

Accommodation Policy

KING'S RESIDENCES

Policy Location:- <https://www.kcl.ac.uk/accommodation/how-to-apply>

Location Procedure Issue

Version & Date of Last Review

Date:11/03/2024

	NAME	JOB TITLE	SIGNATURE
Author	Amina Hofri	Head of Applicant Experience and Conversion	Amina Hofri
Reviewer	Phil Cox	Associate Director – Student Residences	
Authoriser	Charles Gallagher	Director of Kings Community Business Services	

Effective Date	01/02/2024
Next Review	January 2025

Change History

Document Version	Effective Date	Significant Changes

Contents

1.	INTRODUCTION	1
2.	DEFINITIONS	1
3.	ACCOMMODATION ELIGIBILITY	1
4.	ACCOMMODATION GUARANTEE.....	2
5.	BOOKING PROCESS	3
6.	STUDENTS AGED UNDER 18	3
7.	ACCOMMODATION DISABILITY PROVISION.....	4
8.	FEE ADJUSTMENT FOR ACCOMMODATION DISABILITY PROVISION	4
9.	ACCESSING AFFORDABLE ACCOMMODATION	4
10.	ASSISTANCE DOGS AND EMOTIONAL SUPPORT ANIMALS	6
11.	ROOM CHANGES PRIOR TO TAKING UP RESIDENCE	6
12.	ADVANCE PAYMENT OF RENT	6
13.	CANCELLATIONS.....	6
14.	AUTOMATIC CANCELLATIONS.....	6
15.	EXCEPTIONS.....	6
16.	OVERSUBSCRIPTION.....	6
17.	OUR RIGHT TO RESTRICT YOUR ACCESS TO ACCOMMODATION.....	7
18.	CRIMINAL CONVICTION	7
19.	RELEVANT POLICIES AND DOCUMENTS	7

1. INTRODUCTION

- 1.1 This Policy outlines key information about the provision of accommodation for current and prospective students at King's College London and covers what they can expect from us. This Policy should be read together and alongside [King's Residences Licence Agreement](#) for a full understanding of the arrangements and conditions in relation to student accommodation at KCL.
- 1.2 King's Residences' purpose is to provide a range of good quality university accommodation, which is safe and secure, priced appropriately, provides opportunities for learning experiences and contributes to KCL's sustainability. The actions we take to fulfil this goal are to:-
- 1.2.1 seek and take account of the recommendations of KCL's Disability Support & Inclusion team, giving priority where appropriate to students with disabilities;
 - 1.2.2 only provide accommodation for students of KCL and affiliated institutions;
 - 1.2.3 publish accurate and up to date information about each residence, including prices and facilities;
 - 1.2.4 ensure we offer accommodation in a variety of residences to meet applicants' demands, preferences and budgets; and
 - 1.2.5 continually improve our operational processes and systems to develop the services that we offer.

2. DEFINITIONS

- 2.1 In this Policy, the following terms have the following meanings:-

"Accommodation Guarantee" has the meaning set out in clause 4.1

"Accommodation Portal" means the online portal which can be accessed at <https://accommodation.kcl.ac.uk>

"Active Registration" has the meaning set out in clause 4.4

"Booking Process" has the meaning set out in clause 5.1

"KAAS" means King's Affordable Accommodation Scheme

"KCL", "King's", "we", "us" and "our" refers to King's College London, Strand, London WC2R 2LS

"Licence Agreement" means the Residences Licence Agreement entered into by you and King's in relation to the provision of student accommodation at a King's residence, a copy of which is available on the How to Apply [page](#).

"Period of Residence" has the meaning given to it in the Licence Agreement

"you" and "your" refers to you the student or applicant

3. ACCOMMODATION ELIGIBILITY

- 3.1 Only KCL and its affiliated institution's prospective and current students will be eligible to apply for accommodation for the academic year in which their course commences. This applies to:-

- 3.1.1 new year undergraduates on a full-time course (September 2024-June 2025) including those on a Study Abroad program;
 - 3.1.2 new postgraduates on a full-time course (September 2024-September 2025):- Including Postgraduate Taught and Research courses; and
 - 3.1.3 returning students on a full-time course:- both undergraduates and postgraduates progressing to the next academic year.
- 3.2 Students who have outstanding debts with King's Residences will be required to settle these prior to being allowed to progress with room booking. Once the debt has been settled access to the Accommodation Portal will be granted.
- 3.3 Additionally, King's Residences reserves the right to deny access to the Accommodation Portal to any student whose Licence Agreement has been terminated due to misconduct in a previous academic year.

