



## Prospective Student Accommodation Application Form - 2019/20

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This form should be completed by the current student in typescript/block capitals using **black** ink. All sections must be completed as failure to do so may result in a delay in processing. Please print double sided.

**Please remember to read the accommodation information before completing this form.**

**Please return by post or in person to: Accommodation Manager, Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT, UK.**

### 1. APPLICANT INFORMATION

Full Name: \_\_\_\_\_  
*Last Name First Name Middle Name*

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City Postcode/ZIP Code*

\_\_\_\_\_  
*County*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ What Gender do you identify as: Male  Female  Other  Prefer not to say   
*DD/MM/YY*

Is your gender identity the same gender you were assigned at birth? Yes  No  Prefer not to say

### 2. EMERGENCY CONTACT DETAILS

Name of your next of kin (who we should contact in an emergency) \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

### OFFICE USE ONLY

Date Received/ Number:

Student Number:

Cohort: Foundation Year/Year 1/PGCE/Masters

Length of contract: 44 week / 51 week

Type of Room:

Room Allocated:

Declined:

Conditional Firm:

Unconditional Firm:

Reservation Email:

Confirmation Email:

### 3. PROGRAMME OF STUDY

Course name: \_\_\_\_\_

Level of study: Bachelor  Masters  PGCE   
 Mode of Study: Full Time  Part Time   
 Length of Course: One Year  Two Year  Three Year  Four Year   
 Offer of Place on Course: Conditional  Unconditional

If conditional, please state if on exam grades or other condition:  
 \_\_\_\_\_

### 4. TYPE OF ACCOMMODATION

**4a. Please tick all relevant boxes below and indicate first choice.** Requests will be met where possible, but cannot be guaranteed.

Shared bathroom bedroom (original halls)	<input type="checkbox"/>	Standard en-suite bedroom (original halls)	<input type="checkbox"/>	Deluxe en-suite bedroom (Cofton hall)	<input type="checkbox"/>	One bedroom flat (original halls)	<input type="checkbox"/>
One bedroom flat (Cofton hall)	<input type="checkbox"/>	Standard <b>accessible</b> en-suite bedroom (original halls)*	<input type="checkbox"/>	Deluxe <b>accessible</b> en-suite bedroom (Cofton hall)*	<input type="checkbox"/>	Ground floor or lift <b>accessible</b> bedroom*	<input type="checkbox"/>

**4b. Special Requests:**

Quiet Landing  Mixed gender kitchen/flat  Single gender kitchen/flat (male)  Single gender kitchen/flat (female)

**Other requests** (i.e. next to specific students, located by international/exchange students/Postgraduate students, specific rooms, landings or halls, requirements due to religious reasons):  
 \_\_\_\_\_

**4c.** Please advise below if you require a **bedding pack**. This will cost £25.00 which will be payable by a specified date prior to arrival, with £15.00 being refunded when the bedding pack is left in good condition within 8 weeks after the end of the contract.

Bedding pack: Required  Not Required

**4d. Disability & Medical Conditions relevant to Accommodation:**

Please state if you have a disability or medical condition, which is relevant to the allocation of accommodation or your experience whilst in residence, including access needs and any particular requirements or adjustments desirable. \*Please provide further information why an **accessible room** is required  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4e. Contract Length:** 44 Weeks  51 Weeks

## 5. SHARING YOUR PERSONAL DATA

The Accommodation Manager may need to disclose your sensitive data regarding your disability/medical condition with the accommodation team. The accommodation team consists of the Director of Estates, Accommodation Manager, Accommodation Administrator, Hall Tutors and Security. The reason for this is that the accommodation team will need to review if there are any support measures that need to be put into place in terms of physical aids, reasonable adjustments to the accommodation provision and Personal Emergency Evacuation Plans. In addition, the accommodation team are the first point of contact if a student becomes ill or needs first aid assistance particularly outside office hours and it is beneficial if they are fully aware of the support required.

The Hall Tutors and Security may need to disclose your sensitive data to third parties (paramedics, mental health crisis teams and police) during out of hours emergencies.

