#### 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 administration team or Residential Life Coordinator (RLC). 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 hall administration team or RLC 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. Your Advance Licence Fee Payment 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**, **unless an alternative return date has been agreed with the local office.**

**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 RLC. Once approval has been given, the transfer is then dependent upon vacancies being available in your chosen residence.

University of Manchester -Accommodation Transfer request form 2019/20

1. Personal Details:

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

2. Contact Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Current hall |  | Room Number |  |

3. Residence to which you would like to move:

|  |
| --- |
|  |

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 (please attach additional information if necessary)

|  |
| --- |
|  |
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|  |
|  |

6. Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name | Signature | Date |
| Resident |  |  |  |
| Authorising signature |  |  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Office use only: | Print Name | Signature | Date |
| Received at hall |  |  |  |
| Noted on Kx |  |  |  |
| Actioned at AO |  |  |  |

|  |  |
| --- | --- |
| ResLife Admin Use |  |

**Keys/swipe cards must be returned to the relevant administration office by the agreed date and time – failure to do so will result in extra charges.**