**Template letter for Vice Chancellor and University of Strathclyde Executive Team: Accommodation Crisis**

*This letter is a template for you to use if you would like to raise your concerns regarding the Glasgow accommodation crisis with the University Executive Team. It is intended to help you have your voice heard and seek positive change. You are free to add additional information as guided in the template. Your complaints can be submitted by email to* *principal@strath.ac.uk**.*

**Dear Professor Sir Jim McDonald and the University of Strathclyde Executive Team,**

I am writing to you as a student at the University of Strathclyde to express my views and concerns related to the ongoing accommodation crisis in Glasgow and the University’s response to this. I ask that this letter be regarded as a formal complaint submitted to the University of Strathclyde.

As I’m sure you are aware, Glasgow – and Scotland – is in the midst of a widely-reported accommodation crisis. This is against a backdrop of a cost-of-living crisis and an international public health crisis which has impacted students across the world. I am one of many students facing significant challenges securing a place to live to undertake my studies this year; we all face the risk of homelessness, significantly reduced student experience, and of making hard decisions about the future of our studies here at Strathclyde.

I believe that the University has a pastoral obligation to its students to ensure that suitable accommodation provision is made both on and off campus and that students are given as much notice as possible when a shortage is inevitable; I felt that it has neglected this obligation. It is only with this information that we can make informed decisions about our choice to study here.

**[You may wish to use this space here to explain any personal impact that this matter has had on you, e.g. on your mental health, wellbeing, financial, academic decision making, etc.]**

With the support of Strathclyde Students’ Union Student Executive Officers and Advice Hub, I am writing to you to make four requests:

1. That a Housing Need and Demand Assessment is undertaken in advance of the January intake of students and, subsequently, in advance of each academic year.
2. That where a shortage is anticipated, students are made aware of this in advance of paying fees deposits or accepting offers to study.
3. That, where applicable, all tuition fee payments including deposits are returned in full to student forced to withdraw or defer their places at Strathclyde due to a lack of available accommodation. Additionally, international students unable to take up their place at Strathclyde due to lack of accommodation should not be financially disadvantaged and the University should implement the reimbursement of visa-related costs to affected students.
4. That students are granted the option to defer their pace or enter into Voluntary Suspension where they have been unable to secure accommodation.

Yours faithfully,

**[your name]**

**[your student number/applicant number]**