

# Information for students seeking a change of room

# Goldsmiths

UNIVERSITY OF LONDON

1. By filling out this form you are **applying to be added to the waiting list** of students looking to change rooms. Please hand this form into the Accommodation Office or email it back to [accommodation@gold.ac.uk](mailto:accommodation@gold.ac.uk).
2. Please note that we **cannot guarantee** you a room change. Only once we are in a position to offer you a suitable room will we contact you.
3. Students with outstanding hall debts **will not** be considered for a change of room.
4. The administration involved in a room change is considerable therefore to cover part of this cost a **£50 room move fee** is applicable, prior to you moving.
5. Rooms occupancy will vary between 39 to 50 week occupancy (please check this with the Accommodation Administrator prior to moving); some floors or flats are single sex and not all are available at all times of the year. Each floor deliberately has students from a mix of years, nationalities etc. This means that you will not be able to move to a room just because it is empty.
6. When compiling the waiting list of those students looking to change rooms it is extremely important that the Accommodation Office is aware of the reasons why you would like to move and any factors that should be highlighted in relation to your case. If your request is prompted by a medical condition, you should obtain a medical certificate verifying your need to move rooms. You should give your doctor permission to disclose your medical case (resulting in your need to move) to us, should we wish to discuss the matter further.
7. All Halls suffer from noise. If noise from other residents is your reason for requesting a room change, then you should discuss this first with one of your resident assistants to see if a compromise can be found between you and your flat/floor members. If noise from traffic of the New Cross Road or the railway line is your reason for requesting a room change, then you may be offered a room in an outlying hall where a lower level of ambient noise can be expected.
8. If the reason for you wanting to move rooms is that you are experiencing any kind of anti-social behavior then it is your responsibility to report this to the resident assistant and/or Accommodation office. More often than not the problem can be solved without you having to move rooms.
9. It will not be possible for you to move to a room where a student is currently living and is looking to find someone to take over their accommodation agreement. If you move to their room, it still leaves an empty room, a cost which the Department cannot support as it will result in higher room fees for all students in future years.
10. If you are moving from one hall to another it may be necessary for you to sign a new accommodation agreement. Please note that if there are any changes to your hall fees these will be applicable from the start date of this new contract. Failure to hand in your keys for your previous room (by the date agreed at the time of the move) may result in you also being charged for the additional nights that you hold both sets of keys.
11. When your room move has been approved you are expected to clean your original room before vacating (please read carefully information about cleaning at the back of this page).

Rooms are allocated primarily on the basis of need, not first come first served, this is judged by the department, not individuals. The department has access to all cases and details and is not at liberty to discuss individual cases with other residents. If your case appears similar to or that you have more need than another case you have heard of and yet you have not been granted your request, please bear in mind that the department has made its decision on a written case provided by the applicant. You are not privy to this case and there may be more details than you have been made aware of.

Thank you for your interest in applying for a change in room.

**Goldsmiths Accommodation Office**

2011/12

**Residences, Catering and Conference Services**  
Loring Hall Management Centre  
St James's, New Cross, London, SE14 6AD

**Direct line**  
**Direct Fax**  
**Email**

+44 (0)20 7919 7130  
+44 (0)20 7919 7269  
[accommodation@gold.ac.uk](mailto:accommodation@gold.ac.uk)

# Information for Students Vacating Room

Please note the following departure procedure if your room move has been approved and you are vacating your original room.

## Keys

The keys to your original room should be returned the day after you collected the keys to your new room unless different arrangement has been made with the accommodation office. If the keys are not handed in to the office on the day requested, you will be charged for two rooms for these extra nights.

## Cleaning

You are expected to clean your original room/studio and bathroom (where applicable) before you vacate it.

### Bedroom:

- All rubbish should be placed in black bags and removed.
- Underbed storage area should be emptied and vacuumed.
- Window sills & skirting boards should be wiped clean.
- Your Mattress cover should be left on your bed otherwise a charge of **£20.00** will be deducted from your deposit.
- Do not remove any items of College equipment or furniture from the room or the kitchen.
- All floors should be vacuumed.

### Bathroom (en suite rooms):

- Your bathroom needs to be left clean including Taps, Hand Basin, the Shower and Toilet.
- All limescale must be removed.
- Rubbish removed.

Failure to clean your room to the above standard will result in additional cleaning charges (please refer to the Accommodation Offer Pack for details).

Thank you for your cooperation  
Accommodation Services

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# REQUEST TO BE PLACED ON THE ROOM CHANGE WAITING LIST

Ensure that you read the information sheet BEFORE completing this form.

Please complete and have this form signed by the relevant parties before returning to the Accommodation Office.

Mr/Mrs/Miss/Ms	First Name	Family Name			
Student ID No.	1 <sup>st</sup> Year <input type="checkbox"/>	2 <sup>nd</sup> Year <input type="checkbox"/>	Final Year <input type="checkbox"/>	Postgraduate <input type="checkbox"/>	Visiting <input type="checkbox"/>
Current Hall	Block (if applicable)	Flat (if applicable)	Room		
My Current Accommodation Agreement Ends on:					
Mobile Phone No:			College email Address:		
Why do you want to move? Give as much detail as possible and continue on the back of this form if necessary					
Reason continued overleaf yes/no					
I understand that if I refuse the offer of a room which meets these requirements, my request will be moved to the bottom of the waiting list.					
Signed: .....			Date: .....		
Office Use:					
Move to ..... (Hall), ..... (Room) granted on ..... (Date) by ..... (Staff Name)					
Student to move to new room on: ..... £50 fee to be paid YES / NO					

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Reason for move (cont./)

File Notes Relating to Request

Date	Note	Staff Member