

# PSE E ACCOMMODATION INSTRUCTIONS 2023-2024

There will be two stages in organising your accommodation.

As your course starts during term time (June 2024) you will need to move rooms at the end of term (end of June 2024)

First, you will book your accommodation from **6 June 2024** until **27 June 2024**. You will do this yourself, following the steps below. The Accommodation Office ([accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk)) can help if you have questions about this application.

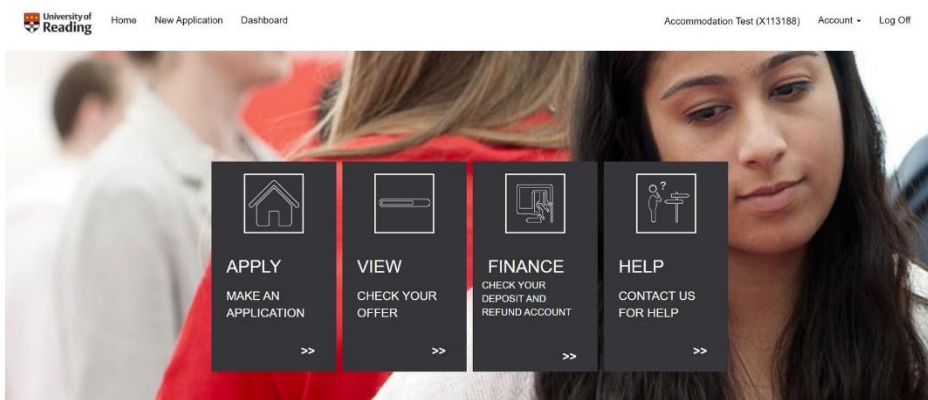
You will then move into Sherfield Hall on 27 June 2024 and stay there until 15 September 2024. This accommodation **will be booked for you**.

Stay@Reading will send you a booking confirmation e-mail closer to the time. Please email [stay@reading.ac.uk](mailto:stay@reading.ac.uk) for any enquiries.

## STEP 1

It is best to apply from a desktop or laptop computer, not a smartphone. Log in to the [RISIS portal](#), click 'Actions' and then click 'Accommodation'.

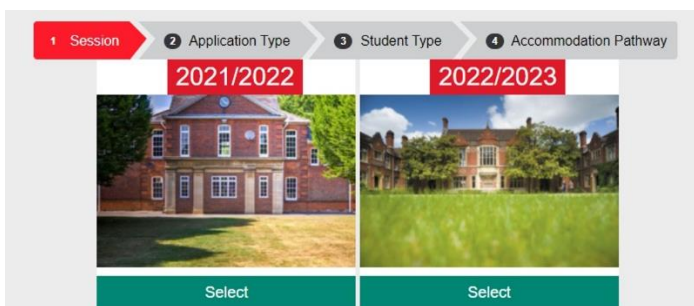
You should see this screen:



Click 'APPLY' to make an application.

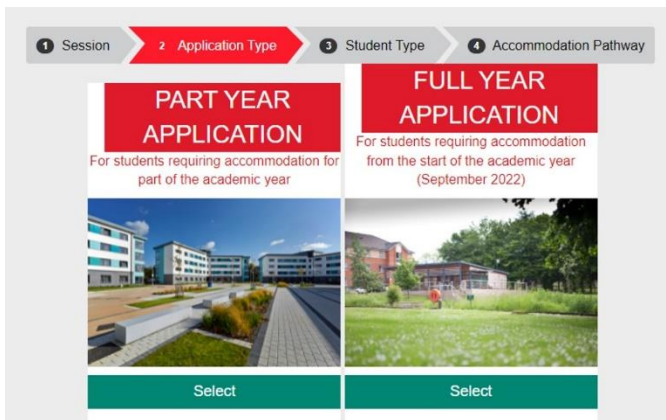
## STEP 2

Pick which session (academic year) you are applying for. You will select 2023/2024.



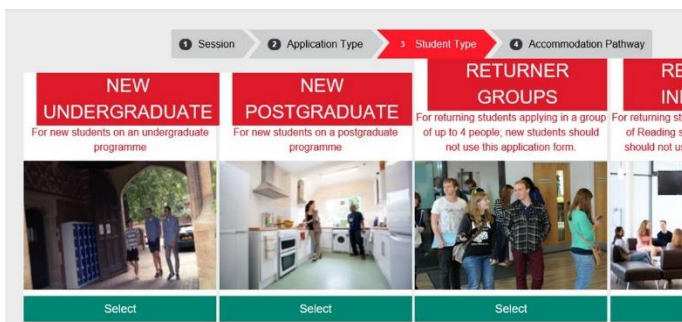
### STEP 3

Next, select 'PART YEAR APPLICATION'.



