

ASTON PRESTON HALL OF RESIDENCE

ACCOMMODATION APPROVAL PROCESS

RETURNING STUDENTS

The Aston Preston Hall offers on-campus living accommodation to registered full-time students of the University.

1. Applications open on March 1, 2014 and closes on March 31, 2014
2. Application form may be collected at the Hall's Administrative Office or downloaded at the Aston Preston Hall Website: <http://myspot.mona.uwi.edu/azpreston/>
3. Completed application form with affixed Passport size photograph should be returned to the Hall's Administrative Office by 4:30 pm on March 31, 2014.
4. Upon submission of the application form, the student is asked to sign in the log provided at the Hall's Administrative Office.
5. Each Resident Advisor is given the relevant information of the student-applicants of his/her assigned clusters.
6. The Resident Advisor schedules meetings with Cluster Representatives (in-coming and out-going) of each of his/her clusters to discuss each student-applicant.
7. The Resident Advisor and Cluster Representatives will settle on students they wish to recommend for approval (**Rec. for Approval List 1**).
8. The list of recommended candidates (**Rec. for Approval List 1**) with their relevant information is submitted by the Resident Advisor to the SSDM.
9. The SSDM convenes a meeting with all Resident Advisors to discuss the preliminary recommendations submitted.
10. This general meeting with the Resident Advisors will decide on a recommendation for approval list (**Rec. for Approval List 2**).
11. The SSDM will check this list (**Rec. for Approval List 2**) of students against financial records and security / disciplinary breaches.
12. A final list (**Accommodation Approval List**) will be generated and the students' identification numbers will be posted on the General Hall Notice Board by May 16, 2014.

13. Information regarding the [Appeal for Accommodation](#) process will also be attached to the Accommodation Approval List.
14. Students who have not settled their financial obligations to the University will not be approval for accommodation for the Summer Semester or upcoming academic year.
15. Students with security and other breaches may not be considered for accommodation for the Summer Semester or the upcoming academic year.