

# **Allocation criteria for student housing connected with the Student Welfare Organisation in the Southeast of Norway (SSN)**

Regulations for allocating leases for the Student Welfare Organisation's housing (last updated 14.01.2019).

## **§1. Scope of application**

1.1 These regulations apply to the allocation of student housing operated by the Student Welfare Organisation in the Southeast of Norway (SSN).

## **§2. Who can apply?**

2.1 Students affiliated with the University of Southeast Norway, Fagskolen Tinius Olsen (Kongsberg), Fagskolen Vestfold, Folkeuniversitetet Sør-Øst or the Norwegian Police University College in Stavern, whose studies are progressing normally/are their main occupation.

2.2 Students registered at other schools/universities but following a course at a school affiliated with SSN, provided that they have paid the semester fee to SSN.

2.3 Persons who have not yet started their studies, but who plan to study during the lease period, provided that they can prove student status at the start of the lease period.

2.4 Empty accommodations can be allocated to persons other than those who are entitled in accordance with these regulations. Such allocations are valid until July 31st and are given no priority during new allocations.

2.5 Students and others that apply for housing with SSN must be aged 18 years or older.

## **§3. Obligation of applicants and tenants to provide information**

3.1 The applicant must ensure that all information relevant to an application assessment are correct and complete.

3.2 SSN has the right to verify the information given in the application. Incorrect and/or incomplete information may lead to the revocation of any contract. SSN has the right to verify that the tenant is still eligible for student housing at any time.

## **§4. Order of priority in the allocation of housing**

4.1 Existing tenants applying to renew a lease/accepting an extension.

4.2 Existing tenants applying to be allocated different housing ("moving internally"), with the exception of such applications received during the semester start months (January and August).

4.3 International students who by agreement with institutions affiliated with HSN have reserved housing. The lease period for these starts either on August 1st or January 1st. The reservation deadline for institutions and the application deadline are June 1st and November 1st.

4.4 Other eligible applicants are prioritised by the date of application. Applicants who are not allocated housing are placed on a waiting list.

4.5 When allocating family housing, student couples and single parents with the daily care of children are prioritised.

4.6 Tenants who move out of SSN-housing after April 15th, and then apply for a new lease for the autumn semester of the same year, will go to the bottom of the waiting list.

4.7 Applications that are not actively extended in our systems within two months will be automatically deleted from the waiting list.

#### **§5. Exception criteria**

5.1 Applicants who for social/medical/other reasons should get housing can be prioritised. There must be documentation.

#### **§6. Length of the tenancy agreement**

6.1 The total length of tenancy allowed is standardised to the completion of studies and with a maximum length of five years. An extension to the lease period may be granted in the event of delays in the course of their studies due to illness, childbirth, military service, etc. An application and documentation is required.

6.2 SSN rent out their bedsits and flats on fixed-term leases from August 1st to July 31st, with the right to renew the contract if the aforementioned criteria can still be met.

6.3 SSN operates with a notice period of three months from the 1st of the following month. Special rules apply for those allocated housing prior to being admitted to study and then not being given a place. Tenancy agreements signed from August 1st, can then be cancelled by sending written notice to SSN's housing division by July 23rd.

6.4 All housing is allocated on an ongoing basis from the 1st or the 15th of the month, but where appropriate, shorter deadlines can be agreed.

#### **§7. Allocation, complaints and appeals**

7.1 SSN allocates housing in accordance with the above mentioned allocation criteria.

7.2 Anyone who processes applications in accordance with these regulations has an obligation of confidentiality to not disclose private information that they become aware of when dealing with an application.

7.3 A complaint/appeal regarding allocation must be made in writing to the housing division at SSN within 14 days of the allocation. If the housing division of the Student Welfare Organisation does not find grounds to change its decision, the case will be submitted to the SSN board, which will make the final decision.

#### **§8. Re-evaluation of the regulations**

8.1 These regulations are submitted to the board for re-evaluation when the SSN administration or others consider it appropriate.

#### **Effective date**

These regulations came into force 14.01.2019