### STEP 4

Next, select the student type.

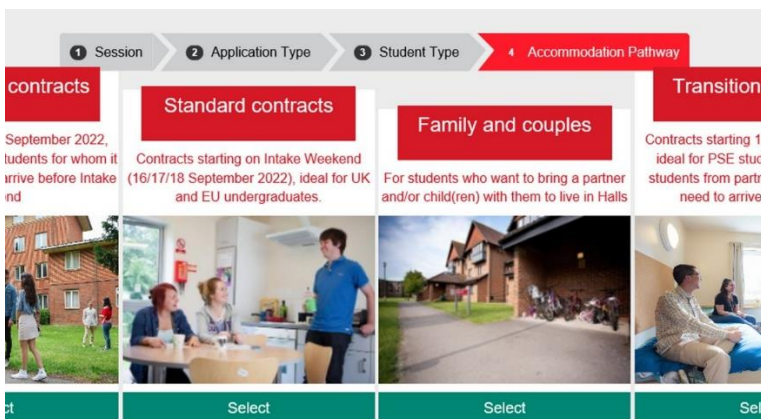


'NEW UNDERGRADUATE' if you have not been to university before or if you are starting a new course.

'NEW POSTGRADUATE' if you are starting a new postgraduate course.

### STEP 5

You now need to select the correct pathway. You must choose 'Standard contracts'.

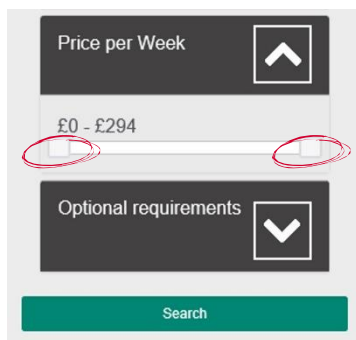


## STEP 6

Now you can search the available accommodation options:

- Room type
- Catering option (if applicable)
- Price
- Specific requirements

You can search for multiple room types. You can also set the price to a minimum and maximum amount using the sliding toggles.



Once you have set your criteria, press search to see available options. If you do not set any criteria, all accommodation options will show.

## STEP 7

The search page will give you an overview of the hall. To find out more information or add one of the available room types to your preferences, click **'Apply'**.



**BRIDGES HALL**

Bridges Hall is situated on a meadow and close to the Whiteknights Lake. It houses over 600 students in premium rooms and townhouses on the Eastern side of the Whiteknights campus.

*Room types in this Hall:*

- Premium ensuite room at £193.06 Per Week
- Premium room - shared bathroom at £151.41 Per Week

*Licences available at this Hall (please note that not all room types are available on every licence):*

- 2022/23 Standard 40 (Thursday intake)
- 2022/23 Long 51 (Thursday Intake)

*Meal plan available with room:*

- Gold Meal Plan; at £47.04 Per Week
- Platinum Meal Plan; at £76.79 Per Week
- Silver Meal Plan; at £15.00 Per Week

Apply

You can then see more information about the hall, some pictures, a local map and the available room types. You can follow external links to the halls webpage and virtual tour. Right click these links and open in a new tab. When finished close the tab and return to your application.

Please select a minimum of three preferences and a maximum of five. To add another option, click **'Add Another'**.

## PREFERENCES

Your selection is listed below, with your first preference shown at the top.

Please note whilst we try our hardest to meet your stated preferences, we do not guarantee we will be able to offer one of these options.

You can change your selections using the 'move higher' and 'move lower' and 'delete' buttons.

We suggest you choose a range of preferences that you would be happy with.

Once you have completed your selections please select 'Next'.

Area	Room Type	Licence Type	Start Date	End Date	Catering	Price	Total	Order	Delete
Bridges Hall	Premium room - shared bathroom	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40		Delete

Add Another

## STEP 8

Click 'Next' once you have selected all your preferences.

