

## Accommodation Policy

**A. Primarily there must be accommodation available that would be suitable for an applicant (based on Oxford City Council Licencing restrictions) providing that the criteria listed under points B & C are met**

- **Single rooms**

Some single rooms have been allocated as either male or female accommodation, and applicants of one gender will not be housed in accommodation allocated to another. This is because of the bathroom-sharing situation.

Some single rooms are suitable for any gender.

Single accommodation is not licenced for a couple or family.

- **Double rooms**

Double rooms and flats are licenced for couples without children.

Double rooms and flats are not licenced for a family.

Couples where one of them is living in UK will only be offered accommodation in exceptional circumstances.

- **Family accommodation**

Family flats are licenced for families with maximum two adults and one or two children under the age of 10.

Families where one of them is living in UK will only be offered accommodation in exceptional circumstances.

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

- **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. Proof of the reason for the visit to Oxford will be required.

The maximum number of residents from one course or College is six.

Post-docs will only be considered if they require family accommodation and have young children.

- **and a permanent resident outside the UK**

The nationalities of current or expected residents will be considered to ensure a multicultural environment within the Centre.

The academic disciplines of current or expected residents will be considered to ensure a multidisciplinary environment.

Accommodation will not normally be offered to those who are currently resident within the UK.

- **and over the age of 21**

This criterion will be revoked only at the discretion of the Director

- **or a member of Staff 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:**

- the financial need for reasonably priced accommodation
- the need for the support of the NOOC environment
- the need for the type of accommodation at NOOC because the length of stay makes commercial rent impossible
- the need to provide accommodation for dependants

#### **D. Length of stay**

- The normal term of a Licence Agreement to stay at the Centre is up to one year. An additional licence for up to a further year may be requested from the Director.
- Residents may not stay for a total of more than two years in any seven-year period.
- Up to 25 applications will be accepted before 1<sup>st</sup> September for bookings with departure dates before 14<sup>th</sup> January of the following year.
- Those staying for two terms or less may shorten their stay by up to one week as long as their new departure date is not in term time, by 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.
- Bookings for less than 2 weeks (usually only possible during vacations) will only be accepted with the approval of the Director.
- During term time bookings for less than a term will only be accepted if a suitable room becomes available, 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**

- Applications will be assessed, and applicants notified of the result, within five working days of the completed application form being received in the office.
- Bookings will not be accepted further in advance than the planned length of stay; no bookings will be accepted more than 6 months in advance of the planned arrival date. No waiting list is maintained. If you apply too early, you will be asked to re-apply nearer the arrival date; availability is not guaranteed.
- If you accept our offer of accommodation, you will be subject to UK Anti-Money Laundering checks.

#### **F. Sub-letting**

- Under no circumstances may a resident sub-let their accommodation at NOOC.
- Residents may not allow friends or family to use their accommodation whilst they are not resident at the accommodation themselves.

#### **G. Appeal Procedure**

- A resident or prospective resident may appeal to the Director for cases involving the interpretation of the above policy. Policy changes must be approved by the Board of Trustees.