

Introduction

The University of Leeds is committed to providing an outstanding student experience, in line with the university's values. Accommodation places are predominantly reserved for those who are new to the University and who are covered by our [Accommodation Guarantee](#).

The university actively supports widening participation to higher education and aims to attract the best students regardless of their background. Where possible, accommodation will be provided to those who may be significantly disadvantaged by not living in university accommodation. The university reserves the right to offer accommodation to those not covered by this policy.

Purpose Statement

To set out clearly for colleagues, students and others, the university's approach to processing applications for accommodation, with a view to achieving consistency, fairness and transparency.

Scope

The policy applies to applicants for residential accommodation that is owned or managed by one of the following:

- The University of Leeds
- A private provider of purpose-built student accommodation (PBSA) by arrangement with the university (managed partnership)
- Other private providers of PBSA (referral agreements)

University owned and managed partnerships with private PBSA is contracted directly with the university. In some instances, students allocated to private PBSA (but in a managed partnership with the university) will contract directly with the student, however it will be issued by the university.

All allocations are the responsibility of the university accommodation office, and the bookings managed in line with partnership agreements in place with the university.

In the event of high demand and sometimes at short notice, a referral agreement or managed partnership with a private provider of PBSA may be put in place. While we endeavour to contract with students directly, in the event either is required (particularly in the case of referral agreements), students may be required to contract directly with the PBSA operator. We will inform students in advance if this will be the case.

Roles and Responsibilities

Implementation of the policy will be overseen by the Head of Residential Services and managed by the Student Living and Partnerships Manager.

This policy will be reviewed annually by members of the Residential Services Senior Management Team and changes will be approved by the same group.

Questions regarding this policy can be raised by emailing accom@leeds.ac.uk

Who can apply for accommodation?

Applications are open to prospective full-time students intending to study at the University of Leeds and full-time students registered with the University of Leeds. Before applying for accommodation, new applicants are required to have accepted an offer to study at the University of Leeds or made the University of Leeds their firm choice.

The following conditions apply:

- **UCAS and clearing students:** Those entering via UCAS or clearing must have selected the University of Leeds as their firm (first choice) university.
- **Direct applicants:** are required to have accepted their place to study at the University of Leeds.
- **Returning students:** Accommodation is available to returning students studying in subsequent years and after their first year. However, the number of rooms available is limited and can vary from year to year.

The university welcomes applications from everybody, regardless of race, sex, religion or belief, sexual orientation, age, disability, gender reassignment, marital/civil partnership status, pregnancy and maternity.

Students not included under the University of Leeds Accommodation Guarantee

Several cohorts of students are not covered under the University of Leeds accommodation guarantee. These are as follows:

- New undergraduate students, who join the University of Leeds in the 2nd or 3rd year of a programme and are studying full-time, or who transfer from another institution, may apply for university accommodation, but will not be guaranteed
- Students attending another Leeds based higher education institution (Leeds Beckett University, Leeds Arts University, Leeds Trinity University, Leeds Conservatoire etc).
- Family or couple accommodation is limited in supply and not guaranteed. Applicants should disclose their intention to arrive with dependents by contacting the Accommodation Office via email accom@leeds.ac.uk or by telephone 0113 343 7777.

- Students studying part-time or who are registered on a distance learning programme are ineligible to apply
- Commuter students: Students who chose to commute to the University of Leeds for their programme of study are not covered under the accommodation guarantee. Allocations to [commuter accommodation](#) is on a first come, first served basis.
- Mid-term applicants: Students who apply after the academic term or semester has commenced.
- Students requiring summer accommodation after their academic year or semester 2 contract has ended.

Choice and availability

Applicants applying to live with us should expect to live with people from a variety of cultures, religions, identities and backgrounds and should respect the diversity of our community. When applying for accommodation, we ask students to complete the accommodation application form in full and share as much information as possible so that we can best meet their needs.

The accommodation office team will endeavour to meet as many preferences as possible however, due to availability and demand, it is not always possible to offer applicants their preferred accommodation choice or meet all their personal preferences.

These include but are not limited to:

- Preferred residence or location
- Room type preference
- Dietary requirements
- Gender sharing preference
- Request to live in quieter lifestyle accommodation
- Additional bespoke or individual requirements

If an applicant's choices are not available, the university will seek to offer as close a match as is reasonably possible based on a combination of room type, preferred location, price and availability.

