2017-18 Accommodation Allocation Policy

In general terms, the purposes of this policy are to ensure the appropriate and efficient use of college rooms, to maximise the number of new students in on-site accommodation, and to allocate as many students as possible to one of their higher preference price bands.

**Priority Categories**

1. Tutorial need (including disability, medical, and pastoral)
2. MCR Committee rooms (see d below)
3. First-year and continuing undergraduates
4. Other first-year students, including PGCEs
5. Second-year CGCMs and MRes+PhD students (i.e. first PhD year)
6. Third- and fourth-year CGCMs (normally off-site)
7. Other continuing students who have not previously been offered college accommodation
8. Other continuing students

**Procedure**

a. New and continuing students should complete an Accommodation Preference Form (APF) providing their order of preference for the available price bands.

b. Requests based on medical/disability requirements should be notified to the College as early as possible, to: equality.officer@hughes.cam.ac.uk. Medical or other reports are required, and these can take time to obtain and process.

c. 1st and 2nd year CGCM students and undergraduates in any year who do not wish to live in college accommodation should seek tutorial permission to live out.

d. In consultation with the incoming MCR President, a number of rooms will be designated for the MCR committee, these will preferably be spread across the College’s accommodation buildings.

e. For continuing students, all other things being equal, priority within categories will be based on APF submission date.

f. For new students, all other things being equal, priority within categories will be based on the date of confirmation as a student of the College.

g. Allocation to bands for continuing students will take place before the end of the Easter Term. (NB.
Often new students have higher priority than continuing students, so availability of rooms for continuing students will be based on the best estimates of the operations team.)

h. The first allocation to bands for new students, confirmed by the College, with course start dates during September/October will take place after 31st August. A second allocation for these students will take place, depending on availability, on a first-come-first-served basis.

i. New students with course start dates after October will be allocated depending on availability following the closure of the second allocation.

j. The residence requirements of the University are specified in Statutes and Ordinances Ch. 2 §11. (See http://www.admin.cam.ac.uk/univ/so/2016/chapter02-section11.html)

k. In cases of doubt at any stage, priority and allocation will be decided by the Senior Tutor.