

King's Residences Room Transfer Procedure

Overview

This procedure 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 procedure is only applicable to students currently living in King's Residences who request to transfer their contracts to another full time KCL student, who is not currently living in King's Residences and has not lived inhouse previously in the same academic year. This process 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 [Accommodation Licence Agreement](#)

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.
- The current resident must be up to date with any residence fees.
- Transfer will not be granted if the proposed transfer partner has had an agreed termination previously in the same year.
- The proposed transfer partner must be an enrolled student whose course has begun, they cannot be waiting for their course to start and hold provisional status or awaiting a visa.
- If the current student is an approved KAAS applicant, unless the new applicant has also previously been approved for KAAS, the room rate will change to the full rate for the new student.
- Proposed transfer partner must be approved by Us (at Our absolute discretion).

Process

A resident of King's Residences may request permission to transfer their contract to another KCL student 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 that their residence fee payments are up to date.
2. Both students should send the following information in an email entitled '*Room Transfer*' to 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 time limit 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 have been signed and agreed by all stakeholders, and liability for residence fees will be transferred from the agreed date.
 6. If the new resident does not move into the residence and requests to cancel the transfer, the liability for residences fees will revert to the original resident.
 7. The Allocations Team will amend the resident's accommodation record, but each student must ensure they receive the correct credit notes/invoices in respect of any financial adjustment to their student account.