

## 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 Student Services for advice. Please refer to the [Sundial Court Medical Accommodation Application Policy](#) for more information.

### **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 who meet the criteria for a priority place on the basis of a medical / disability related support need
4. Students who identify as care experienced or estranged, or who are otherwise without any form of parental support<sup>1</sup>
5. Refugees and asylum seekers, and students of no fixed abode (including 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 transferring from another HEI directly into years 2 or 3 of an undergraduate degree
9. New postgraduate students who have not previously completed a course of studies at Guildhall School

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. When allocating to students who live within zones 1-3, priority will be given to students who have participated in the Supported Application Scheme.

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<sup>1</sup> Including students who have no living parents, or whose parents cannot be traced/ it is not practical or possible to contact them. 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 Student Services for a confidential discussion about your support needs.

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 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.