

Room Move Policy 2018/19



Introduction

We hope you'll enjoy your time in Halls but if something isn't quite right, we have support available to help.

If you want to move to a different room or Hall this may be possible if we have a vacant room in this Hall. However moving can be very unsettling so we would always advise you try to resolve any problems with your current accommodation. If anything is broken or damaged in your room, you should report it to your [Halls Reception](#) so they can arrange for this to be fixed or replaced. If you are experiencing issues such as noise, problems with flat mates or homesickness, you should contact the [Hall Life team](#) for support.

Requesting to move to a vacant room

You can request to move into a vacant room (subject to availability) from 12 noon on Monday 8 October 2018.

To be eligible for a room move, you must have:

1. Accepted your current offer of accommodation
2. Be living in the room you were originally allocated
3. Be up-to-date with the payment of your accommodation fees.

To request a Room Move you will need to complete the [online form](#).

The online request form allows you to request up to three bands and you will be added to a waiting list for all of the bands you select. Please note, you are required to request a band, and there is no option to request a particular hall or room.

Room move requests for medical or welfare reasons will be prioritised on the waiting list. All other requests are dealt with on a first come, first served basis when or if a room becomes available. We cannot guarantee that a vacant room matching your preference will become available and therefore we recommend you work with the Hall Life team and your Halls Reception to resolve any problems in your current room, alongside this process.

Next steps

We are not able to estimate how long it will take to find you a vacant room in the bands you select. The demand for some bands may be higher than others, so it may take longer to find a room for those who have requested a more popular band.

If a vacant room becomes available in one of the bands you have requested and you are next on the waiting list we will send you an accommodation offer for the new room, by email to your College email address. You will have two working days to review and accept your offer.

In order to accept your offer, you will need to follow the instructions in the offer email which includes:

1. Making a £40 administration fee payment;
2. Responding to the email accepting the offer and stating your preferred move in date*

*Your preferred move in date must be between three and seven days of accepting your offer.

If you decline your offer or do not complete the two steps above to accept the offer by the deadline, we will not be able to make another offer and you will be removed from the waiting list(s).

Further Information

If you have any questions about the Room Move Policy please [email](#) the Student Services Centre, visit us in the Davison Building or telephone on 01784 276641.