

# ACCOMMODATION SERVICES

## 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 at the nightly rate of £42.00 for standard, £47.00 for en suite (flat layout), £45.00 for en suite (corridor layout) and £70.00 for studio flats.

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)	