

# THE UNIVERSITY OF SUSSEX

## KULUKUNDIS HOUSE

### Allocations Protocol

#### 1.0 General

1.1 Kulukundis House is a Unit specially designed to meet the needs of students with a physical disability. There are in total four single study bedrooms and a self-contained flat which can be used for independent living either by a student or where appropriate by a carer.

1.2 The allocation of places within Kulukundis house is reviewed on an annual basis, taking account of individual students' needs. This means that places cannot be guaranteed for the duration of a student's course. Where appropriate the University will make available suitable alternative housing.

1.3 Where a student applicant is identified as having support needs an assessment of these needs must be undertaken by the Student Support Unit who will make the final decision as to whether Kulukundis House is considered appropriate housing for the student.

#### 2.0 Allocations

2.1 Demand for places in Kulukundis House varies from year to year and at times may exceed availability. In such cases the following priority system for allocation will be implemented.-.

2.2 (a) **Returning Sussex** students will take priority over new students applying to Sussex. Returning students include both undergraduate and postgraduate students who either entered Kulukundis House in their first year of study or who subsequently acquired a disability such as to require the use of specialist accommodation

(b) **New applicants** – where the number of new applications exceed the number of bedspaces or remaining bedspaces (taking into consideration 2(a) above); priority will be given to new students in accordance with the date of the students' original University application (to be confirmed by either the Undergraduate or Postgraduate Admissions Office).

#### 3.0 Timetable

3.1 The University will normally try to make decision on whether an allocation is to be made within the UCAS application process. Returning student requiring a place in Kulukundis House for the coming academic year should notify the Housing Office in the Spring Term and no later than the 31<sup>st</sup> March.

#### 4.0 **Complaints**

Any student encountering difficulty with the operation of the procedures contained herein should take the matter up with the Residential Services Manager in the first instance.