

University of Staffordshire Accommodation Application and Offer Terms and Conditions - 2026

This document outlines the Terms and Conditions of applying for accommodation with University of Staffordshire through the accommodation portal. Submission of your application is considered acceptance of these terms and conditions.

1 Guarantee

University of Staffordshire offers guaranteed accommodation to all new Undergraduate entrants at our Stoke on Trent Campus Locations. This is subject to section 17, availability of accommodation and cases where the University of Staffordshire reasonably determines that the accommodation is unsuitable for a students' access and inclusion needs. To be eligible for guaranteed accommodation, UK students **must**:

- be holding a conditional or unconditional firm offer of a place on a full time undergraduate degree at the university
- apply for a full licence before the 31st August 2026
- be applying for a single occupancy room
- accept the offer of accommodation within the deadline detailed in your offer

International students **must**:

- be holding a conditional or unconditional firm offer of a place on a full time degree at the University of Staffordshire (undergraduate or postgraduate)
- apply for a full licence before the 31st August 2026
- be applying for a single occupancy room
- accept the offer of accommodation within the deadline detailed in your offer

2 Applying

By submitting an accommodation application, you are under no obligation or financial commitment and can withdraw your application at any time prior to accepting an offer of accommodation.

You can log back into the accommodation portal at any time to check the status of your application. If your application states "Processing" there is nothing you need to do until your application reaches the next stage. If you do not hear from us for a while, do not worry - we will contact you if there is anything we need to check.

3 Processing applications

We will process applications based on the date of submission and availability of preferred rooms. Rooms are allocated on a first come, first served basis. We process accommodation applications from individuals who are holding either a conditional firm or unconditional firm course offer. Priority processing is given to new entrants and students with access and inclusion needs.

As part of your application, you are asked to place your preferences of accommodation in rank order. We will allocate individuals to the highest ranked preference available at the time of allocation. It is not always possible to allocate applications to first preferences.

We do not process applications for accommodation if the University is your insurance choice institution. If your decision changes to firm, it will update in the accommodation system, and we will then allocate your application in line with these terms and conditions.

4 Offers

If you have firmly accepted a course offer from the University, you will receive an accommodation offer.

We will send you an offer of accommodation via email to the email address provided when you registered on the accommodation portal.

The details of your offer of accommodation including licence start date (move in date), licence end date (move out

date), total cost and offer acceptance deadline date will be made clear on your accommodation offer email.

5 Accepting your offer

To accept your offer, you must follow the steps on the accommodation portal. Acceptances can only be completed online. If you experience any issues when accepting your offer, please contact living@staffs.ac.uk

There are 3 steps to accept your offer, and you must complete all of them before the deadline in your offer email to formally accept your offer:

1. Review your offer details
2. Read and agree to the Accommodation Licence Agreement and the Accommodation Code of Conduct that were supplied to you when your offer was made
3. Make your pre-payment (see below for more information)

If you apply for accommodation before 13th August 2026, you will have 4 weeks from the date of your initial accommodation offer to accept it. If you apply for accommodation on or after 13th August 2026, you will have 7 days to accept it.

When you accept your offer, you must make a pre-payment of £50 or pay your entire licence fee in full. This is **not** a deposit but is part of your total licence fee and the pre-payment will be deducted from your first accommodation instalment. The prepayment is non-negotiable and cannot be bypassed. More information is provided in section 13 below.

6 Priority Applications

Students with access needs e.g., a physical disability or sensory impairment or a severe medical condition which may require reasonable adjustments will be prioritised for specific types of accommodation.

Students who have a disability, long-term health condition, or other access needs that may impact their accommodation requirements must declare this as part of their accommodation application.

Where a disability or relevant medical condition has been declared, the Student Life Team will contact the student to request further information and any supporting evidence that may be needed to assess their requirements.

The University will work collaboratively with students to review their accommodation needs, provide guidance on available options, and ensure that any required reasonable adjustments are considered. Please note that an offer of accommodation cannot be confirmed until this assessment and discussion has taken place. If suitable University managed accommodation is not available, we will provide information on alternative accommodation options.

