

# ALLOCATION RULES

The Student Welfare Organization in Bergen: SiB Housing

## § 1 INTRODUCTION

These rules regulate the allocation of accommodation units owned and run by the Student Welfare Organization in Bergen (SiB). They supplement the tenancy agreements.

The Director of SiB Husing, or other duly authorised representative, may grant dispensation from these rules in favour of the tenants.

## § 2 ELIGIBLE APPLICANTS

1. Eligible applicants are full-time students at educational institutions affiliated to SiB.
2. Students attending other educational institutions may also apply. Their priority will be lower than students under section 1. Such applicants will be charged different rates of rent.
3. Students applying to SiB for accommodation must have turned 18 years of age.
4. Single rooms and bachelor flats are intended for students who live on their own.
5. Flats and flats for couples are intended for couples/partners without children.
6. Family flats are intended for families with children / expecting children.
7. Parents with equal custody of their children may both be eligible for a family flat, provided both fulfil the full-time education requirement.
8. Parents with shared custody of their children are eligible for one – 1- family flat in SiB's housing schemes.
9. Applicants who have previously been evicted under s. 13 of the Tenancy Agreement, are not eligible for accommodation.
10. If the applicant has terminated an earlier tenancy agreement, no further offers of accommodation can be granted before a minimum period of one term has passed.

## § 3 SUBMISSION DEADLINES

1. Submission deadline for the main allocation rounds are 1st of June.
2. Offers of accommodation are granted on an on-going basis whenever units are vacated.

## § 4 THE APPLICANTS' DUTY TO GIVE CORRECT INFORMATION

1. Applicants have a duty to give correct and full information in all matters of relevance to the application process. Documentation to be submitted.
2. Applicants may be prioritised on the grounds of documented medical and social circumstances. Documentation to be submitted.

3. If the applicant provides significant false information in his/her application or at a later stage, the tenancy agreement will be considered null and void and the tenancy may be terminated.

#### **§ 5 PERIOD OF RESIDENCE**

1. The period of residence in one of SiB's housing estates can never exceed:
  - a) the standard duration of the main applicant's course, or
  - b) 5 yearswhichever occurs first.
2. It is possible to apply for an extension of the period of residence beyond a) and b) should a student temporarily discontinue his/her course due to illness or for other reasons. Applications are considered on the basis of the State Educational Loan Fund's rules on course interruption.

#### **§ 6 ORDER OF PRIORITY IN MAIN ALLOCATION ROUNDS**

1. The provisions relating to Main Allocation Rounds apply throughout the period 01.06. –15.09.
2. Existing tenants applying for renewal of their tenancy agreement, provided the tenancy conditions are still fulfilled.
3. International students for whom accommodation has been reserved by an educational institution affiliated to SiB, and who take part in an exchange programme at such institutions.
4. First-year students with permanent residence outwith the 5000-5390 postcode area. Such applicants are ranked according to their age, so that younger students receive priority.
5. All other applicants are prioritised according to the date of their application.
6. Applications older than 3 months will be cancelled, and all applications will be cancelled September 30. and January 31.

#### **§ 7 ORDER OF PRIORITY WHEN ALLOCATING FAMILY FLATS IN A MAIN ALLOCATION ROUND**

1. Existing tenants applying for renewal of their tenancy agreement, provided the tenancy conditions continue to be fulfilled.
2. Followed by 50% first-year students and 50% applicants prioritised according to the date of their application.
3. Applicants earn one point per child, one point if the applicant's partner/spouse is a member of SiB on the application submission date, and one additional point if the applicant is a single parent.
4. The ranking of applicants with equal priority will be decided by drawing of lots.
5. All applications will be cancelled September 30. and January 31.

#### **§ 8 ORDER OF PRIORITY OUTWITH THE MAIN ALLOCATION ROUNDS**

1. Allocations are made on an on-going basis, to applicants whose priority is decided by the date of their application.
2. The ranking of applicants with equal priority is decided by drawing of lots.

3. Applications older than 3 months will be cancelled, and all applications will be cancelled September 30. and January 31.

## **§ 9 ORDER OF PRIORITY FOR INTERNAL TRANSFERS**

1. Applications for internal transfers are accepted outwith the Main Allocation round (see 6.1)
2. Applicants are prioritised according to the date of their application, with applicants under s. 8.

## **§ 10 THE RIGHT TO APPEAL**

1. If an accommodation application is turned down, applicants have the right to appeal to the Director of SiB Housing.
2. The grounds for appeal must be set out and all and any certificates and documentation must be enclosed.
3. The appeal must be submitted to SiB Housing no later than 14 – fourteen – days after receipt of the rejection.

## **§ 11 CONFIDENTIALITY**

All officers who work with applications submitted under these regulations are subject to a duty of confidentiality with regard to any private matters about which they may acquire knowledge through their work.

## **§ 12 AMENDMENTS**

The Accommodation Committee (Boligutvalget) may change these regulations if amendments are proposed in committee or by the Director of SiB Housing. In case of disagreement, amendments will be ratified by SiB's Board of Directors after consultation with the student committees at the various student housing estates and the Welfare Group represented by AU, as well as with SiB Housing. All replies to such consultations will be submitted to the Accommodation Committee which in turn will submit their recommendation to the Board.

## **COMING INTO FORCE**

These rules will come into force on 01.03.08, replacing the allocation rules of 01.10.06. By resolution of the SiB Board 23<sup>rd</sup> of January 2008.

Bergen 1<sup>st</sup> of March 2008