

# Room Transfer Process King's Residences

## Overview

This policy has been established to ensure there is a fair and transparent process for *Room Transfer* requests whilst students are in Kings Residences. It also indicates stakeholders involved in this decision making.

Please note this policy is only applicable to students currently living in King's Residences who request to transfer their contracts to another KCL student, who is not currently living in King's Residences and does not form part of the booking or allocation process. No room transfer will be considered during the booking/allocation process leading up to arrivals weekend.

**A non-negotiable cleaning/administration fee of £50.00 will be billed to both parties via student record.**

**The new contract holder will be asked to pay a pre-payment of rent of £450 when accepting the contract, this will be deducted from the next due instalment.**

Please also refer to your [Terms and Conditions of Residence 2021/22](#) section: *22. Moving Rooms*

## Stakeholders

- ♦ Student- current resident and transfer partner
  
- ♦ King's Residences Allocations Team
  
- ♦ Local Residences Team

## Room Transfer Criteria

- Student who will be taking over the contract has to be a full-time student
- Transfer will only be granted when both students are on same level of studies i.e.: UG-to-UG
- Transfer will not be granted if the student taking over contract is a debtor.

## Process

A resident of King's Residences may request permission to transfer their contract to another KCL student who is not in any other King's Residence. Room transfer must be agreed between the two students and authorised in advance by the Allocations Team in accordance with the following procedure:

1. The current resident should provide proof of payment for their first rent instalment.
  
2. Both students should send the following information in an email entitled '*Room Transfer*' to [kingsresidences@kcl.ac.uk](mailto:kingsresidences@kcl.ac.uk):
  - ♦ Full name
  - ♦ KCL ID
  - ♦ Name of the individual with whom you intend to transfer to
  - ♦ Confirmation that both parties have read this Room Transfer Process document.
  
3. If we are able to grant your request, a new residence agreement will be issued and your "transfer

partner” will have 24 hrs to accept it and pay the pre-payment of rent of £450 online. If your transfer partner failed to accept the new agreement and/or pay in the timeframe the transfer process will not go ahead.

4. A transfer date will be confirmed, and the information passed on to our Residences Managers, who will make the necessary local arrangements to accommodate the room transfer.
5. Keys and Access cards must not be transferred until the Residence Agreements has been signed and agreed by all stakeholders, and liability for residence fees will be transferred from the agreed date.
6. The Allocations Team will amend the resident's accommodation record, but it is the responsibility of each student to ensure that they receive the correct credit notes/invoices in respect of any financial adjustment to their student account.