



## Transfer request guidance notes for students

Your application will be assessed and ranked for priority based upon the information you provide – if you need to update this information please submit a copy of your form showing the changes clearly. If you have lost your copy, please come into the Residential Services Office to update the original Transfer Request Form or complete a new form.

A cleaning charge may apply for your old room and you will be charged any damages that are noted during the room check after key return.

If your transfer request is successful you do not need to find another student to take your room, your contract will be moved across to the new accommodation/room, and you then do not have any financial obligations for your old room.