

# **Student Accommodation Policy**

### **Our Mission**

To inspire learners to recognise and achieve their full potential

### **Our Values**

Excellence, Passion, Team Work, Integrity, Innovation,  
Sustainability, Valuing Others and Supportiveness

### **Sparsholt College Hampshire, incorporating Andover College**

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

This latest update of the Student Accommodation Policy was approved by the Board of Governors in December 2025 and supersedes previous versions.

Originator:	Chief Operating Officer
Located:	College Group intranet College website
EQI:	
Due for review:	October for December 2026

# STUDENT ACCOMMODATION POLICY

Sparsholt College Group (including Andover College and University Centre Sparsholt, known as 'the College') has accommodation for approximately 400 students on site in a range of options from 'full board' to 'self-catering' together with an additional 48 rooms at the University of Winchester, Burma Road Halls. This accommodation is available to students studying on Further Education and Higher Education programmes, subject to criteria outlined within this policy. The College Halls of Residence are only allocated to students aged 16 and over. All accommodation for Further Education students of 16-18 years conforms to and is inspected against the Ofsted framework and social care standards.

All applications are considered on the basis that the individual is capable of independent living and the College ability to provide for adaptations or support requirements. The College does not provide accommodation for those above the age of 25 on campus.

Higher Education students studying at Degree level are offered accommodation within the halls of residence (leased by the College from the University of Winchester) at Burma Road, and in accommodation available on campus. The college reserves the right to allocate accommodation as it decides appropriate but will always consider any special requests on medical grounds which are submitted alongside a report from the GP or other medical professional.

## 1. Accommodation availability

- 1.1 Given the importance of the safety of our 16–18-year-old students, the College reserves the right to refuse to accommodate based on a number of factors, for example, age, home location, community needs, complexity of medical or non-medical needs, previous conduct in an education setting and the ability to live independently.

## 2. Accommodation Processes and Procedures

- 2.1 Students who require accommodation must complete an application form, which should be completed accurately and comprehensively. Early receipt of applications will enable the College to ensure that requests are met in as timely a way as possible.
- 2.2 In order to be considered for an accommodation place, the online registration form will need to be returned with a £200 tenancy deposit, which is returned if an accommodation place is not allocated. The tenancy deposit is returned in full or in part at the end of a period of residency, once the residential team have formally signed off that a room and associated common areas has been returned in the same state of cleanliness and repair as upon occupancy.

### **3. Accommodation allocation – Further Education and Higher Education**

- 3.1 The allocation of accommodation for Further Education students will commence in April each year. Early application is advisable to secure a room in halls.
- 3.2 All students who are progressing and wish to remain in residency should complete a new Next Steps online registration form during April or May. Failure to complete this form might result in accommodation being unavailable in the successive year. Progressing students are welcome to apply for successive year College accommodation provided that their conduct throughout their current year has been of an appropriate standard and they are not subject to a live conduct and performance review and action plan. The College maintains the right to withhold an offer of a place if there are sufficient concerns about the past or current behaviour of any individual.

### **4. Supplementary information**

- 4.1 Any queries in relation to the allocation of accommodation should be directed initially to the Accommodation Co-ordinator at the College. Any special circumstances which should be taken into consideration should be included with the application. Where concerns arise through medical or welfare issues about the ability of an individual to cope with campus life, an individual assessment will be made, where support needs or adaption requests will be considered. If it is decided that the College is unable to offer a residential place, then the College will provide a formal explanation for its decision. Explanation may also include reference to other related College policies which have been considered by the College when making a decision as to whether accommodation can be offered.
- 4.2 Applicants reserve the right follow the College grievance policy if it is felt that a decision not to allocate accommodation is unfair or ill considered.
- 4.3 The College requires all students who have a criminal record to disclose any convictions on their registration form. Please note that disclosure of a criminal record will not necessarily bar an individual from accommodation, however failure to disclose a criminal record will result in the removal of the accommodation place.
- 4.4 All students are expected to occupy their accommodation for the *full duration of the academic year* and must comply with the terms and conditions of the FE and HE Halls of Residence Agreements and the Residential Student Handbook.
- 4.5 Those applicants who are not initially successful in securing an accommodation place may be offered a place in temporary accommodation at the Hampshire Rural Business Centre (onsite) or may be placed on a waiting list in order of priority and application date.

## **5. Meal Cards**

- 5.1 For students aged under 18 as of 31<sup>st</sup> August, and for those over 18 in Standard accommodation, it is a requirement that a meal package of 10 or 15 meals a week is purchased.
- 5.2 Parents of 16-18 year old students are required to check meal card spend on-line and, should they have any concerns that their son/daughter is not eating a healthy, balanced diet, they should contact the Residential Support Manager who can assist in monitoring this aspect of student wellbeing.
- 5.3 The resident will have a Upay account set up via their College email account. Once logged in students are able to share their profile with others and can use the 'share' facility for an additional email and user to be added to the account.  
<https://www.upay.co.uk/AffiliateInfo>.
- 5.4 Students over the age of 18 who chose to live in Self-Catering Accommodation can also purchase an annual meal card package by notifying the Accommodation Team.
- 5.5 If a student requires more meals than one of the standard meal card packages, parents can top up meal cards with cash online at  
<https://www.upay.co.uk/AffiliateInfo>.
- 5.6 It is not possible to refund any money left on meal cards as in line with our student wellbeing responsibilities, our catering company will make provision for all meals.