

Request to be placed on the room change waiting list

Please read the information on pp. 3-4 before completing this form. Once completed, please email the form email to accommodation@gold.ac.uk stating your full name, student number and "ROOM CHANGE" in the subject line (eg. JULIE CHAN 33333333 ROOM CHANGE)

First name	<input style="width: 100%;" type="text"/>
Family name	<input style="width: 100%;" type="text"/>
Student ID	<input style="width: 100%;" type="text"/>
Current hall and room number	<input style="width: 100%;" type="text"/>
UK mobile phone number	<input style="width: 100%;" type="text"/>
College email address	<input style="width: 100%;" type="text"/>
Alternative email address	<input style="width: 100%;" type="text"/>

Preferred halls - If you have any preferences (eg. private bathroom, studio, close to campus), please make a note in the space below. Please note we cannot guarantee that a room matching your preferences will become available.

Reason for requesting a room move (where applicable, please provide supporting evidence and please continue overleaf, if needed)

I understand that completing of this form does not constitute agreement by the University that I will be moved to a different hall or room and that my request to move will be assessed in line with the information provided on this form. I understand I will remain liable for my residential fees for the full period of the Accommodation Agreement and until otherwise notified in writing by Accommodation Services as outlined in my Accommodation offer information gold.ac.uk/accommodation/offer (for residents at the Goldsmiths Student Village, please refer to the Goldsmiths Student Village FAQs gold.ac.uk/accommodation-faq, Village Rules and Accommodation Agreement; please see p.3, if you are withdrawing from course).

Signed	Date
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

FOR OFFICE USE ONLY	
Move to	Student to move to new room on
Agreed on (date)	By (Staff Name)

Reason for requesting a room move (continued)

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FOR OFFICE USE ONLY

Date	Note	Staff Member

Information for students seeking a change of room

1. By filling out this form you are applying to be added to the waiting list of students looking to change rooms. Please email this form back to accommodation@gold.ac.uk with your full name, student number and "ROOM CHANGE" in the subject line.
2. Please note that we cannot guarantee you a room change. Once we are in a position to offer you a suitable room we will contact you. We will generally start processing room change requests after Reading Week of the first term (around mid-November).
3. Students with outstanding hall debt may not be considered for a change of room until the debt has been cleared.
4. Room contracts vary in length (it is your responsibility to check the dates in your agreement; please speak to Accommodation Services prior to moving, if you have any questions). Each floor deliberately has students from a mix of years, nationalities etc. and some floors or flats are not available at all times of the year. This may mean that you will not be able to move to a room just because it is empty.
5. It is your responsibility to read the terms of your new agreement, including the weekly rent and agreement dates.
6. When compiling the waiting list of those students looking to change rooms it is extremely important that Accommodation Services are 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 and we will ask for your consent to be referred to the Disability team, where applicable.
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 the Campus Support Officers and hall management 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 may be expected.
8. If the reason for moving rooms is that you are experiencing any kind of anti-social behaviour, please contact the Campus Support Officers and hall management for support. 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 offered a room move you will be required to accept a new accommodation offer including 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 responsible 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).
12. During the academic year rooms are allocated primarily on the basis of need, this is judged by the department, not individuals. The department is not at liberty to discuss individual cases with other residents.

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

Accommodation Services

Departure 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/fob to your original room should be returned to your hall reception the day after you collected the keys to your new room, unless different arrangements have been made with Accommodation Services. If the keys are not handed in to the office on the day requested, you will be financially liable for the two rooms for these extra nights. Please confirm with your hall office or security where you should return your keys to. Please make sure your room is locked before handing your keys in and do not leave these with friends as you will be responsible for any delay in handing them in.

Cleaning

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

Bedroom:

- All rubbish should be placed in black bags and removed from the building prior to departure.* Please see refuse/recycling/donation section
- The underbed storage area should be emptied and vacuumed
- Window sills and skirting boards should be wiped clean
- Your mattress cover should be left on your bed. Please refer to the Accommodation Offer page for details gold.ac.uk/accommodation/offer. For residents at the Goldsmiths Student Village, please refer to the Goldsmiths Student Village FAQs gold.ac.uk/accommodation-faq, Village Rules and Accommodation Agreement
- All posters and blue tack should be removed from walls or pinboards
- All floors should be vacuumed

Bathroom:

- Your bathroom needs to be left clean including taps, hand basin, the shower and toilet
- All limescale must be removed
- Tiles and floors should be clean and free from dirt and grime
- Rubbish removed

Kitchen:

- All cooking utensils should be removed from your kitchen
- All store cupboards and kitchen drawers need to be emptied and cleaned

Failure to clean your room to the above standard will result in additional cleaning costs. Please refer to the Accommodation Offer page for details, gold.ac.uk/accommodation/offer. For residents at the Goldsmiths Student Village, please refer to the Goldsmiths Student Village FAQs gold.ac.uk/accommodation-faq, Village Rules and Accommodation Agreement.

Refuse, Recycling and Donation

Residents are encouraged to recycle whenever possible. There are bins located within the grounds of each hall for paper, cardboard, glass, plastic bottles, cans and tins. Should you have any questions regarding refuse, recycling or donations please contact your hall office.

There is also a textile recycling bin located at the bottom of Harefield Road and on the corner of St James and New Cross Road and there are several recycling banks located in the car park of Sainsbury's by New Cross Gate.

Post

Please ensure that you make your own arrangements to re-direct your mail with Royal Mail as we are unable to forward any post on to previous residents.

Thank you for your cooperation.

Accommodation Services