



# Accommodation Allocation Policy

Chester House is managed by the Guy Chester Centre. The Guy Chester Centre is the trading name of the Trustees of the North Bank Estate.

## 1. Introduction

This policy refers to the allocation of rooms in Chester House and aims to avoid discrimination; comply with the Equality Act 2010 and equitably allocate rooms, having regard to availability of resources.

## 2. Allocation criteria

Chester House is a student hall of residence that provides accommodation to young people living in London for the first time as students or career-starters. Allocations will normally be made to people aged between 18 and 25. However, for certain courses we accept people below this age. We also accept applications from students and career-starters between the age of 26 and 30, but they may be required to stay in a room with en-suite facilities. Our age criteria is justified under the Equality Act 2010 due to our residents being predominantly students aged 18-25 sharing the facilities of Chester House.

No-one applying for accommodation will be treated less favourably because of their race, religion and belief, colour, ethnic or national origin, gender, disability, appearance, marital status, political stance, sexual orientation or social status.

## 3. Allocation priority

Priority is given to applications as follows:

- Existing residents who are still students or are a career-starter and apply to return for a further year
- Applicants wishing to stay for a full academic year who fall within our standard age group on a first come, first served basis
- Other applicants on a first come, first served basis
- In respect of our accessible bedroom, priority is given to student/s who, due to the nature of their disability or medical condition, could not otherwise attend their course

## 4. Allocation process

4.1 The process is based on the online application form

4.2 The application and allocation process is carried out electronically and application can be made at anytime throughout the year.

4.3 From around May each year, we receive a large number of applications for the start of the new academic year. Places will be offered to these applicants from May onwards.

4.4 If offered a place, applicants will be given a deadline to accept the offer and pay a deposit to secure a room. If the deadline is missed the offer will be withdrawn.

4.5 If the number of applications exceeds the number of rooms available then a waiting list will be operated. As rooms become available, offers will be sent out to those on the waiting list in line with our allocation priority.

## 5. Data protection

The data supplied by those applying to stay in Chester House is used to provide accommodation in Chester House based on this allocation policy. It will also be used to provide residents with information on our services and to assess the diversity of Chester House.

Data will only be kept for as long as it is needed and it will be securely destroyed when no longer required. All persons have the right to ask for a copy of the information held.

#### **6. Other information**

Further information or clarification can be obtained by emailing [office@chesterhouse.org.uk](mailto:office@chesterhouse.org.uk)

#### **7. Review date**

This policy was last reviewed in March 2018 and will be next reviewed in March 2019.