

 <p>SPJ GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Housing and Accommodation Policy</h2>
Document Type	Policy
Administering Entity	Vice President – Administration, Heads of Campuses (HoCs), Facilities Managers, Residence Managers
Latest Approval/ Amendment Date	14 April 2026
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Approval Authority	Board of Directors
Indicative time of Review	13 April 2028

1. Purpose

- a. S P Jain School of Global Management (S P Jain / the School) is a registered Institute of Higher Education under the TEQSA Act (2011). The School delivers a range of undergraduate and postgraduate courses through an innovative course design that includes opportunities to study their course in a “multi-city” mode including at Mumbai, Sydney¹, Singapore and Dubai.
- b. To support this delivery mode and to facilitate student transition as they progress through their studies in our international campuses, the School provides student housing and accommodation options in Singapore and Dubai.
- c. This policy sets out the principles, approach and accountabilities for student housing and accommodation that is provided by the School.

2. Scope

- a. This policy applies to:
 - i. all undergraduate, postgraduate and prospective students who choose to accept S P Jain’s housing and accommodation options;
 - ii. all housing and accommodation options that are provided by S P Jain or through a contracted third party; and
 - iii. all staff with responsibilities for managing the application process and for overseeing the management of student housing and accommodation arrangements at each site.
- b. This policy does not apply to private or independent accommodation that students may source themselves.

¹ The School does not enrol any overseas students under the age of 18 onshore in Sydney, Australia.

3. Housing and Accommodation Guidelines

In providing housing and accommodation options to prospective and current students, S P Jain adheres to the following principles:

- a. The School ensures that housing and accommodation options are appropriate and meet all the local regulatory requirements for health and safety, through due diligence activities for self-managed housing and accommodation arrangements; or through third-party provision as set out in the School's *Third-Party Arrangement Policy*;
- b. Housing and accommodation options available to prospective students are detailed in plain English that clearly and accurately set out the housing and accommodation arrangements including location, cost, living arrangements and all services and amenities;
- c. All housing and accommodation requests are considered in order of application;
- d. Options for housing and accommodation respect diversity and equity and include single-gender living arrangements, vegetarian amenities, and provides a range of cost options allowing for budget and premium options;
- e. Housing and accommodation options consider the needs of students with disabilities, and where feasible, reasonable adjustments are made in accordance with the local regulatory requirements;
- f. The School offers housing and accommodation which prioritises safety, respect and tolerance and is managed by a dedicated Facilities Manager or a Residence Manager as a first point of contact for all students;
- g. The School requires all students who accept an offer of housing or accommodation to enter into a contract that sets out expectations of conduct, behaviour and general housing and accommodation rules including understanding and complying with the School's student policies on *Sexual Assault and Sexual Harassment, Diversity, Equity and Fair Treatment* and all requirements as set out in the Code of Conduct and the Student Agreement or Contract;
- h. Students are provided with and must adhere to, housing and accommodation guidelines relevant for each campus. These include requirements relating to behaviour, quiet hours, visitor access, alcohol consumption, prohibited activities, property damage, etc;
- i. In Singapore and Dubai, the School may offer student housing and accommodation options to a limited number of overseas students under the age of 18, with nomination of a local guardian by the legal guardian, signed acceptance by a local guardian, and in compliance with prevailing local regulatory requirements;

- j. Any housing and accommodation issues faced by the students should be submitted in writing to the Facilities Manager/Residence Manager;
- k. Where students require medical attention or are referred to medical or counselling services, the Heads of Campuses will liaise as needed with academic and support staff at S P Jain to put into place an individualised support plan;
- l. The School will, to the best of its ability, accommodate requests for housing and accommodation preferences including nominated individuals to be co-housed, but cannot guarantee that all requests will be met.

4. Process for Housing and Accommodation Options

- a. Upon successful selection into a course of study, eligible students will be provided with an offer of housing and accommodation as part of their admission offer package (Letter of Offer);
- b. Students are invited to accept the offer of housing and accommodation which includes shared accommodation or apartment style housing;
- c. Where demand exceeds availability, a waitlist will be maintained and allocations will be made as spaces become available;
- d. Deluxe accommodation is available at a premium cost and is allocated on a “first come – first serve” basis;
- e. Students are informed about the housing and accommodation options available to them in writing including all costs, photos of the arrangements, distance from campus, travel and transport options, and other general information including bedding, services, and amenities;
- f. Students are provided with a contract that clearly sets out the costs, rules and conduct required for housing and accommodation at the School, along with information on cancellation timelines and refunds, prior to acceptance;
- g. Students undergo orientation upon arrival to the housing and accommodation and are provided with the details of all contacts including the Facilities Manager/Residence Manager, emergency information, processes and options for shuttle-bus services or transport, security requirements, processes for complaints and expectations about behaviour in accordance with all local legislative and regulatory requirements.

5. Responsibilities

- a. As set out in the School's *Third-Party Arrangement Policy*, S P Jain is responsible for all agreements entered into for the provision and servicing of student and accommodation options;
- b. The Office of Admissions is responsible for receiving all student housing and accommodation requests through the student course life cycle;
- c. The Office of Admissions liaises with the Facilities Manager/Residence Manager at each campus for the overall coordination and management of the housing and accommodation facilities and allocation of housing and accommodation;
- d. Once the plans are finalised the Office of Admissions communicates to the students the respective housing and accommodation allocations and completes the formalities of the housing and accommodation contracts;
- e. The Facilities Manager/Residence Manager at each campus is responsible for highlighting any safety or wellbeing issues to the Heads of Campuses and Vice President-Administration;
- f. The Heads of Campuses will be responsible for an annual review process for the availability and provision of housing and accommodation at their respective campuses;
- g. Critical incidents in School-managed student housing and accommodation must be reported to the Head of Campus or their nominee in the facilities team at the relevant campus, who is accessible at the time of the incident, in line with the *Critical Incident Policy*.

6. Grievances

- a. Students who are not satisfied with the outcome of a housing or accommodation-related matter may lodge a grievance in accordance with the *Student Grievance and Mediation Policy and Procedures*.

Related Documents

- a. Critical Incident Policy
- b. Student Code of Conduct Policy
- c. Student Diversity, Equity and Fair Treatment Policy
- d. Student Grievances and Mediation Policy and Procedures
- e. Student Sexual Assault and Sexual Harassment Policy

f. Third-Party Arrangement Policy

Policy History and Updates Approved by the BOD

Version	Date Executed	Revisions	Approval
2	14 April 2026	<p>Section 1 – Purpose: Clarified that the School does not enrol any overseas students under the age of 18 onshore in Sydney, Australia.</p> <p>Section 2 – Scope: Clarified that the policy is not applicable to privately sourced accommodation.</p> <p>Section 3 – Housing and Accommodation Guidelines: Strengthened provisions relating to local regulatory compliance, equity and diversity, inclusion of disability considerations, housing and accommodation guidelines and clarified under-18 accommodation arrangements with guardian nomination.</p> <p>Section 4 – Process for Housing and Accommodation Options: Enhanced student contract requirements, including detailed information on accommodation, costs and services; introduced waitlist mechanism for allocation.</p> <p>Section 5 – Renamed the section from Accountabilities to Responsibilities. Aligned incident reporting with Critical Incident Policy.</p> <p>Section 6 – Grievances: Introduced standalone section to formalise grievance processes.</p> <p>Related Documents: Updated to include Critical Incident Policy.</p> <p>Minor drafting and structural refinements made throughout the Policy to improve clarity and consistency</p>	Board of Directors