4. ACCOMMODATION GUARANTEE

4.1 We guarantee a place in KCL accommodation for the 2024/25 academic year to students who satisfy the following conditions (the "**Accommodation Guarantee**"):-

4.1.1 Undergraduate / Foundation students:-

- (a) you must be:-
 - (i) a **new** undergraduate or foundation student; or
 - (ii) a care-experienced student (whether new or returning); or
 - (iii) under the age of 18 on move in day (14 September 2024);
- (b) KCL must be your firm choice for your chosen course;
- (c) your course must be full-time;
- (d) you must not be studying a Study Abroad programme at KCL for one term only; and
- (e) you must hold an Active Registration and have completed the Booking Process by midnight on 6 June 2024.

4.1.2 Postgraduate students:-

- (a) you must be a new or current postgraduate student;
- (b) your course must be full-time;
- (c) you must not be studying a Study Abroad programme at KCL for one term only;
- (d) KCL must have received your deposit for your chosen programme of study; and
- (e) you must hold an Active Registration and have completed the Booking Process by midnight on 17 July 2024.

4.2 The Accommodation Guarantee does not apply:-

- 4.2.1 to room preferences (including location or room type);

- 4.2.2 if you do not hold an Active Registration when you apply for KCL accommodation;
 - 4.2.3 to continuing KCL undergraduate students (save as set out above); or
 - 4.2.4 to applicants who apply for accommodation after A-level results day.
- 4.3 The Accommodation Guarantee is for individual applicants and cannot be transferred to another student.
- 4.4 A registration will be 'active' from the date on which you submit the registration form on the Accommodation Portal (in accordance with Stage One of the Booking Process described in clause 5.1.1 below), and will remain active for four weeks from that date (an "**Active Registration**") during which period of time you can secure your accommodation by completing the remaining stages of the Booking Process.
- 4.5 If you have not booked a room by the end of the four-week period, your Active Registration will automatically be cancelled. You will only be able to re-activate your registration after the relevant Accommodation Guarantee deadline (specified in clause 4.1) by emailing King's Residences (kingsresidences@kcl.ac.uk) with your request and the Accommodation Guarantee will not apply to your re-activated registration.

5. **BOOKING PROCESS**

- 5.1 To apply for accommodation at KCL you must follow the following process (the "**Booking Process**"):-
- 5.1.1 complete the registration form available on the Accommodation Portal;
 - 5.1.2 within two weeks of submitting your registration form we shall issue you with an invitation via email which will contain a link to the booking system to enable you to secure a room at KCL;
 - 5.1.3 log in to the booking system via the Accommodation Portal and select a room; and
 - 5.1.4 confirm acceptance of the terms of the Licence Agreement in the Accommodation Portal, provide your KCL student ID number and make the £450 pre-payment (which is payable unless you are a recipient of KAAS). Please note that you will have four weeks from receipt of the KCL email invitation (referred to at Stage 2 of the Booking Process described above) to select your room and complete Stages 3 and 4 of the Booking Process before the link expires.
- 5.2 Applicants who do not satisfy the criteria for the Accommodation Guarantee will be sent an email invitation to access the booking system within two weeks of submitting their registration. Rooms will be subject to availability at the time of booking.

6. **STUDENTS AGED UNDER 18**

- 6.1 If you are an applicant below the age of 18 years old on 14 September 2024, you are guaranteed a place at King's Residences provided your registration form has been submitted (ie once you have completed Stage One of the Booking Process set out in clause 5.1.1) and received by the Allocations Team by 6 June 2024. Students aged under 18 will be given the opportunity to select an ensuite room in one of the following two residences (subject to availability):-
- 6.1.1 Great Dover Street Apartments; or
 - 6.1.2 Stamford Street Apartments.
- 6.2 Applicants aged under 18 must provide details of a parent or legal guardian as a co-signatory in order to complete their booking and be issued with their Licence Agreement.

