



## Swaps between accommodations

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

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

**Student 1:** \_\_\_\_\_

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

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

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

**Student 2:** \_\_\_\_\_

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

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

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

### Permission of Wardens

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Acknowledgement of Hall Managers / Administrators

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** Please check all payment arrangements, regulations and tenancy agreements in place at the residence to which you propose to move. We' won't be able to accept responsibility for privately agreed payment arrangements.