



Short Term/ Emergency Accommodation Policy

Responsible Office	Student Accommodation
Responsible Officer	Student Accommodation Manager
Approval Authority	Director of Estates
Date of Approval	01 August 2021
Effective Date	01 August 2021
Amended (if applicable)	
Related Procedures	Mental Health Framework Support to Study Procedure
Related University Policies	Complaints Policy
Supersedes	N/A
Next review due	01 August 2025

1. Purpose

1.1 This policy is designed to provide some general information and guidance regarding offering short term and emergency accommodation to Bath Spa University Students. All decisions are made on a case by case basis and at the discretion of the appointed University staff.

1.2 Bath Spa University is committed to providing a welcoming and inclusive environment and values the diversity of its staff and students. The University recognises the important role that offering short term and emergency accommodation has for a student's wellbeing and mental health.

1.3 The policy outlines the following key areas:

- The definition of short term and emergency accommodation
- How requests are received and processed
- The practical arrangements in halls ;
- Dealing with complaints or concerns.

2. Definition of short term and/ or emergency accommodation

Where there is available accommodation the BSU Accommodation Team is able to offer short term and/or emergency accommodation to Bath Spa University students who have a fixed address other than in University Halls of residence or in University Nominated third party accommodation, or for students with no fixed address.

Examples of where accommodation may be offered include but are not limited to:

- a fire, flood or similar that means you cannot remain in your usual accommodation,
- a significant Safeguarding concern that you are at immediate harm or risk if you returned to your usual accommodation

Financial hardship is not a qualifying condition for emergency accommodation and students who are struggling with the costs of their accommodation should get in touch with the Student Funding Team, who can direct them to the appropriate University funds, bursaries or other financial support, including the **Bath Spa University Access Fund**. Email at funding@bathspa.ac.uk.

Short term or emergency accommodation is provided as a temporary measure to give a student a safe space to stay for a fixed period of time. Accommodation will be provided in Bath Spa University Accommodation at Newton Park or Bankside House. Rooms can only be provided subject to availability.

3. How requests are received and processed

3.1 Requests must be made in writing either by a student directly or by a member of staff. If the initial query is made verbally, a follow up email with the student and/ or department requesting accommodation is required.

Required details about the request:

- Name
- Student ID and contact details
- Current Accommodation
- Reason for request
- Third party proof if appropriate
- Point of contact/ department

3.2 The length of stay is determined on a case by case basis. The maximum length of stay that the accommodation will be given in the first instance is 2 weeks. A review will then take place to determine the ongoing need.

3.3 All students must sign a licence to occupy the room, which includes abiding by the Residents Handbook. Licences will show the full cost of the room for the length of stay.

3.4 The Accommodation Team will only fund short term/ emergency accommodation for up to and including two weeks. For any contract extensions funding must be sought by the student and/or referring department or the student must accept liability for the associated costs.

3.5 Funding will be transferred to the students rent account and the student emailed by the department providing the funding to advise that the funds have been allocated, a copy of the email must be sent to Myfinance@bathspa.ac.uk.

3.6 If the student is unable to self fund a stay after the initial 2 weeks and no funding is provided by the referring department, the student will be required to vacate the room after the 2 week period.

3.7 In the event that the eligibility criteria for short term/emergency housing is not met, a student will be referred to an appropriate university department or signposted to external agencies for further support and advice.

4. The Practical arrangements in Halls

4.1 The Accommodation Team is responsible for updating the relevant departments to advise of students' occupation in halls.

4.2 Students are responsible for abiding by the Licence Agreement and Handbook and associated University Policies.

5. Dealing with Complaints and Concerns

5.1 Complaints about the operation of the policy should be made using the procedures set out in the University Complaints Policy.