Students who are care experienced or estranged

These students may be required to provide supporting evidence from their local authority. Qualifying applicants may be offered accommodation for the duration of their initial course. Care experienced or estranged applicants must specify this within their application.

7 Under-18's

Applicants who will be under 18 years old at the start of the academic year will be contacted by the Student Life team to complete the required Under-18 Assessment. Under-18's will be allocated in accordance with the under 18 allocations risk assessment. This can be either in shared halls, with the same sex and same age group or in en-suite accommodation with mixed gender and the same age group.

8 VAT

At the date of the Agreement the Licence Fee is exempt from VAT but we reserve the right to charge VAT if it becomes payable during the Period of Residence, for example, if there is a change in the law.

9 Council Tax

If for any reason you become or cause the university to become liable for council tax for the Accommodation (for example because you are in full time employment or claim social security benefits) then you will pay such council tax (or reimburse the university for any sums that we pay within 14 days of written demand).

10 Criminal convictions

During the application you will be asked to provide information relating to any criminal convictions which you may have. Applicants who disclose within their application that they have a criminal conviction may be contacted and asked to provide further information. Depending on the nature of the information provided, the [Applicant and Student Review Process](#) may be followed. More information can be found within the linked procedure.

11 Group applications

During the application process, there is an option to join a 'group.' This acts as a request to be allocated in the same flat or near other members of the group. There is no guarantee that we will have availability to allocate group members together and reserve the right to reasonably refuse requests e.g., if there is not a suitable space that would allow us to allocate all members of a group together.

12 Special requests

If you have special requests, not relating to disability or access, you must specify this during the application process in as much detail as possible in your application. We can only allocate based on information you have provided to us in your application, and we cannot guarantee that we will be able to meet all requests.

13 Pre-payment and refunds

You must pay either a pre-payment of £50 or the full licence fee to accept your offer. This prepayment is not a deposit and will not be returned to you but will be deducted from the first instalment of the total licence fee. The prepayment is not negotiable and cannot be bypassed. If you do not pay your pre-payment by the deadline date, your offer will be withdrawn. Further details on the pre-payment are included in the licence agreement which you will receive before accepting your offer.

If you decide to not take up the accommodation offer, and we receive notification of that on or before 31st August 2026 your pre-payment of £50 will be refunded and you will not be liable to pay any Licence Fees. If you notify us after the 31st August 2026, but before the start date of your Licence Period, your pre-payment will not be refunded but you will not be liable to pay any further Licence Fees.

14 Centre for Health Innovation: Students studying at the Stafford Campus

Students studying at the Stafford Centre for Health Innovation will have selected cluster block and townhouse accommodation within the University Village reserved – excluding accommodation in Swan. This accommodation pathway offers Stafford-based healthcare students the option of a 50-week contract, designed to align with the extended academic year of healthcare courses.

Healthcare students who do not take a 50-week contract will be expected to vacate their accommodation at the end of the standard 42-week contract. Healthcare students who remain in University accommodation beyond the 42-week contract period may be required to relocate within the Village. Where relocation is necessary, students will be moved to like-for-like accommodation to enable them to complete the remainder of their 50-week contract.

15 Returning students

We welcome applications from returning students and have a limited number of reserved rooms to allocate to returning students. Priority will be applied to returning students who fit into the following criteria:

- they are care experienced or estranged; or
- have access and inclusion needs that means they require University-managed accommodation for the entirety of their course length.

16 Late applications

Applications for University managed accommodation received after 31st August 2026 will still be accepted through the accommodation portal. Applications will be managed under the same criteria as set out above. Priority will be given to new students and allocations will be made based on accommodation availability at the time of allocation.

17 Exclusions from University-managed accommodation

The University may decide that it is not willing to offer you accommodation in certain situations, such as:

- being excluded from University managed accommodation in previous academic years
- having previous conduct issues in accommodation and/or being served a previous Notice to Quit (NTQ) for University managed accommodation in previous academic years
- being subject to pending disciplinary proceedings at the time of allocation
- if you have outstanding debt in relation to Accommodation fees for previous academic years or other debt owed to the University
- criminal convictions, depending on the nature of the conviction