

## APPLICATION FOR ROOM EXCHANGE

Students may only exchange rooms with the prior consent of the Accommodation Office. Each student must complete a section below and return the form to the Accommodation Office. A fee of £5 will be required from each student if the exchange is approved.

	STUDENT ONE	STUDENT TWO
<b>FAMILY NAME</b>		
<b>FIRST NAME</b>		
<b>PR-ID (e.g.JOHNS12345)</b>		
<b>GENDER</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>CURRENT ADDRESS</b>		
<b>EMAIL ADDRESS</b>		

### OFFICE USE ONLY

<b>ADDRESS</b>		
<b>SMOKING OR NON</b> Advise student accordingly		
<b>FLAT GENDER</b>		
<b>FULLY REGISTERED?</b>		
<b>In Debt?</b>		
<b>Student category</b>		
<b>Insurance Charged to Rm.?</b>		
<b>39 or 50 weeks</b>		
<b>Room Exchange this term?</b>		
<b>SWAP FEE PAID (£5 Ea.)</b>		

**I UNDERSTAND THAT I MAY ONLY EXCHANGE ROOMS IF I WILL BE RESIDENT IN UNIVERSITY ACCOMMODATION FOR THE REMAINDER OF THE ACADEMIC YEAR AND I AM NOT DUE TO WITHDRAW FROM THE UNIVERSITY.**

Please advise if you have advertised your room or rooms via the web site: YES / NO

Student 1 Student 2  
 Signature: ..... Signature: .....

Date: ..... Date: .....

EXCHANGE

AUTHORISED BY: ..... DATE: .....

**IF REFUSED PLEASE GIVE REASONS:**

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