In the event of an emergency, we may need to contact your next of kin (the person you listed in section 2). It is your responsibility to ensure that your next of kin is happy for us to hold their details. The details will only be used in an emergency and will be securely disposed of at the end of the contract period after you move out of University accommodation.

The Accommodation Manager may need to disclose your sensitive data regarding your disability/medical condition with colleagues involved in student support. The reason for this is because the student support team will need to ensure that all required support mechanisms are in place and prepare a student support plan to provide any assistance required as agreed with the student.

Under data protection legislation, we are required to obtain explicit consent when processing and sharing your sensitive data. The lawful basis for the accommodation team processing your personal data is *consent* (Article 6) and the conditions for processing your special category data is *explicit consent* (Article 9).

**I consent to my sensitive data being shared with the listed third parties**

**I do not consent to my sensitive data being shared with the listed third parties**

N.B. You can withdraw your consent at any time, however, due to the importance of the reasons listed above, this may affect whether you are able to live in University accommodation. You can do this in writing by emailing Karen Carter ([K.Carter@staff.newman.ac.uk](mailto:K.Carter@staff.newman.ac.uk))

To read more about how we use and protect your personal data please refer to the [Privacy Notice for Students](#).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 6. DUTY TO DISCLOSE A CRIMINAL CONVICTION

Due to changes in data protection law, UCAS has removed the question in the application process, which required all applicants to declare whether they have any **relevant, unspent criminal convictions**. The University has a responsibility to its students, staff and visitors to provide a safe community. In accordance to this responsibility, it reserves the right to reject applications from applicants for accommodation whose prior (unspent) criminal conviction(s) suggest that they may pose a danger to the community. In assessing risk, the University will review the relevant information provided and reserves the right to reject applications from applicants for accommodation. Please refer to T&Cs at:

<https://www.newman.ac.uk/knowledge-base/general-academic-regulations/>

Personal data held for the purposes of accommodation is only shared with relevant staff and securely destroyed at the end of the academic year. Please see the [Privacy Notice for Applicants](#) for further information.

**Relevant criminal convictions** Please refer to the Unlock web site to see what restrictions need to be disclosed prior to completing the form at [www.unlock.org.uk](http://www.unlock.org.uk). Unlock is a charity covering England and Wales, who provides a voice and support for people with convictions.

**Unspent criminal convictions** are those where the sentence is still active. Please refer to the Unlock web site at [www.unlock.org.uk](http://www.unlock.org.uk) for further information.

Please contact Karen Carter, Accommodation Manager, telephone 0121 483 2219 or e-mail [k.carter@newman.ac.uk](mailto:k.carter@newman.ac.uk) at Newman University if you wish to discuss your circumstances and you will be signposted to the appropriate person.

**Please can you advise if you have any relevant unspent criminal convictions?**      Yes       No

If the answer is yes, a member of staff will be in touch to discuss this confidentially and to offer advice. An unspent conviction does not necessarily bar applicants from moving into University accommodation.

**Are you currently in prison, on licence from prison or on a community order?**      Yes       No

If appropriate, you can be signposted to staff who will be able to discuss additional support needs to aid the transition to Higher Education.

For more recent and serious offences if rejection is a possibility, a face to face meeting will be arranged to find out more information in order to ensure a fully informed assessment can be made.

The Safeguarding Panel will meet to discuss any potential concerns prior to a decision being made regarding the application for accommodation. Please see the [Newman University Safeguarding Policy](#) for further information.

The university strives to support all applicants however, has the right to reject an accommodation application if the information is not provided or the nature of the conviction is felt to provide an unacceptable risk.

I agree to advise the University regarding any relevant, unspent criminal convictions. I understand that if I should fail to notify the University of relevant unspent criminal convictions, the University reserves the right to terminate the tenancy due to breach of contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 7. DECLARATION

I confirm that the information given on this form is true, complete and accurate and that I have not withheld any information relevant to my application. I accept that if I am allocated a room, I am committed to staying in occupation for the full contract period as detailed in the Accommodation Contract. **I am aware that the completion of this application form does not guarantee the allocation of a room.** I can confirm that I have read the Accommodation Information on the Newman Website prior to application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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