6.3 King's Residences endeavours to ensure all students feel welcome and safe within our residences and further details can be found in our [Under 18 Policy](#).

7. ACCOMMODATION DISABILITY PROVISION

7.1 King's Residences endeavour to make reasonable adjustments to support individuals who, due to disability, a long-term medical condition or sensory or physical impairment, require adapted accommodation or a particular location to help them participate fully and enjoy a fulfilling university experience.

7.2 Applicants should notify the Allocations Team of any needs by completing the relevant section in their online registration form during Stage One of the Booking Process (set out in clause 5.1.1) and submit the relevant documentation to support their application.

7.3 If the nature of your condition means special adaptations are not necessary, you will be able to book your room online using our online booking system.

7.4 Examples of requirements which you can self-select on the online booking system include:-

7.4.1 a room on a particular floor.

7.4.2 requesting an en-suite room;

7.4.3 being a specific distance from campus; and

7.4.4 requesting a fridge in your room for medical purposes (subject to you providing sufficient medical evidence).

7.5 If you require an accessible room or room adjustments, you are required to complete the Accommodation Disability Provision form at the registration stage (Stage One of the Booking Process described in clause 5.1.1). Once your requirements are received, the Allocations Team will liaise with KCL's Disability Support & Inclusion team to confirm any necessary adjustments. More information is available on the [Accommodation Disability Provision page](#).

7.6 The deadline for submitting an Accommodation Disability Provision form is 6 June 2024.

7.7 We will endeavour to make reasonable adjustments to support individuals who require adapted accommodation in line with the [Equality Act 2010](#).

7.8 For more general information and support please contact [King's College Disability Advisory Services](#)

8. FEE ADJUSTMENT FOR ACCOMMODATION DISABILITY PROVISION

Students requiring specific room types (eg studios) owing to their medical requirements and/or disabilities and following a one-to-one assessment with a member of our staff, will have their accommodation fees adjusted so that they are charged the lowest standard price of a single room in the allocated residence (regardless of the size or type of room they are allocated). The fee adjustment will apply only for the length of the Licence Agreement and does not apply to medical conditions which do not fall under the category of temporary or permanent disability. To be considered for a fee adjustment you must submit an Accommodation Disability Provision Form during the Booking Process. More information is available on the Accommodation Disability Provision page of our [website](#), which can be found at www.kcl.ac.uk/accommodation/living-with-us/accommodation-disability-provision.

9. ACCESSING AFFORDABLE ACCOMMODATION

9.1 [King's Affordable Accommodation Scheme](#) enables students to access accommodation priced at below market levels when they meet the following eligibility criteria:-

- 9.1.1 you must be a full-time undergraduate student (whether in your first year of study or returning in the 24/25 academic year);
 - 9.1.2 your household income must be below £42,875 per annum (find out more about household income and student funding [here](#));
 - 9.1.3 you must provide a statement explaining the reasons you feel you should be allocated a KAAS room; and
 - 9.1.4 you must have applied for student funding via your regional student finance agency to be means tested (Home students only).
- 9.2 Students can apply for the KAAS by applying at the end of Stage One of the Booking Process described in clause 5.1.1 and successful applicants will be sent an invitation advising them on how to proceed. Applicants will be given one week from the date of receiving an invitation to secure their accommodation. Should the applicant fail to book a KAAS room within a week of receiving their invitation, the KAAS offer will be withdrawn and the applicant will be asked to book a room at the standard rate.
- 9.3 KAAS rooms will be allocated on a first come first served basis until all available spaces have been allocated. Eligible students (ie those who have been allocated KAAS rooms) will be exempt from paying any rent pre-payment.
- 9.4 Unsuccessful KAAS applicants will be able to submit a request for reconsideration. All details on how to submit a request can be found on the [King's Affordable Accommodation Scheme page.](#)
- 9.5 A limited quota of KAAS rooms are available in the following residences on a 40 weeks contract basis:-
- 9.5.1 Stamford Street Apartments;
 - 9.5.2 Great Dover Street Apartments;
 - 9.5.3 Wolfson House;
 - 9.5.4 Angel Lane;
 - 9.5.5 Hayloft Point; and
 - 9.5.6 Battersea.
- 9.6 The following residences are not included in the KAAS:-
- 9.6.1 City;
 - 9.6.2 Vauxhall;
 - 9.6.3 Atlas;
 - 9.6.4 Moonraker Point;
 - 9.6.5 Julian Markham House;
 - 9.6.6 Orchard Lisle & Iris Brook; and
 - 9.6.7 Canada Water.

