

Room transfers policy

Students allocated a room in University accommodation may apply to transfer to another room or a different site by contacting the Accommodation Team. You must inform us if you wish to cancel your transfer request.

When can I apply for a room transfer?

We understand that students may not always be happy with their allocated room. Where possible, if you are unhappy with your room offer you should let us know before you arrive so we can help you find something to better suit your needs.

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.

Room transfers will not normally be available during third term. All transfer requests must be sent to the accommodation team before the end of the second term (except for those students who have arrived in Semester 2). Exceptional circumstances may be considered by the Accommodation Management Team.

How can I apply for a room transfer?

In the first instance, please email the Accommodation Team at accommodation@le.ac.uk to discuss the possibility of a room transfer. You can download the room transfer application form to complete and return to us at www.le.ac.uk/room-transfers. You will be able to specify your ideal location and room type on the form. You can view all the accommodation at the University on our [application portal](#).

An application is not a guarantee that a transfer will be possible. 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. You will receive an email offer if a suitable room becomes available.

Fee changes during a room transfer

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.