



## APPLICATION FOR A ROOM CHANGE

**Procedure for room changes is as follows:**

- All room changes must be approved by the RFs involved and the office **before** the room change takes place, by completing the room change form and having it signed.
- It is the resident's responsibility to have the form completed and returned to the office.
- When the room change is a direct swap, the room change form must still be completed and approved **before** the change takes place.
- Room changes will normally be permitted only at the start of a new term.

I, ..... wish to move from room ..... to room .....

My reason for wanting the change is:

---



---



---

- \* Please make sure, in your own interests, that this room change and the change of telephone number is passed on to your relatives/friends.
- \* Please obtain the signatures of the following persons, to indicate that they are aware this room change is about to occur, and finally obtain your new key (and hand in the old one) at the College Office.

Resident Fellow (on whose floor old room located) .....

Resident Fellow (on whose floor new room located) .....

House Manager .....

Date room change may occur .....

**Office:**

Issue & return of room keys on Starcom: .....

Room check form completed & form issued for new room: .....

Room change noted in Starcom: .....

Student advised of new room's phone number: .....

Phone re-set to 4 0s: .....