

## LSE Residential Services Division

### Accommodation Appeals Procedure (RL025)

V1 June 2015

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## Accommodation Application [Disability and Well-Being Service]

Applicants and students who have a disability or illness may make an application for accommodation in an LSE residence.

The policy statement and supporting process related to the Accommodation Policy can be found here:

<http://www.lse.ac.uk/lifeAtLSE/accommodation/forStudents/Documents/LSEaccommodationPolicy.pdf>

Applicants and students applying for initial or continuing accommodation on the grounds of their disability or illness must make an application, in the normal way, by the deadline date and preferably in advance. This allows their case to be followed up fully by appropriate staff, documentation to be presented and their case to be considered.

This appeals procedure applies where an initial application for priority for initial or continuing accommodation by an applicant or student has been made, and the decision has not been supported.

This appeals procedure does not apply for other cases on grounds such as, financial hardship, travel distance from home, etc.

## Appeals Procedure

Appeals against the decision not to support a request for priority accommodation should be made in writing within 10 working days of the decision. All appeals will be acknowledged on receipt, with a clear timescale for decision.

The grounds for appeal are:

- The Accommodation Policy was not followed;
- There has been a significant deterioration in the applicant or student's condition which can be evidenced;
- The Appeals panel was not in possession of all the evidence that could reasonably have been made available at the time of the initial application;

Appeals should be sent to:

Email: [residences.admin@lse.ac.uk](mailto:residences.admin@lse.ac.uk)

By post: LSE Residential Services, c/o Divisional Administrator, LSE, Houghton Street, London WC2A 2AE

Appeals will then be considered by a panel made up of the Director of Residential and Catering Services and the Head of Residential Life. Applicants and students will be informed in writing of the outcome of the panel's deliberations.

The decision of the appeals panel is final.

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