

## HOUSING AND MEALS POLICY

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1. Only students studying on a full-time basis are eligible to stay in University accommodation. These rooms may be on or off campus. If the student's status changes from full- to part-time at any stage during the semester they must make a case to Student Affairs as to why their housing privileges should not be withdrawn for that semester.
2. Annual contracts are for two semesters (Fall and Spring). A single semester contract is available for Spring joiners or those expected to graduate within one semester.
3. The semester rates are the same for both contracts; the annual contract allows the student to store items in their room during the Winter vacation. Graduating students on a one semester contract must vacate their rooms fully by the time residences close for the Winter break.
4. Once a student has applied for and been granted housing, the fee payer is liable for the full amount of that housing. If a housing contract is broken the housing deposit is forfeited. This obligation remains even if the student withdraws or takes an approved Leave of Absence (LoA) or is dismissed from housing or from the University for disciplinary reasons.
5. Once housing is applied for and granted, the fee-payer is liable for the full amount of the housing, even if the student withdraws or takes an approved LoA or is dismissed from housing for disciplinary reasons. Housing deposits and fees will be refunded if a student is denied a visa to enter the United Kingdom.
6. Housing is allocated on a first-come, first-served basis according to the date when the housing process (signed form and deposit paid) is completed, with some beds being reserved for new students.
7. The University cannot guarantee a bed at the published price if the deposit is received after the due date.

## VERSION MANAGEMENT

<b>Responsible Department: Finance</b>			
<b>Approving body:</b>			
Version no.	Key Changes	Date of approval	Date of effect
1		29 August 2018	29 August 2018
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