

# Decision-making process of the Continuation of Housing Panel

## Introduction

Applications from returning students who need University-managed accommodation are considered according to individual circumstances by a Continuation of Housing Panel (“the Panel”).

Applicants are notified of the outcome within one week of the Panel's decision.

## About the Panel

The Panel membership is formed from different Professional Services divisions at the University and includes a representative from the Student Support Unit, and representatives from other divisions including Residential Life, Housing Services, Student Conduct, and the Office of the General Counsel.

## What the Panel considers when deciding whether to make a housing offer

These are some of the considerations the Panel can consider:

- The impact of your disability on your daily activities
- Whether you have already had a place in University accommodation under continuation of housing and consider that this is required for a further year of study to meet your needs.
- Your reasons for wishing to return to University-managed accommodation after renting in the private sector.
- Whether you would be placed at a substantial disadvantage due to your disability compared to your (non-disabled) peers if you are not able to live in University-managed accommodation.
- Whether you have a medical condition or disability which can only be managed in specific accommodation, such as a hall of residence on a specific site, with access to specific equipment and/or characteristics of that accommodation (e.g. wheelchair accessible).
- Whether you have explained your condition, how the condition affects the way you live, and why the condition is best supported in a hall of residence or in a specific type of room.
- Whether you have applied by the deadlines specified. Late applications will be considered only in very exceptional circumstances and cannot be guaranteed, as appropriate housing will be subject to availability.
- Whether there is a risk that the allocation of a housing place would put your potential flatmates at an unacceptable risk of harm to their health and wellbeing. This can include but is not limited to, behavioural incidents from a previous tenancy, and/or risks of significantly and adversely impacting others.
- Whether if, based on the evidence available, the University can reasonably put in place the adjustments required to meet your needs or if the University reasonably considers it is unable to do so.
- Whether you are able to live independently. Please be aware that the University is unable to provide tailored health or social care onsite. Any local authority health and social care requirements must be set up independently of the University.
- The overall numbers of applications together with the needs of the applicants and the extent to which they can be accommodated within the accommodation available

- The legal requirement for the University to meet its accommodation guarantee.

## **Applications that won't be considered by the panel**

Please be aware that before applications are considered by the Panel they are reviewed by Housing Services and Student Discipline. An application will be refused and will not be put forward for consideration by the Panel if any of the following apply:

- You have a history of non-payment of rent or have any rent outstanding
- You have ever received at any time a Notice to Quit University managed accommodation
- You have had a Tenancy Warning Notice for breaches of your licence to occupy University managed accommodation
- You have a Level 1 or above disciplinary outcome
- Your application has been made after the deadline of [30 April 2026]
- Material breaches have been made (by you), of the terms of the licence to occupy University managed accommodation

Please note that if your application is refused for any of above reasons you will also not be eligible to go on waiting list for University-managed accommodation. There is no right of appeal against this decision.

## **Asking for a decision to be reviewed**

The University will only review a decision on one of the following grounds:

1. That there has been a manifest error in processing the application
2. You have new medical evidence about your disability which was not (and could not have been) available at the time that the Panel considered the application and which would have materially altered the Panel's decision.

A request for review should be lodged in writing, to the Director of the Student Experience, within 7 days of receiving notification that your application was unsuccessful.

Your review request must state which of the grounds you are relying on and provide a written statement with supporting evidence. The review will be considered by the Director of Student Experience (or a senior member of staff in Professional Services nominated by the Director of the Student Experience). The Director of Student Experience (or the nominee) may request professional services staff to report to them on the written statement and evidence to inform them in the review. You will be notified of the outcome of the review within 14 days. This decision will be final and there are no further avenues of appeal.

## **About this document**

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- Owned by: Housing Services
- More information: [student.sussex.ac.uk/accommodation/university/health](https://student.sussex.ac.uk/accommodation/university/health)

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