

Change of LSBU Room or Residence

Information and Application Form

Please read the following information before you complete and return the attached request to change room/residence form.

If you would like to apply to change Room or Residence, please complete and return the attached form to either the Residence main reception or the Accommodation Office, Eileen House, 80-94 Newington Causeway, London SE1 6EF.

The Accommodation Office will process your request upon receipt.

All requests to change Room or Residence are date stamped upon receipt and are dealt with in date order, please be aware that all requests are subject to availability.

The Accommodation Office will send a letter of acknowledgement to you within 5 working days of receipt of your request and will ensure that you are kept advised of the status of your request on a monthly basis by mail.

If your request is facilitated you will be contacted by either a telephone call or writing from the Accommodation Office advising you of the alternative accommodation available, you will of course be given the opportunity to view the alternative accommodation before you accept the room move.

If the Accommodation Office is able to facilitate your request there is a £30 moving fee payable at your current residence at the time of accepting the alternate accommodation.

If at any time you change your mind and would prefer to remain in your current room please inform the Accommodation Office immediately.

If you require any further assistance regarding requests for room or residence moves please contact the Accommodation Office on 020 7815 6417 or accommodation@lsbu.ac.uk where a member of the Accommodation Team will be happy to assist you.

Change Room/Residence

Students requesting a room change are required to complete this form in BLOCK CAPITALS and return it to either the Residence main reception or the Accommodation Office, Room G1, Borough Road Building. Your request will be acknowledged in writing within 5 working days of receipt by the Accommodation Office.

When the room change has been agreed by the Accommodation Office our £30 administration charge is due.

Surname	Forename (s)
---------	--------------

Residence

Block	Flat	Room
-------	------	------

Contact No.	Mobile No.
-------------	------------

Reason(s) for Request

Signature	Date
-----------	------

FOR OFFICE USE ONLY

ID Confirmed	Initials	Date Rec
Preference		
Managers Comments		
Moved to	Date	

FOR COMPLETION AT RESIDENCE

Admin Fee Received	Receipt No.
--------------------	-------------