

# ACCOMMODATION CENTRE

## Room Exchange/Change Approval Form



### Student Details

|                |  |              |  |
|----------------|--|--------------|--|
| Name           |  | Student ID   |  |
| Contact Number |  | Student Type |  |

### Room Details

|                 |      |          |          |           |
|-----------------|------|----------|----------|-----------|
| Present Room    | Hall | Flat No. | Room No. | Room Type |
|                 |      |          |          |           |
| New Room        | Hall | Flat No. | Room No. | Room Type |
|                 |      |          |          |           |
| Reason for move |      |          |          |           |

### Room Exchange Terms and Conditions

I agree to the above change/exchange taking place and to pay the agreed change/exchange fee. I confirm my intention is to live in this room for the duration of the License Agreement. I also understand only one room change/exchange is allowed per academic year.

I understand that any student who fails to move out and return all keys to the Residences Office by the agreed date and time will face disciplinary action and be liable for additional accommodation fees.

| Finances          | Amount (£) | Key Instructions  | Time | Date | From Residence Office |
|-------------------|------------|---|------|------|-----------------------|
| Room exchange fee |            | Key/Access card(s) for new room must be collected by    |      |      |                       |
| Deposit/BF top up |            | Key/Access card(s) for current room must be returned by |      |      |                       |
| Rent top up       |            | <b>I agree to the above room exchange/change</b>        |      |      |                       |
| Outstanding fees  |            | <b>Sign</b>   |      |      |                       |
| <b>Total (£)</b>  |            | <b>Date</b>   |      |      |                       |

### For office use only

|                         |  |                                      |  |
|-------------------------|--|--------------------------------------|--|
| Approved by             |  | Actioned by                          |  |
| Residences emailed      |  | All fees paid                        |  |
| Finance Officer emailed |  | Vacating note added to profile       |  |
| Allocation Team emailed |  | Email StuFin schedule (PG SVAC only) |  |