

Room Swap Process King's Residences

Overview

This policy has been established to ensure there is a fair and transparent process for *Room Swap* requests whilst students reside 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, therefore does not form part of the allocation and offer process. All room move requests from residents will only be reviewed from **21 October 2019** onwards, therefore no room swap will be considered during the allocation /offer process leading up to arrivals weekend.

Please also refer to your [Terms and Conditions of Residence 2019/20](#) sections: Moving rooms 6.3.4

Stakeholders

- Student
- King's Residences Reservations Team
- Local Residences Team

Process

A resident at King's Residences may request permission to swap their room which has been allocated to him/her with a room allocated to a resident at another of King's Residence. Direct swap must be agreed between the two residents and authorised in advance by the Reservations Team in accordance with the following procedure:

1. Both residents should provide proof of payment for first rent instalment.
2. Resident who have yet to pay their first instalment will not be considered.
3. Both residents should complete the Room Swap Form, located on the Accommodation website. You will need to enter your student KCL ID and the KCL ID of the student you will be swapping with. Both students are required to complete this form.
4. If we are able to grant your request, a new residence agreement will be issued and you and your "swap partner" will have 48hrs to accept it online. If one, or both, of you fail to accept the new agreement in the timeframe the swap process will not go ahead.
5. A swap date will be confirmed, and the information passed on to our Residences Managers, who will make the necessary local arrangements to accommodate the room swap.
6. Keys and Access cards must not be swapped until both Residence Agreements have been signed and agreed by all stakeholders.
7. Liability for residence fees will be transferred from that date.
8. The Reservations Team will amend the resident's accommodation record, but it is the responsibility of each student to ensure that s/he receives the correct credit notes/invoices in respect of any financial adjustment to their student account.