Area	Room Type	Licence Type	Start Date	End Date	Catering	Price	Total	Order	Delete
Bridges Hall	Premium room - shared bathroom	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40	Move Lower	Delete
St. George's Hall	Quiet Upgraded Room with Washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	None	£140.14 Per Week for Quiet Upgraded Room with Washbasin	£5,605.60	Move Higher Move Lower	Delete
Wantage Hall	Catered room with washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	Platinum Meal Plan	£76.79 Per Week for Platinum Meal Plan £111.37 Per Week for Catered room with washbasin	£6,835.29	Move Higher	Delete

Add Another Next

## STEP 9

Next, you can choose some of your preferences, such as a mixed or single-sex flat, or a quieter lifestyle area. Please note that these preference cannot be guaranteed.

When you scroll further down you can click the link to the Disability Advisory Service webpage. There is also a checklist where you can let us know about any disability requirements or medical conditions you may have.

## MEDICAL CONSIDERATIONS



Please tick any of the below options that apply to you.

Please also use the "Further Notes" box below to give details of any medical conditions that are relevant to your accommodation application, including allergies, IBS, or mental health conditions. Where your disability or health condition may affect your ability to engage in studies/ live in Halls accommodation we strongly recommend you register with the [Disability Advisory Service](#) to enable an assessment or reasonable adjustments to learning and living in Halls.

The information you provide will be handled in confidence and used to assess your needs within University Accommodation. The University will also use this information to identify whether you will require a Personal Emergency Evacuation Plan (PEEP). This is to ensure that you can leave a building safely in the event of an emergency or fire. Where required, limited information will be securely shared between the Accommodation Contract Management Office, University Partnerships Programme (who manage our Halls), Hall Wardens, Disability Advisory Services, Health and Safety services, and Security Services.

### Requirements

- |  |                          |
|--|--------------------------|
| 01. I am a wheelchair user                     | <input type="checkbox"/> |
| 02. I require a wheelchair accessible room     | <input type="checkbox"/> |
| 03. I require a wheelchair accessible kitchen  | <input type="checkbox"/> |
| 04. I require a wet room-style bathroom        | <input type="checkbox"/> |
| 05. I require a shower seat in the bathroom    | <input type="checkbox"/> |
| 06. I require grab rails (please give details) | <input type="checkbox"/> |

Finally, there is a free text box where you can write any other information you would like us to be aware of. When ready, click 'Next'.

The screenshot shows a red header bar with the text 'FURTHER NOTES' and a small red square icon with a white upward-pointing arrow. Below the header is a white text area with the following instructions: 'Please use this space to tell us anything that you consider is important for us to know when we are allocating your accommodation. This could include more detail around your medical condition or disability and any specific requirements you have; a preference for an alcohol free environment; the possibility of living near a friend (please provide their full name and applicant ID number) or anything else that is important to you. Please note that a comment left here does not guarantee that your request will be met. We will disregard comments that are in breach of the University Equality policy.' Below the text is a large empty rectangular box for input. At the bottom of the form are two buttons: 'Back' (green) and 'Next' (blue).

## STEP 10

Before submitting your application you are given an overview of the details and a link to the booking terms and conditions. You **MUST** read the terms and conditions before submitting your application.

The screenshot shows two sections of the application form. The first section, 'APPLICATION DETAILS', has a red header and contains the following information: 'Below is a summary of your application. If you wish to complete the application please press 'Submit' at the bottom of the page.' Application ref: 170025, Session: 2022/2023, Pathway: Standard contracts, Application Date: 25/01/2022, Current State: \*\*Application not submitted\*\*, Application Type: New undergraduate, Group Reference, and Flatmate Preference: Prefer Mixed Sex. The second section, 'TERMS AND CONDITIONS', has a red header and contains the text: 'Please find below links to the terms and conditions for this application.' followed by a red link: 'Booking Terms and Conditions 2022/23'. At the bottom of the form are three buttons: 'Delete' (red), 'Back' (green), and 'Submit' (blue).

Once you have clicked 'Submit' you are asked to tick the box to confirm you have read the terms and conditions.

## WHAT HAPPENS NEXT?

Normally you will receive an update from the Accommodation Office within 15 days of making your accommodation application. They will contact you via email with details of your allocated accommodation. Please note that we cannot guarantee you your first choice of accommodation.

To ensure you do not miss any emails relating to accommodation, please add [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk) to your safe sender list.