10. ASSISTANCE DOGS AND EMOTIONAL SUPPORT ANIMALS

10.1 Requests for an assistance dog or an emotional support animal should be made in accordance with the relevant policies, which can be accessed through the links below:-

10.1.1 [Policy on Assistance Dogs](#); and

10.1.2 [Emotional Support Animal Policy](#).

10.2 Except where authorised under these policies, you may not keep any animal in your accommodation.

11. ROOM CHANGES PRIOR TO TAKING UP RESIDENCE

11.1 Applicants can change their room booking once prior to the start date of the Period of Residence. Room changes can be made via the Accommodation Portal. Any changes to your room are subject to availability.

11.2 Room changes may not be permitted following the release of results.

12. ADVANCE PAYMENT OF RENT

12.1 A rent pre-payment of £450 is payable during the Booking Process in order to secure your room. The rent pre-payment will be offset against the first rent instalment due on 25 October 2024.

12.2 If you have booked a place in accommodation and have made a pre-payment but cancel your room the cancellation terms set out below will apply.

13. CANCELLATIONS

13.1 You can request to cancel your booking through the [Accommodation Portal](#) before the start date of the Period of Residence.

13.2 If you terminate your Licence Agreement, your liability for rent is determined by the termination date, as set out more fully in the Licence Agreement.

14. AUTOMATIC CANCELLATIONS

14.1 If you do not meet the entry criteria for KCL as set out in your offer letter, your accommodation offer will be automatically cancelled, and you will receive a notification of this. Applicants who fail to meet the criteria for the course that they applied to and subsequently are offered a place on another course will need to contact Kingsresidences@kcl.ac.uk to have their application reinstated or to secure a new room (in each case subject to availability).

14.2 If we withdraw your place on a course at King's or you reject your place at King's prior to the start of your course, your room will be automatically cancelled. In this case, your pre-payment will be refunded using the same payment method by which you paid your pre-payment during the Booking Process, and you will not be liable to pay any accommodation fees.

15. EXCEPTIONS

Applicants impacted by unforeseen travel disruption, such as visa delays or UK Government advice must contact the Allocations Team to discuss any alterations to their Licence Agreement.

16. OVERSUBSCRIPTION

We reserve the right to move your accommodation booking to similar alternative accommodation before you take up occupation if there is excessive demand for the Residence, which results in over-subscription. Further details are contained in Clause 25.3 of our Residences Licence Agreement.

17. OUR RIGHT TO RESTRICT YOUR ACCESS TO ACCOMMODATION.

We reserve the right to restrict access to the Accommodation Portal to students who have a previous disciplinary record or have outstanding rent debts with King's Residences. Decisions will be considered on a case-by-case basis.

18. CRIMINAL CONVICTION

King's Residences is committed to providing a safe environment, promoting the welfare of our students and staff, and taking appropriate steps to protect them. King's Residences therefore requires all applicants who register for accommodation to disclose any unspent, relevant criminal convictions within 14 days of completing the registration form as part of Stage One of the Booking Process described in clause 5.1.1. For more information, please see our [Criminal Record Disclosure Procedure](#).

19. RELEVANT POLICIES AND DOCUMENTS

[Data Protection Policy](#)

[Licence Agreement Terms and Conditions](#)

[Under 18s Policy](#)

[Equality Act 2010](#)

[Emotional Support Animals policy](#)

[Assistant Dog Policy](#)

[Criminal Record Disclosure Procedure](#)

[Cancellation Policy](#)

[Disciplinary Policy](#)

[Welfare Policy](#)