

Accommodation Reference Request for Keele University Rent Guarantor Scheme – Guidance for Referee's

The Keele University Rent Guarantor scheme will offer a limited number of places to returning Keele Students who meet the relevant eligibility criteria. The scheme will offer places on a needs basis and will prioritise students from the following backgrounds:

- Care Leavers
- Students who are estranged from their families
- Students from low income backgrounds where parents are ineligible to become a guarantor
- International students where exceptional circumstances have had an impact on their ability to sufficiently fund their living costs

For more information about the scheme and the eligibility criteria please visit

www.keele.ac.uk/guarantor

In order to assess the eligibility of the student and to mitigate any risk to the University students are required to provide an accommodation reference from the Accommodation Services Team at Keele or their current landlord to confirm that their suitability for a place on the scheme.

We would appreciate it you could complete the reference request template on the next page for any students wishing to apply for the scheme and either give the completed form to the student to submit alongside their application or email it directly to student.services@keele.ac.uk.

If you have any questions about the scheme or the reference request please email student.services@keele.ac.uk or call 01782 734481





Keele University Rent Guarantor Scheme- Accommodation Reference

Student Name: _____

Student Number: _____

Property Address: _____

How long has the student been a tenant in your accommodation?

To your knowledge has the student always paid their rent on time?

Yes No

If no please comment:

To your knowledge has the student ever been in rent arrears?

Yes No

If yes please comment:

To your knowledge has the student ever been asked to leave the property for any reason?

Yes No

If yes please comment:

Please provide any additional comments on the student's reliability as a tenant and suitability for the Keele University Rent Guarantor Scheme?

Name of Referee: _____

Signature of Referee: _____

Date: _____



Privacy Statement

We have in place security measures to protect personal data and we manage this data in accordance with applicable data privacy regulations. The information that you provide to us will be used to assess the students' application for the Keele University Rent Guarantor Scheme. The information will be recorded on our central system, Topdesk, it will not be shared with any external agencies but the information may be shared with the student either directly or as part of a Subject Access Request. This information will be retained for the duration of the academic year for which the application applies.

Further information about how we use Topdesk, data and the information you give us can be found at www.keele.ac.uk/it/itpoliciesandprocedures.

If you are a Keele Staff member providing a reference our full staff Privacy Notice can be found at www.keele.ac.uk/privacynotices/privacynotice-staff/

For referees external to Keele you can find out more about our privacy notices can be found at <https://www.keele.ac.uk/privacynotices/>

