Room Move / Swap and Notice to Quit Policy
Undergraduate Halls of Residence

Overview

This policy has been established to ensure there is a fair and transparent process for Room Move / Swap requests and Notice to Quit whilst students reside in our undergraduate halls. It also indicates stakeholders involved in this decision making.

Please note this policy is only applicable to students staying in halls, therefore does not form part of the allocation and offer process. All move requests from students will not be reviewed until two weeks after the start of session, therefore no room moves / hall transfers will be considered during the allocation / offer process leading up to arrivals weekend.

Inter-Hall Move / Swap Requests

- **Stakeholders**
  - Student
  - Student Hub
  - Residential Support Team
  - Residential Services Team

- **Process**

  Students are only permitted to move / swap rooms within the hall provided that the Warden of that particular hall authorises the move and informs the Student Hub by email. Once the move has taken place, the Warden must notify the Student Hub immediately in order for them to re-issue an invoice to the student/s. All move / swaps will be subject to availability.

  The Student Hub will inform the Residential Services team once a move / swap is agreed to ensure the relevant rooms are cleaned prior to arrivals and keys, access cards and inventories are prepared in advance.
Halls Transfers

*Only applicable on medical or welfare grounds*

- **Stakeholders**
  - Student
  - Student Hub
  - Director of Student Support
  - Residential Support Team
  - College Tutors
  - Health Centre
  - Residential Services Team

- **Process**

If a student wishes to transfer to another hall on **medical grounds**, this has to be supported by a certified medical certificate. In some cases the student’s own GP (or a College nominated GP from the Prince’s Gardens Health Centre) will also be required to sign off.

Should a suitable vacancy arise in another hall, the Student Hub will email the Warden of both current and proposed hall for their prior approval to proceed with the move. Dependent on severity of an individual case College Tutors must be notified when a hall transfer is taking place. They will then evaluate the individual case and rank in priority using an A-D system as indicated below.

If a student wishes to transfer to another hall on **welfare grounds**, this has to be supported by the **Director of Student Support, College Tutors and Warden**. Should a suitable vacancy arise in another hall, the Student Hub will email the Warden of both current and proposed hall and the College Tutor team for their prior approval to proceed with the transfer. College Tutors will evaluate the individual case and rank in priority using an A-D system.

<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A strong case in which every effort should be made to give the student a space according to their wishes and requests</td>
</tr>
<tr>
<td>B</td>
<td>A good case, in which a space should be allocated if possible, but the needs of other more pressing cases should take priority</td>
</tr>
<tr>
<td>C</td>
<td>Ok – but nothing special. There are likely to be more needy cases than this one</td>
</tr>
<tr>
<td>D</td>
<td>There seems no reason why this student should have any priority in the allocation of places</td>
</tr>
</tbody>
</table>

The Student Hub will inform the Residential Services team once the transfer is agreed to ensure the relevant rooms are cleaned prior to arrivals, keys, access cards and inventories are prepared in advance.
**Student Hub notification**

In all cases the Student Hub must be notified immediately by email at accommodation@imperial.ac.uk if:

1. Student returns keys to the Resident Support or Services teams and there is no record of the student declaring their departure
2. Either Residential Support or Services team members notices that a student is no longer in the hall and there is no record of the student declaring their departure
3. Student has been moved rooms due to a maintenance issue

In the event of points 1 & 2 the Student Hub team will then contact the students department and Registry to see if the student has handed in their notice to leave Imperial or have declared to go on an Interruption of Study (IOS).

**Notice to Quit**

**Stakeholders:**
- Student
- Student Hub
- Credit Control
- Residential Services and Support Team
- Sally James/Zoe Durrant - if applicable i.e. IOS leaving College
- DAS Team - if applicable i.e. Medical and Welfare student going on IOS or leaving

**Process**

If a student wishes to terminate their licence after the move in date they must adhere to the following terms:
- complete the Notice to Quit Form (which can be requested from the Student Hub); and
- return this form to the Student Hub either in person or via recorded delivery; and
- vacate their room or flat and return their key to the Hall Supervisor reception by 10.00am on the date stated in the Notice to Quit Form.

Please note that until the accommodation has been re-licensed under clause 17.2 within the accommodation licence, the student will be liable for the licence fee for the remainder of the licence periods in that academic year.

Students will not be permitted to remain in the accommodation after the departure date specified in the Notice to Quit Form.