



2019-20: Short Term Housing Request Form
Exchange / Visiting students (from other Universities)

If you wish to request University managed or approved nominated accommodation for a single semester please complete this form and return it to the Housing Office (details below). Room types are available subject to availability.

Before completing the form, please read the notes below.

Application deadlines and Allocations

Applications for Semester 1 deadline: **1st June 2019**

Applications for Semester 2 deadline: **1st November 2019**

- Semester 1 allocations will be sent during the summer period via email. Please ensure you have provided a personal email address you have regular access to. To accept your offer, there will be details on the email to create an account on the Housing application portal.
- Semester 2 allocations will be sent in December 2019 via email. Please ensure you have provided a personal email address you have regular access to. To accept your offer, there will be details on the email to create an account on the Housing portal.

Arrivals

Arrivals for Semester 1 take place on our arrivals weekend from **14th September 2019**.

Arrivals for semester 2 take place from **Thursday 9th January 2020**.

Facilities and Costs

Details about the different room types and current residence fees can be found on the website at <https://www.winchester.ac.uk/accommodation-and-winchester-life/accommodation/costs/>. Please note that guide residence fees are published until the full residence fees are finalised. The room types below are the two options available for exchange/visiting students. If you have a medical or additional need which may require another accommodation type, please declare this on your application and a member of the Housing or Studyabroad team will be in touch with you.

Room Type	Weekly residence fee	Licence end date	Room Type	Weekly residence fee	Licence end date
West Downs (shared bathroom) self-catered	£125.30	30 th May 2020	St Elizabeth's/Beec h Glade (part-board based on 14 meals per week)	£166.60	4 th April 2020 <i>*Available term time only, not available over Christmas break</i>

All accommodation is non-smoking.

Students with additional requirements

The University of Winchester strives to make any reasonable adaptation to the study and living environment for those with specific requirements due to a disability or severe medical condition. For those with multiple or complex needs, we strongly recommend that you contact the Disabilities and Learning Diversity Team in Student Services and Student Housing Services as early as possible to have a discussion about your needs.

If you declare any needs on your form, we will ask you to complete a declaration of requirements questionnaire and to send supporting evidence (usually a GP or consultant's letter).

Kitchen / Bedding Packs

Kitchen equipment and bedding is not provided as standard. If you are not able to provide your own, you can purchase a kitchen or bedding pack from us – please indicate on your application form if you need one or both. Costs are detailed on the form.

Information sharing:

The University of Winchester treats very seriously both the personal data and the sensitive personal data it processes on behalf of primarily its students and staff members, and also a wide range of other people who it works with and has contact with. These include for example potential students, visitors, members of the public, contractors and people it works with as a University.

In certain specific circumstances and linked also to its above mentioned 'processing purposes' and where there is also an additional 'lawful basis' for this further processing, the University may process a specific amount of sensitive personal data. This is done in line with ICO guidance, and may include information about an individuals' health for example.

Sometimes the University has a requirement to share this information with groups of recipients. They include sharing details within the University for when students enrol and for example may need housing.

Personal data and sensitive personal data will be kept for no longer than necessary.

We may share information with the following departments:

Who	What	Why
Finance	Name, Student ID, new room allocation & date of transfer	To ensure that you are being invoiced correctly
Domestic team	Name, Student ID, new room allocation & date of transfer	To ensure that both the room you are vacating and the new room can be cleaned within good time.
Registry	Name, Student ID, new room allocation & date of transfer	To ensure that their records of where students are residing whilst at University are correct.
Security	Name, Student ID, new room allocation & date of transfer	To ensure they are aware of any transfers within accommodation as they will need to prepare and issue keys.
Catering	Name, Student ID, new room allocation & date of transfer	To ensure any students moving within, away from or into Catered accommodation to ensure the catering allowance is correct.
Reception	Name, Student ID, new room allocation & date of transfer	To ensure they are aware of any transfers within accommodation as they may need to assist in issuing keys.

Student Housing Services

St Swithuns Lodge room 1, King Alfred Quarter



01962 827533



housing@winchester.ac.uk



Office Use Only:

Date Received:
Mailing sent
Applied Kx
HF added to Kx
HF received

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Exchange and Visiting Students - Accommodation

A: Personal Details

First name:

Surname:

Winchester Student ID:

Date of birth:

Email address:

Telephone:

Contact address:

B: Accommodation Requirements

Single Semester 1 licence (14/09/2019 – 14/12/2019)

Single Semester 2 Licence (09/01/2020 – 04/04/2020)

Extended Semester 2 licence (09/01/2020 – 23/05/2020)

Non-standard licence length:

to

*If you are intending to visit for two semesters, please tick both semester lengths you require. Please note there will be extra fees incurred to hold your room for the Christmas and/or Easter break.

Please provide details of any additional requirements you have (for example to accommodate a disability or medical condition):
Please see the notes for how we can support you.

Please note that the University can only offer non-standard licences if there are no students who require a room for a full licence. If you request a non-standard licence, we will contact you to let you know if it is possible or not.

C: Additional requirements:

Please delete as appropriate:

Do you require a bedding pack? (£27: duvet, pillow & linen for single bed)

Yes

No

Do you require a kitchen pack? (£44.50: cutlery, crockery, tea towel & selection of pans and utensils)

Yes

No

Please select your accommodation preference below:

Catered (St Elizabeth's /Beech Glade)

Self-catered (West Downs Shared Facilities)

No preference

D: Declaration

I declare that the details I have provided are true and accurate. I understand my information may be shared with relevant departments.

Signed:

Date: