 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 opportunity during that year to apply for on-site accommodation for your second year, should you wish to.

Part time students

Can part time students have College accommodation?

- College is not able to allocate accommodation for part time students but we do provide the opportunity for you to book guest accommodation for the nights that you wish to stay in College.
- Details and prices are normally made available just before the start of each academic year.

Study spaces

What study spaces does Oak Hill have?

We have a variety of study spaces for students:

- Single and shared occupancy studies
- A study room adjacent to the library with allocated desks
- Open study space 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 a link to an online Study Space Application Form on which you 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 12noon on Tuesday 8 August 2023.

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 special needs
 - Full time students living off-site (this includes those living in off-site accommodation owned by the College)
 - Full time students living on site
 - Part time 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?

- Study desks in the room adjacent to the library are allocated to students for one academic year at a time. If you are allocated one of these desks and would like one the following year, you would need to reapply.
- If you are allocated a single or shared study, you may remain in it for the duration of your time at Oak Hill with three exceptions:
 1. Any student may choose to apply for an alternative study for a subsequent year
 2. If you are a part time student, any allocation is made on an annual basis only
 3. 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.
- 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.