

Please complete this form if you are wishing to move but not withdraw from university.

Date of application:		Student ID	
First name:			
Surname/family name: (block letters)			
Contact phone number:			
Email:			
Current address (including room no):			
Preferred accommodation to transfer to: (please rank 1-4 or state "NO" if definitely not an option)	Unilet		<i>(note: transfers are not available to Halls run by UNITE, Student Roost, Campus Living Villages (CLV), Student Housing Company or BU International College these include Bailey Point, Purbeck House, Lyme Regis House, Chesil House, Corfe House, Okeford House, Cranborne House or Lansdowne Point, however try the Student swap Facebook group to move to these buildings, otherwise you must find a suitable replacement occupant for your room)</i>
	Dorchester House		
	Student Village		

## Reasons for transfer request

<p>If relevant to your transfer request, do you have a medical condition (physical or mental) for which you are receiving treatment?</p> <p><b>Yes / No</b></p>	<p><b>If Yes</b>, are you able to obtain evidence from a Doctor, Psychologist and/or Counsellor (such as a letter of confirmation)? <b>Yes / No</b></p> <p>Please state, in brief, your condition.....</p> <p><i>[You will be notified if evidence is required to be submitted – you may choose to submit evidence if you already have it, or can obtain and submit it without our request if you so wish.]</i></p>
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Please state the reasons for your request below explaining how the accommodation choice(s) above will address these reasons:

- 1 .....  
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- 2 .....  
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- 3 .....  
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- 4 .....  
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I confirm that the above information is correct and accurate at the time of completion, and that I have read and understood the Guidance notes for students:

Signed.....Date.....

**Please send the completed form as an email attachment to [accommodation@bournemouth.ac.uk](mailto:accommodation@bournemouth.ac.uk) or take a copy into the Residential Services office on the fifth floor of EBC, 89, Holdenhurst Rd, Bournemouth, Dorset, BH8 8EB.**

The information provided on this form will be retained by Bournemouth University in a secure file for the purposes of the Residential Services Team and the data will be held until the end of that Academic Year. The data will not be disclosed to any organisation not associated with the University.

If you have any queries, please contact Legal Services: [legalservices@bournemouth.ac.uk](mailto:legalservices@bournemouth.ac.uk)