



LIVERPOOL
HOPE
UNIVERSITY
1844

Accommodation Room Move Policy

Document Control

Responsibility for Policy:	Accommodation Office
Approved by and date:	A Reppion & J Thomas 31/08/22
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Related Policies:	
Minor Revisions:	

Liverpool Hope University Room Move policy & Application

If you are unhappy in your study room, please speak to your SRT in the first instance, as they may be able to help address any concerns.

If you still wish to apply to move from one study room to another you should complete an application (available at the Accommodation Office) and hand it back in to the Accommodation Office.

Accommodation Office staff will make a decision within one week of receiving your application, in collaboration with the Residential Life team. We will give you a decision either in person, by telephone or by email. A copy of your application and the decision made will be kept on your file.

You have no automatic right to move rooms and Liverpool Hope University are under no obligation to agree to your request. However, we will consider your application carefully and where we feel it is in the best interests of both the student and the University we may agree to your request. If we decide not to approve your application we will let you know the reason why.

An administration fee of £50.00 is applicable if the application to move room is approved, payable before the move takes place. This may be waived at the discretion of the Accommodation Manager

Application to move rooms

Student name	
Student ID number	
Current room number and Hall	
Contact number	
Reasons for move	
Hall requested	

Office use only:

Date of application	
Approved/not approved	
Room/Hall Allocated	
Date of move	
Old room key received in office	