Depending on the volume of applications received, it may be necessary for the university to source additional accommodation in the surrounding area and within the city of Leeds and which may not previously have been advertised on our website. In this event, we will notify applicants as soon as possible and share the following information:

- Name and location of accommodation
- Name of accommodation provider

- Weekly rental fee
- Detailed information about the property and facilities available
- Website and contact information
- Next steps required by the student

Application process - how to apply

Except for the following:

- Students requiring family accommodation
- Students wishing to live with a partner and require couple/family accommodation
- Students requiring commuter accommodation
- Students applying for accommodation several weeks/months after the academic year or semester has commenced
- Students requiring summer accommodation

All applications are submitted through the [accommodation online portal](#) and students are required to create an account to complete and successfully submit their accommodation application. The accommodation online portal is [located on our website](#) and students can commence creating their account by clicking 'Apply Now'.

Applicants who experience difficulties or who are unable to use the portal can contact the accommodation office via accom@leeds.ac.uk or by telephone 0113 343 7777.

It is recommended that all applicants, whether they are new to Leeds or a returning student familiarise themselves with the different application routes, eligibility criteria, deadlines and information on our website before making their application.

The application and allocation process will depend on:

- Application type (e.g. single student, couple or family)
- Degree programme (undergraduate or postgraduate)
- If the applicant is covered by the accommodation guarantee
- If an applicant requires a specialist allocation
- The date the applicant applies (e.g. on time or late)
- Classification of student (e.g. unconditional, conditional or clearing student)

Accommodation Guarantee

We guarantee an offer of single-person university owned, arranged or partnership managed accommodation if you apply by the [advertised relevant deadlines](#) (see below) and are:

- A new first year undergraduate student
- A new undergraduate exchange student

- An international undergraduate – paying tuition fees at the international rate
- A new international taught postgraduate student – paying fees at the international rate

The university does not guarantee to match the applicant's preferences.

Offers of accommodation under this guarantee are time limited. The university will not guarantee accommodation unless the applicant accepts their accommodation offer within the stipulated deadline.

Application deadlines

For new applicants arriving in September for the start of the academic year, our application process opens in November of the previous year. (Specific dates will be publicised each year on the accommodation website.)

Example: *A new first year undergraduate commencing their studies in September 2027 can submit an accommodation application from November 2026.*

To be guaranteed an offer of single-person accommodation, applications should be [received by the deadlines](#) listed below. The accommodation guarantee includes rooms at university owned, partner managed and partner referral accommodation (where demand requires).

1 July

- New first year undergraduate applicants who have accepted Leeds as their firm/first choice
- Exchange students starting in September
- International foundation year applicants who have accepted their offer to study at Leeds

31 July

- New taught postgraduate applicants paying international fees, commencing in September or October

31 August

- New first year undergraduate applicants who originally accepted Leeds as their insurance choice, but their offer has now become firm
- New first year undergraduate applicants who have accepted a place to study at Leeds through Clearing. (You can apply online using our [accommodation portal](#) two days after you've accepted your offer through UCAS).

1 December

- Exchange students coming to the University of Leeds in January for semester 2 only.

Applications submitted after the deadlines will not be considered until all applications eligible for the accommodation guarantee have been processed.

Allocation process

All accommodation offers will be emailed to applicants with a confirmed place at the University of Leeds, subject to relevant accommodation application deadlines being met.

Email offers will be sent to the email address used when setting up your online accommodation account. It is the responsibility of the student to regularly check their email and to review the contents of accommodation offer sent.

This offer must be accepted within **2 working days** of the offer being sent. Failure to do so will result in the offer being withdrawn and no subsequent offer will be made until all other guaranteed applications have been processed.

Matching accommodation preferences

Due to availability and demand, it is not always possible to offer applicants some or all their personal preferences. If an applicant's choices are not available, the university will offer as close a match as is reasonably possible based on a combination of room type, preferred location, price and availability.

Instances may occur when we cannot meet any preferred requirements and can only offer a student a room from the remaining accommodation available.

The allocation period and receiving an offer of accommodation

Except for returning students, students with families and unconditional firm offer holders, the allocating of accommodation and sending of offers to students commences shortly after A level results day and when students have accepted their offer to study at the University of Leeds.

Due to the exceptionally high volume of applications processed during this period, offers are sent via a staggered approach. This ensures the online accommodation portal is not unnecessarily busy and the experience of accepting an offer is smooth.

