

RESIDENTIAL STUDENT POLICY AND PROCEDURE

1. Context

The College's residence is an adult, independent living environment with a mixed occupancy that reflects the College's strategic aims and purpose.

The mixed occupancy comprises full-time College students, visiting international students, corporate guests and other visitors. A number of rooms are reserved for College students each year, including accessible room(s). The residence is not supported by a Warden, and although a volunteer Warden may be onsite from time-to-time, that is not part of the service offering.

The residence closes for two weeks over the Christmas and New Year holidays and is not available to College students between the end of the second Semester in June and the start of the new Academic Year in August/September.

The residences are therefore only suitable for adult students who are demonstrably able to live in a mixed-occupancy, unsupported, independent living environment. The Residential Student Handbook sets out the expectations of residential students as regards conduct and behavior, and that is also reflected in the student tenancy agreement which sets out the full terms and conditions of occupancy.

2. Purpose

This policy aims to ensure that College students are offered residential places in a way that takes full account of the above context and safeguards students' wellbeing, while maximising the ability of potential students to access College provision.

3. Residential student eligibility

For a student to be eligible to stay in the residences, they must normally meet the following minimum criteria:

- Be 18 years of age or over at the time of enrolment;
- Live more than 20 miles from the College;
- Be suited to living in a mixed-occupancy, unsupported, adult environment;
- Be demonstrably able to adhere to the obligations of conduct and behavior as set out in the Residential Student Handbook and student tenancy agreement;
- Have not previously breached a student tenancy agreement with the College;
- Have no unspent criminal convictions.
- References will also be requested.

Priority will normally be given to students who live beyond reasonable travel distance from the College or who for whatever reason are unable to travel daily to College, and who otherwise meet the above criteria.

However, decisions to offer residential places allocated for College students are at the discretion of the College, and will be made by the Curriculum Manager, who may refer to the Depute Principal for guidance.

The College reserves the right to refuse an application for a residential place for any reason without explanation.

4. Responsibilities

4.1 The Depute Principal

The Depute Principal is responsible for:

- ensuring the policy and procedure are implemented and adhered to;
- ensuring all relevant staff are familiar with the policy and procedure;
- ensuring that all relevant staff involved in the student recruitment process are kept informed of any decisions made regarding availability of rooms for College students;
- liaising with relevant College staff with regard to the policy and procedure, including the Director of Operations and the Business Development Manager.

4.2 The senior management team (SMT)

The SMT is responsible for agreeing the number of rooms allocated to College students ahead of each recruitment cycle.

4.3 The Curriculum Manager

The Curriculum Manager is responsible for:

- making decisions with regard to offers of accommodation to prospective College students, in line with the criteria set out in the policy and procedure;
- ensuring that all relevant staff are kept informed of any decisions made.

4.4 The Student Wellbeing and Support Lead (SWSL)

The SWSL will advise the Curriculum Manager on suitability of applicants for residential places.

5. Rooms reserved for College students

The number of rooms reserved for College students will be agreed by the SMT before each recruitment cycle. The number will be kept under review and may be amended as circumstances permit or demand. Staff involved in the recruitment process will be informed of the number of rooms agreed by SMT and kept up to date with any revisions. Rooms allocated to college students are single occupancy and en-suite.

6. Variations to Residential Student Policy and Procedure

The College reserves the right to vary and supplement this policy and procedure at any time.

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Residential Student Policy and Procedure
Lead Officer:	Depute Principal
Date last reviewed	February 2025
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Approved By:	Audit and Risk
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