

Date Stamp:



Room Swap Request Form

PLEASE COMPLETE SECTIONS BELOW IN FULL:

Student 1)			
Forename		Surname	
Student Number			
Moving from room?		To room?	

Student 2)			
Forename		Surname	
Student Number			
Moving from room?		To room?	

SECTION 4: IMPORTANT – PLEASE NOTE –

1. Before any room swap can take place both students must agree to pay a £5.00 admin charge each, complete this form and go to Residential Services in Penmaen to sign a new tenancy agreement.
2. For legal and safety reasons, you must notify Residential Services of any room changes, failure to have a room swap authorised could result in a £50 room charge being applied to each student.
3. If the rooms swap is approved students are agreeing to remove all of their belongings, cleaning the room and exchanging keys
4. Residential Services takes no responsibility for the state of cleanliness of the accommodation when the move takes place.
5. Residential Services retains the right to refuse a swap if the new tenant is not eligible for the room requested either due to restrictions on the accommodation type or suitability.
6. All Emails will be sent to your Student email (@swansea.ac.uk) account

I have read and agree to the above terms for swapping my room and agree to a £5.00 admin charge per student added to my accommodation account.

Please Sign:

I have read and agree to the above terms for swapping my room and agree to a £5.00 admin charge per student added to my KX account.

SIGNED STUDENT 1) _____ DATE: _____

SIGNED STUDENT 2) _____ DATE: _____

FOR OFFICE USE ONLY:	COMPLETE		COMPLETE
FORM ON SYSTEM & CHECKED		CATERING INFORMED	YES / NO / N/A
KEYS RETURNED		ACCOUNT FINALISED	
CONTRACT DATES CHANGED?		TRANSFER/SUBSTITUTION FEE ADDED	YES / NO / N/A
APPROVED BY:		CHARGED ADMIN FEE - £5.00 EACH	£5.00