

Broadgate Park Room Change Form



Student Name _____

Student I.D _____

Current Block/Flat/Room _____

Contact Number _____

Email address _____

Male or Female (Please circle)

I would like to request a room move within Broadgate Park, Please indicate in order of preference

	Period	UG 44	PG 51
Cloister House - Standard		N/A	
Albion House - Standard			N/A
Ensuite			
Large Ensuite			
Studio			
Large studio			
Twin Studio			
Standard			
Large Standard			

If you have a specific room you would like please complete this section below

If you and a fellow student would like to swap rooms please provide us with the students details.
 (Please note that the other student must also complete a room move request and it must be for the same contract dates)

Student name _____

Students Id _____

Current Block/Flat/Room _____

Reason for requesting a room move

Signature _____

Date _____

We will do our best to allocate you to another room after considering your reasons for requesting a room change. Please allow **14** days for a reply. You will only be able to room move to the same grade or upgrade to a higher level if available. We will not be able to move you to a lower grade room.

Please be aware we process room move requests on the **16th of each month.**

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Room Exchange procedure for Broadgate Park

1. Return the form to the accommodation admin team who will then check for availability on the 16th of the month . They will then see if there is anyone who would like to swap with you or see if there is a vacant room available.
2. Once a room move has been found you will be contacted and given the details of the room that is available.
3. You will then be able to view the room by obtaining keys from reception. Or if you are swapping with another student then you will be given the contact details of that person so that you can view each others rooms.
4. If you decide to change rooms then you will be required to sign a new licence agreement.
5. You will then be required to pay the £50 room change fee.
6. If you have upgraded your room then you will also be required to pay any rent outstanding for your new room.