

Accommodation Transfer Request

Prior to completing this form, please ensure that you read the accompanying notes.

Complete all sections of the form and return to the Accommodation Office.

1. Personal Details

Surname (Family name): _____

Name (Known as name): _____

Date of Birth (Date, Month, Year): ____/____/____

Student Reference Number:

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(found on your Aber card)

Mobile Telephone Number: _____

Aber E-mail Address: _____

2. Course Details

Year of Course: 1st 2nd 3rd 4th Other

Are you: Undergraduate Postgraduate Exchange / Erasmus

3. Current Room

Name of Current Residence: _____

Block: _____ Flat: _____ Room: _____

4. Transfer Request

Residence(s) to which you would like to move in order of preference:

1. _____

2. _____

3. _____

In 5 words why do you want to transfer? _____

Notes for students wishing to transfer accommodation

Completion of a transfer form does not guarantee that a transfer will take place and any request has to be first considered by the Accommodation Office. The transfer is then dependent upon suitable vacancies being available in your chosen residence. Therefore there are no time scales available on how long your transfer may take.

All personal data collected, recorded, used and shared by Estates, Facilities & Residences is done in accordance with the General Data Protection Regulations and Data Protection Act 2018. The information you provide will be used for procedures relating to your Request only. For further information visit -

<https://www.aber.ac.uk/en/accommodation/about-us/data-protection-information/>

1. All students wishing to be considered for a transfer to another Residence or within their current Residence must have approval from the Accommodation Office. The Accommodation Office can give you information on contacting Student Support Services if you wish to discuss any pastoral or welfare issues with them prior to completing the Transfer Request Form.
2. The Transfer Request Form must be collected and returned to the Accommodation Office in person.
3. Please attach any supporting documentation i.e. letter from doctor, personal tutor, etc. to the Transfer Request form.
4. The Accommodation Office will confirm receipt of the Transfer Request form by signing and dating the form as soon as they receive it.
5. Depending on the reason for the transfer, your request may be referred to the Residence Life Team who may contact you to discuss your transfer request.
6. If a suitable vacancy is available, the Accommodation Office will contact you by e-mail. **Please check your Aberystwyth University e-mails regularly.**
7. **If your transfer is to a different residence:**
 - As soon as you receive an e-mail from the Accommodation Office offering you an alternative room, you have 48 hours to accept this offer. Failure to confirm this offer within this time will result in the Accommodation Office withdrawing the offer of transfer and you will no longer be considered for a transfer. Should you still wish to transfer accommodation you will need to re-apply.
 - Once you have successfully completed your new Accommodation Licence Pack you are able to make the transfer by visiting the Accommodation Office to collect your new room key. Please note that moves can only take place between Monday – Thursday between 8.30am to 5.00pm, Friday 8.30am to 4.30pm.
 - Accommodation Fees may change depending on the type of accommodation you are transferring to. The Student Fees Office will automatically be informed and make any required changes to your payment plan. Please refer to our Accommodation Fees webpage - <https://www.aber.ac.uk/en/accommodation/fees/>
8. **If your transfer is to the same residence but just a different room:**
 - You are not required to complete a new Accommodation Licence Pack as the terms and conditions of your existing licence still apply. You can view your licence pack by logging into the Accommodation Portal – <https://accommodation.aber.ac.uk/en/>
 - As soon as you receive an e-mail from the Accommodation Office offering you an alternative room, you have 48 hours to accept this offer. Failure to confirm this offer within this time will result in the Accommodation Office withdrawing the offer of transfer and you will no longer be considered for a transfer. Should you still wish to transfer accommodation you will need to re-apply.

9. When you vacate your current room you must clean the room to a satisfactory standard or you may be subject to additional cleaning charges. An inspection will be carried out to ensure that the room you are moving from has been left clean and not subject to any damage. If damage/cleanliness charges apply you will either be sent an invoice for the amount or a deduction will be made from your deposit.
10. Failure to hand in the room key for your old room, by 5.00pm/4.30pm on the day you move, will result in you being charged the nightly rate for both rooms. Please refer to the Accommodation Fees Notice for further details
– <https://www.aber.ac.uk/en/accommodation/fees/>
11. Non return of your old room key will result in a charge of £30 per key.
12. If you no longer require a transfer, please notify the Accommodation Office.

