



## Swaps Between Accommodation

Please ensure that **all** parts of this form are completed 3 working days before the proposed movement date. Please return to the Residential Services Office. An admin charge of **£50.00 per student** will apply and should be paid prior to moving.

Student: \_\_\_\_\_

ID Number: \_\_\_\_\_

Present Residence: \_\_\_\_\_ Room: \_\_\_\_\_

Gender: \_\_\_\_\_ PG / UG?: \_\_\_\_\_

Student: \_\_\_\_\_

ID Number: \_\_\_\_\_

Present Residence: \_\_\_\_\_ Room: \_\_\_\_\_

Gender: \_\_\_\_\_ PG / UG?: \_\_\_\_\_

**Proposed Date of Movement** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Permission of Wardens

Signature \_\_\_\_\_

Signature \_\_\_\_\_

### Acknowledgement of Hall Managers / Administrators

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE :** Students are advised to check all payment arrangements, regulations and tenancy agreements in place at the residence to which they propose moving. Responsibility for privately agreed payment arrangements will not be accepted by the administration.