

## NOTES FOR STUDENTS WISHING TO TRANSFER

1. All students wishing to be considered for a transfer to another hall of residence or within their current hall of residence must have approval from their hall Residential Life Officer (RLO). Your hall administration office can give you information on contacting your hall Residential Life team if you wish to discuss any issues with them before completing your form.
2. The fully completed form should be handed in to your hall administration office or the Accommodation Office at Grove House.
3. You must attach any supporting documentation i.e. letter from doctor, supervisor, etc to your transfer form.
4. The RLO will approve the request by signing this form.
5. Once signed your form will be sent to the Accommodation Office by the hall administration office.
6. If a suitable vacancy occurs, the Accommodation Office will contact you. Please keep the Accommodation Office updated with any change of email address or phone numbers.
7. An inspection will be carried out to ensure that the room you are moving from has not been subject to any damage. If damage has occurred this will be charged to your residence account. You must also ensure that all rubbish is removed and the room is left clean and tidy, otherwise you may incur additional charges. Students who have outstanding residence fees will not be allowed to transfer until these fees have been paid in full.
8. When you have a firm date for transferring, you must call at your current hall administration office to complete any necessary documents.
9. Pre-payments will be transferred between residences.
10. When you vacate your room, you must speak to your hall administration office to check procedures. **Keys/swipe cards must be returned to the relevant administration office within 24hrs of the transfer date – failure to do so will result in extra charges.**

### **PLEASE BE AWARE**

Completion of a transfer form **does not guarantee** that a transfer will take place and any request has to be first considered by your hall RLO. Once approval has been given, the transfer is then dependent upon vacancies being available in your chosen residence.

Input by:	
Date:	

ALL SECTIONS OF THE FORM ARE MANDATORY

University of Manchester - Accommodation Transfer request form 2017/18

1. Personal Details:

Family name		First name	
Date of birth		Uni ID number	
Gender		UG or PG	

2. Contact Details:

Current hall		Room Number	
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3. Residence to which you would like to move:

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4. Reason for wishing to transfer (please only select one – should you select more than one reason, only the first in the list will be considered)

I want self-catered accommodation		I want to be closer to my department	
I want catered accommodation		Pastoral reasons **	
I want cheaper accommodation		I want to change the let length	
I want an ensuite		To live with friends	
Medical reasons*		My accommodation is too noisy	
Other (provide detail below)			

\* Medical evidence must be provided and returned with this form

\*\* Details must be provided along with a supporting statement from your RLO and provided with this form

5. Supporting information:

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6. Signatures:

	Print Name	Signature	Date
Resident			
RLO			

**Keys/swipe cards must be returned to the relevant administration office within 24 hrs of the transfer date – failure to do so will result in extra charges.**