We aim to send offers to students as swiftly as possible, however it is important to note that when batches of offers are sent, students will have **2 working days** to accept or decline their offer. When this period has lapsed, unaccepted or declined rooms are returned to our system, the accommodation office team review and commence the next round of offers.

This process continues until all rooms have been offered, accepted and the relevant groups of students processed (conditional, clearing, insurance etc).

We understand this is an anxious and exciting time for many students and their supporters. We aim to complete this process as swiftly as possible however due to demand and/or specific requests, the process can take longer than expected and will be fully completed by 10 September.

Allocation of specific groups

Unconditional firm offer holders

Ahead of the commencement of a new academic year and from mid-July, accommodation offers will be emailed to all applicants who have chosen the University of Leeds and hold an unconditional firm offer, subject to relevant accommodation application deadlines being met.

Failure to accept the offer within **2 working days** will result in the offer being withdrawn and no subsequent offer will be made until all other guaranteed applications have been processed.

Conditional firm offer holders

Applications from those holding conditional offers will not be processed until their place is confirmed at the University of Leeds. Accommodation offers will be sent via email and must be accepted within **2 working days** from the date sent.

This process commences 24 to 48 hours after A level results day in mid-August, or once other academic offer conditions have been met (e.g. Scottish Highers results)

Failure to accept the offer within **2 working days** will result in the offer being withdrawn and no subsequent offer will be made until all other guaranteed applications have been processed.

Insurance choice holders

We recognise that many students will have selected the University of Leeds as their insurance choice and during the results period may firm their choice to Leeds.

As students wishing to apply for University of Leeds accommodation must have selected Leeds as their firm choice, prior to the results period, insurance students will have been unable to apply for accommodation.

Insurance choice holders who have accepted an offer to study at the University of Leeds, applied for accommodation and met the necessary accommodation application deadlines will be allocated after conditional offer holders, alongside clearing students but before late applicants.

Clearing Students

The university reserves the right to guarantee an offer of accommodation to students who receive a place to study at the University of Leeds via Clearing and this may differ from year to year.

In the event accommodation is guaranteed to students accepted via Clearing, an offer will not be processed until their place is confirmed at the University of Leeds.

In the event a student has accepted an offer to study at the university via Clearing and has not submitted an accommodation application, they are advised to apply for accommodation via the [online portal](#) so that an offer of accommodation can be made.

As receiving an offer of accommodation is dependent on a student's place being confirmed at the University of Leeds, the timeline as to when the offer will be sent can vary. At a minimum it will be 48 hours from A level results day and no later than 10 September.

Late applications

Students who are considered late applicants are not guaranteed an offer of accommodation. Late applications are those who did not apply for accommodation by the advertised deadlines.

We aim to assist late applicants as best we can. In the event we have accommodation available, we will only be able to offer accommodation from the remaining rooms available, and it is highly unlikely that we can meet some or all a student's accommodation preferences.

As these offers are the last to be sent, late applicants are likely not to receive an offer until 2 to 3 weeks after A level results day and until all other applicants have accepted or declined their accommodation offer.

In the event we cannot assist late applicants, we will seek to inform students via email as soon as possible and recommend alternative options in the private sector where we are aware of availability.

Specialist allocations

Special procedures apply to applicants who require certain types of accommodation:

Students with additional requirements

The university recognises that some students may have additional requirements or require reasonable adjustments which, if not considered would restrict their ability to fully access the opportunity to attend university, university accommodation or would compromise the students' health or wellbeing.

Further information about the [types of rooms available, equipment we can provide and adaptations](#) which can be considered can be found on our website.

Declaring a disability or additional requirement

Within the accommodation application form, there is a dedicated section entitled 'supporting your requirements' where students can share information pertaining to a disability they may have and highlight where further accommodation support or assistance may be required.

Students who complete this section of the accommodation application form will be contacted separately by members of the accommodation office to discuss their requirements if further detail is required.

Students may be asked to provide [additional supporting documentation](#) and submit it by the advertised accommodation deadlines or in exceptional circumstances by deadlines provided by the Accommodation Office.

Not declaring a disability

Information shared via university applications (UCAS) or the University Disability Services team is not automatically shared with the accommodation office.

As a result, we strongly encourage students to declare any requirements they may have no matter how small. Students who chose **not** to share their requirements via their accommodation application form will be allocated and offered accommodation as per the standard allocation process.

