



### Accommodation admissions and allocation policy

The admissions policy is to place all full time students aged 16 years old and above, who require College accommodation, in the most appropriate accommodation available to fit their needs and requirements. College accommodation is for students who are on a full time course at the College and must maintain good attendance inline with the CCG positive behaviour management policy. The team will support all our students through every aspect of their time at the College and provide a safe, secure and healthy environment for them to achieve their full potential.

The Accommodation is inspected against the Ofsted framework and National Minimum Standards for the under 18 provision, the British Council for the English as a Foreign Language provision and Accreditation UK (ANUK) code of standards for the over 18 year old residential accommodation.

### Allocation of accommodation

- The College welcomes all applications and will seek to meet demand. Priority is given to those students who are unable to travel to the College each day. The student will select their choice of accommodation on initial application, with the option to select a first and second choice. Confirmation for the accommodation and room type is sent when the advanced payment of rent is received. All the Accommodation is available 7 days per week only.
- Priority is given in Woodlands Halls to those students who are here for the full academic year.
- For those allocated to a twin room in Woodlands Halls, students will be placed based on any preferences they have made (ie, share with a friend, preference on what nationality they wish to share with). If no preference has been given, students will be allocated with a student of another nationality where possible to encourage the use of English.
- An assessment will be carried out, if appropriate to look at the specific needs of the individual concerned and where (as determined within the Equality Act 2010) that these are reasonable we will make reasonable adaptations. Charges for rooms adapted for use by students with disabilities do not exceed the published room rate.

**Early application is advisable, although applications are accepted at any time throughout the year.**

Any questions relating to the allocation of the accommodation should be sent to the Head of Accommodation on [accommodation@chichester.ac.uk](mailto:accommodation@chichester.ac.uk). Any special requirements or circumstances that need to be taken into consideration should be included with the application.

Students who disclose a medical issue on their application form will be asked to complete a well-being support plan with a member of College staff before or on arrival to ensure they are best supported at the College.

Updated August 2025



The information that is provided will assist us in meeting the student's accommodation needs. To ensure we provide the best possible care to all of our students we would ask if you can inform us of any relevant information upon application so we are able to support them.

There are two on site Halls of Residence's at the Chichester College campus. Woodlands Halls of Residence for those students who are 16 and 17 years old at the time of admission and Westgate Halls of Residence which is for students who are 18 years of age or over at the time of admission. Woodlands students who turn 18 through their contracted time will stay at Woodlands for the rest of the academic year, unless other arrangements are agreed on application submission. Students coming to Woodlands can request what type of room they prefer - the allocation of these rooms is done on the date the advanced payment of rent is received.

Half Board Host providers are also offered for Chichester and Worthing campuses.

All students are expected to comply with their individual terms and conditions, or licences of their accommodation type at all times.

### Cancellation policy

For cancellations apart from visa refusals, 10 working days' notice must be given prior to the contract start date. Cancellations received after this deadline will incur a charge of one weeks accommodation fees taken from any monies received or to be paid upon cancellation. All cancellations must be made through the accommodation office in writing.

Relevant College policies are available on:

<https://ccgonline.chichester.ac.uk/course/view.php?id=1067>

