

A. Primarily there must be accommodation available that would be suitable for an applicant providing that the criteria listed under points B & C are met.

1. Single rooms
 - Most single rooms have been allocated as either male or female accommodation, and applicants of one gender will not be housed in accommodation allocated to the other. Some single rooms are suitable for either sex.
 - Single accommodation will not normally be offered to a couple or family.
2. Double rooms
 - Double rooms are intended for couples without children. Couples with a baby or small child (less than 12 months old at the end of their stay) may be offered double accommodation in flat B.
 - Single applicants may be offered double accommodation if double accommodation is still available 6 weeks before the resident's arrival date.
 - Couples where one of them has previously lived in UK will only be offered accommodation in exceptional circumstances.
3. Family flats
 - Family flats are provided for couples with one or two children under the age of 10. There is no accommodation suitable for families with children of 10 years old or older.
 - Couples without children may be offered available family accommodation but only when double accommodation is fully booked.
 - Single parent families may be offered accommodation (subject to availability) if plans for good child-care arrangements are presented with the application for accommodation.
 - Single applicants will not be offered family accommodation.
 - Families where one of them has previously lived in UK will only be offered accommodation in exceptional circumstances.

B. To be considered for accommodation, an applicant must be

1. a postgraduate student studying at a university in Oxford, or an academic visitor to those institutions.
 - Post-graduate students or academics at another recognised university outside the UK, using the research facilities in Oxford, may also be offered accommodation.
 - Undergraduates may be accepted, if it is thought that they are more suited to NOOC than college life, but this is not encouraged since colleges are responsible for undergraduate accommodation.
 - Students from language schools, private colleges, colleges of further education, and institutions outside Oxford will not be accepted, except during the summer or if bookings are very low (a void of more than 10%).
2. a permanent resident outside the UK.
 - Priority will be given to students from developing countries.
 - The nationalities of current or expected residents will be considered to ensure a multicultural environment within the Centre. The number of lettings to residents from any nation should not exceed 7, and from the EU, Switzerland and Norway should not exceed 25 unless bookings are low or it has proved to be impossible to fill a room with people from other nations.
 - The Departments / Faculties / Centres of current or expected residents will be considered to ensure a multidisciplinary environment. The number of lettings to residents from any department/ faculty/ Centre should not exceed 7, unless bookings are very low.
Accommodation will not be offered to those who are currently resident within the UK, unless bookings are low.
3. over the age of 21.
 - This criterion will be revoked only after the Director has interviewed the applicant.
4. studying full time during their stay in Oxford, or working full time as an academic visitor during their stay in Oxford.
5. a member of staff or Duty Warden whose job description requires them to live on site.

C. In situations where there are more applicants than accommodation available, and the above criteria are equally met, the following needs of the applicants will be considered:

1. the financial need for reasonably priced accommodation.
2. the need for the support of the NOOC environment.
3. the need for the type of accommodation at NOOC because the length of stay makes commercial rent impossible.
4. the need to provide accommodation for dependants.

D. Length of stay

1. Students on full time courses will not normally stay at the Centre for more than two years. An application to the Board of Management for an extension to this limit may be submitted, but will only be granted in very exceptional circumstances.
2. Academic visitors living in single accommodation at 107 Banbury Road, or any double or family accommodation will not stay at the Centre for more than 6 months. As this limit is to comply with Council Tax legislation, no extension to this will be granted. Single academic visitors may extend their stay for an additional six months by moving to single accommodation with shared facilities at 117 Banbury Road. Academic visitors living in single accommodation with shared facilities may stay for up to one year at 117 Banbury Road. Overseas Academic visitors who return to Oxford in subsequent years will be allowed to stay but for no longer than 3 months in any council tax year (1st April to 30th March) and only on condition they arrive from and depart to their main residence which is outside the UK.
3. Up to 25 bookings will be accepted before 1st September for Michaelmas term.
4. Those staying for two terms or less may ask to vary their departure date by up to one week giving at least 28 days notice of the change. Those who have stayed at the centre for two or more terms and who are leaving their course may give us no less than 28 days notice of their departure.
5. Bookings for less than 1 week will only be accepted with the approval of a Director.
6. During term time bookings for less than a term will only be accepted if
 - A suitable room becomes available
 Or
 - It is deemed to be too late in the season to find a booking for a particular unit of accommodation for the whole term
 Or
 - Two or more applications for accommodation have been received which, when combined, fill a room for most of a term.

E Acceptance of bookings

Bookings will not be accepted further in advance than the least of the following:

1. No further than 6 months in advance
2. No further in advance than the planned length of stay.

F Appeal Procedure

A resident or prospective resident may appeal to the Director for cases involving the interpretation of the above policy. Policy changes may only be made by the Housing Management Group with the approval of the Board of Management. In the unlikely event that a resident or prospective resident is still not satisfied after explaining his or her case to the Housing Management Group and the Board, he or she may appeal to the Independent Housing Ombudsman at 81 Aldwych, London, WC2B 4HN. Website: www.housing-ombudsman.org.uk

Classification of accommodation

Single accommodation

Rooms

1-17, 20-31, 33-35, 37-39, 41, 42, D, G1-G3, I, K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z,x1,x2,x3, X4.

Double accommodation

Flats A, B, C, F, H, J, 19 and 43

Family Accommodation

Flats 18, 32, 36, 40, The Lodge **Part II**

Guest Policy

Guidance relating to guests

Welcoming strangers and offering hospitality is a part of our Christian ethos, as is our intention to make residents feel that the Centre is their Home away from Home, so when deciding whether to have a guest stay with you in your room or in a guest room,

1. Please apply the same standards that you would apply at home in front of your family and friends,
2. Please be considerate of your neighbours at the Centre who come from many different cultural backgrounds.
3. Please ensure guests use appropriate toilet and shower facilities in an area designated for either their sex or for unisex usage.

Guest Policy

We welcome for a short stay the husband, wife or relative of a resident, or a visiting friend.

- If you live in a single room you may have one guest in your room; in a double room or family flat you may have two guests.
- Residents wanting to book accommodation for their guest(s) must complete a guest reservation form.
- Guest(s) may be accommodated in a separate room, or in the resident's room, depending on availability and suitability, or in the room of a friend already resident at the Centre (subject to that friend's agreement).
- Guest(s) are expected to keep the same rules as residents.
- Guest(s) may stay for up to ten days, which, subject to availability, may be extended up to 15 days.
- A charge will be made for guests' stay, according to the level of accommodation provided.
- Guest(s) younger than 18 years old will only be accepted once the host has met with a Director and outlined an appropriate and acceptable plan for child care and supervision.

We reserve the right to refuse accommodation to guests.