

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 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 and does not form part of the booking or allocation process. All room move requests from residents will only be reviewed from early **November** onwards. No room swap 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 the student record portal.

Please also refer to your [Terms and Conditions of Residence](#) section: 25. Moving Rooms

Stakeholders

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

Process

A resident of King's Residences may request permission to swap their room with another student in any other King's Residence. Room swaps must be agreed between the two residents and authorised in advance by the Allocations Team in accordance with the following procedure:

1. Both residents should provide proof of payment for their first rent instalment.
2. Both residents should send the following information in an email entitled **Room Swap** to kingsresidences@kcl.ac.uk:
 - Full name
 - KCL ID
 - Name of the individual with whom you intend to swap
 - Confirmation that both parties have read this Room Swap Process document
3. 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.
4. 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.
5. Keys and Access cards must not be swapped until both Residence Agreements have 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.