Should it transpire, post accommodation offer that a student subsequently has specific requirements such that adjustments or further support is required, we will aim to support and prioritise as best we can, however we cannot guarantee that a suitable room will be available.

Any student unsure whether it is relevant to disclose their requirements via their application form are advised to contact the accommodation office directly via email accom@leeds.ac.uk or by telephone 0113 343 7777.

Students are also strongly recommended to contact the University Disability Services team to discuss their requirements especially if academic support is also required.

Additional allocation information – specific groups

Students who are under 18

Students who are under 18 (aged 16 or 17 on 1 October in the year of entry) and who have applied for accommodation, will be required to live in specific university owned or partnership accommodation deemed suitable for under 18s.

Incoming students identified as under 18 will be extracted from the pool of applications by the accommodation office and offered accommodation as per the standard process. The university reserves the right to offer and allocate accommodation to these students outside of the standard allocation process if necessary.

Further information [regarding University policy on safeguarding children, young persons and adults](#) and accommodation can be found within section 7 of the website.

Care experienced and estranged students

Care experienced or estranged students may be eligible for the following accommodation support:

- A guaranteed place in university-owned accommodation
- The offer of 365-day accommodation

Additional information can be gained by speaking directly with the accommodation office and/or the [University plus programme](#).

University of Leeds healthcare students

To support University of Leeds healthcare students who are required to undertake placements, accommodation in selected properties is reserved for those who apply on time. Healthcare students will be allocated together and the accommodation reserved may differ from year to year and further information can be obtained by contacting the accommodation office directly.

International students (including study abroad and exchange) - Single semester stays

Study abroad and exchange students studying at the University of Leeds for a single semester only are required to apply for accommodation by 1 July for September entry or 1 December for January entry. International study abroad and exchange students are covered by the accommodation guarantee.

Elite Athlete Programme

The University of Leeds offers a range of scholarship programmes to support elite athletes. At the request of the Sports and Physical Activity service, accommodation may be provided to a select number of students, which supports their sporting ambitions.

The university reserves the right to offer and allocate accommodation to these students outside of the standard allocation process if necessary.

Commuter students

A limited number of rooms are available for students who chose to commute to the University of Leeds for their programme of study. The provision of such rooms seeks to ensure that commuter students can have the same University experience as all other students and that accommodation should not be a barrier to doing so.

The location of the accommodation can vary from year to year and the [process of applying](#) differs to the standard process of applying for accommodation for longer contract lengths.

Summer accommodation

Each year, in the [summer months, a limited number of accommodation is available](#) for students who wish to stay beyond their accommodation contract or who are attending the university as a [pre sessional language student](#).

The location of the accommodation can vary from year to year and the process of applying differs to the standard process of applying for accommodation for longer contract lengths. Applications are processed on a first come, first served basis.

Students with family and/or dependents

Students who [wish to live with their partner/spouse and/or children](#) under the age of 18, may apply for student family accommodation via an MS form.

Family accommodation is not covered by the accommodation guarantee. There is currently a waiting list and new to Leeds students are prioritised for allocation.

Mid-term applicants

Throughout the academic year and subject to room availability, accommodation may be available to University of Leeds students who wish to live in university accommodation.

Considered mid-term applicants, students who fall within this category can apply for accommodation by contacting the accommodation office directly via email accom@leeds.ac.uk or by phone 0113 343 7777

Students who are debtors

Returning students to the university who wish to live in university accommodation will undergo checks on their university account to ensure they are not in debt to the university.

If a student's account reflects a high proportion of unpaid rental fees, we will seek to first engage with the student via email to understand the reasons why. If it transpires that the student may be unable to settle rental fees ahead of the academic year for

which they require accommodation, the university may not offer a student in debt accommodation to ensure their rental debt does not accrue.

Students who are deferring

If you have received an offer to study at the University of Leeds, are eligible for accommodation and wish to defer your place, you are not required to apply for accommodation until the November before your year of entry.

Example: If you have received an offer to study for September 2027 entry, but are deferring to September 2028 entry, you can apply for accommodation from November 2027.

Housing Advice

If a student requires further housing advice, we recommend they visit [Leeds University Union](#) (LUU) or [Unipol](#), both of whom can provide independent housing advice.

Contact

Questions pertaining to this policy can be directed to the Head of Residential Services by emailing accom@leeds.ac.uk