

## **Sundial Court Selection Process**

### **Who is eligible to apply for a room at Sundial Court?**

New full-time students (first year undergraduate and first year postgraduate who have not previously studied at the School, and direct entries into years 2 and 3) on a course lasting at least one academic year are eligible to apply.

Current students (including students who are repeating year 1 of an undergraduate or postgraduate degree) can apply to the waiting list.

### **Students with medical conditions and / or disabilities**

Medical conditions and disabilities include, but are not limited to; physical, mental, sensory or social-communication conditions, and specific learning difficulties.

New and current full-time students (including students who are repeating a year of their programme) can apply on the basis of medical/ disability need.

Part-time students with significant medical or disability needs may be eligible for Sundial Court under specific conditions, and should contact the Senior Health and Welfare Advisor for advice. Applications on medical and/ or disability grounds will be categorised according to the impact of the medical condition and/ or disability on the student's ability to carry out activities of day-to-day living, and / or the level of transitional support required, and applicants will be prioritised accordingly:

## Category 1

Students will be offered a priority place on medical/ disability grounds if one or both of the following apply:

- Student in any year of study who would not be able to fully engage in their course of study if not living in halls of residence including but not limited to students who require adapted, accessible accommodation (for example for reasons of limited mobility, sensory impairment) or who require access to accommodation throughout School day in order to rest and / or administer medicine.
- Student who is new to higher education and who requires additional transitional support into first year of studies, for example for reasons of mental health and / or neurodiversity, and / or because they will be making the transition to managing a medical condition/ disability in independent living.

## Category 2

- Student who is new to the School but who has previous experience of higher education, and who requires additional transitional support into first year of studies at the School, for example for reasons of mental health and / or neurodiversity

## **How are rooms allocated?**

Rooms at Sundial Court are automatically allocated to the team of Residential Assistants and (where requested) to the SU President in order to facilitate the proper execution of their duties.

Priority for a place in Sundial Court is then given in the following order to applicants who have **firmly accepted their offer** to study at the Guildhall School and **have returned their completed Sundial Court application form by the deadline:**

1. Sundial Court Residential Assistants
2. The Students' Union President (where requested and application submitted)
3. Students with disabilities and/or medical conditions - category 1
4. Students who identify as care experienced or estranged<sup>1</sup>
5. Refugees and asylum seekers, and international students already in the UK without a permanent home address
6. Students who are under 18 on move-in day of the academic year they are joining.
7. Students who are entering their first year of Higher Education (ie. new first year undergraduate students, and students entering year 2 or 3 of an undergraduate degree OR year 1 of a postgraduate degree who have not previously studied at a HEI)
8. Students with disabilities and/or medical conditions - category 2
9. New postgraduate students and students transferring from another HEI directly into years 2 or 3 of an undergraduate degree

Within all of the above categories, we will consider the distance from a student's home address to the Guildhall School and give priority to students living furthest away. Students will be required to provide proof of address at the time of application. Subsequent changes in home address cannot be taken into account.

If there are any places remaining once all students in categories 1-9 have been assigned accommodation, these will be offered to students on the waiting list, taking into account the

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<sup>1</sup> Students who identify as care-experienced and / or estranged but who do not meet the definitions set out in the Access Bursary Policy should contact the Student Life Officer in order to be considered for a priority place on these grounds.

distance from the student's home address to the Guildhall School. Students who have not lived in Sundial previously will be prioritised.

Note:

- If a student has lived at Sundial Court in previous academic years and been issued with any form of warning (verbal or written) under the Sundial Court disciplinary process, that warning will remain on their resident record and be factored into any further disciplinary process.
- Students who have previously lived at Sundial Court and issued with a Notice to Vacate will not be eligible to reapply.
- The School has absolute discretion to refuse admission to Sundial Court.