

Room transfer request

Students allocated a room in University accommodation may apply to transfer to another room or a different site.

Filling out this form notifies us of your enquiry into a room transfer. Filling out this form is not a guarantee that a transfer will be possible. We may invite you to come in for a meeting with a member of our team to discuss your circumstances further and ensure a room transfer is the best option for you. There may be alternative measures we can put in place to resolve any issues you have with your current room without the need for a transfer.

Your details

Full name:

Student ID number:

Gender:

University email address:

Contact mobile number:

Where do you currently live?

Block/Flat/Room:

Your new room preference

Site location:

Preferred area:

Preferred room type:

Transfer information

Flat gender preference:

Will you require a room with adapted facilities or specific equipment (e.g. medical fridge or adapted bathroom)?

Reason for room transfer request:

Other:

Application notes

Please include any other details you wish to make us aware of. This can include more detailed information on your desired room type (e.g. standard, small or large) and further details of the reasons for the request.

Terms and conditions of transfer

- Transfers will not usually be considered until at least two weeks after the start of the academic year
- Applications will be handled on a first come first served basis with priority given to students with specific requirements
- An application is not a guarantee that a transfer will be possible. The more popular sites will have fewer vacancies and therefore fewer rooms to offer as transfers
- We may invite you to come in for a meeting with a member of our team to discuss your circumstances further and ensure a room transfer is the best option for you
- Before a new room is offered a status check will be made and a transfer may be declined if a student has an unsatisfactory record
- Students will receive an email offer if a suitable room becomes available
- Rooms should be viewed before acceptance
- Fees will be adjusted to the rate for the new room from the date of transfer
- Where students share a room the fee will also be adjusted to the correct occupancy charge for students who remain. The shared discount will no longer apply
- Where students are transferring to a site with a different contract length the conditions of the new room will apply
- Students who accept a transfer must return the key to their old room on the day of transfer to avoid paying fees for two rooms

Any enquiries need to be made to the Accommodation Team at:

e: accommodation@le.ac.uk

t: 0116 252 2428

I accept the terms and conditions of transfer

By sending us this form, you give your consent for all the data held in this form to be stored and used by the University of Leicester Accommodation Office for the purposes of processing your room transfer request. You may, at any time, contact the Accommodation Office to see the room transfer data that we hold for you from this form.

Once you've completed this form, save it to your computer and email it to us at accommodation@le.ac.uk.



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Staff use only

Room offered:

Room offer date:

Accepted/Declined:

Accepted date:

Date of key issue:

RS:

HK notified:

Notes:

Complete: