



Date: _____

2022-23 Room Transfer Request Form

Please refer to the terms and conditions in the Residence Contract, section 4.9 of Schedule B. By submitting this form you acknowledge that you have read and understood the conditions as per the Residence Contract.

IMPORTANT – Submission of this request form does not guarantee a room transfer. Factors such as room availability and student need will determine the results of a room transfer request. Residence Services reserves the right to approve or deny any room transfer at their discretion. Unauthorized room transfers may result in you being required to move back to your assigned accommodation and/or follow-up according to the Community Standards. You may be charged additional fees such as cleaning or lock change charges.

Room Transfer Request Process:

- a) Submit this form in person to the Residence Services office front desk. Please note your account will be charged a non-refundable \$20 fee.
b) You may be required to meet with a ResLife staff member to review your request. You will be contacted by email to schedule this meeting, if required.
c) First Year students will not be transferred to cluster housing unless approved through the Priority Consideration Request process.
d) If approved, a room transfer offer will be sent to you via email when a space is available. Students will be given a timeline in which to accept the room transfer offer. If not accepted within the timeline, the transfer offer will expire and the room space may be offered to another student.
e) Students who accept their room transfer offer will be charged a \$50 transfer fee.
f) You are required to pay the difference in residence fees when you move to a more expensive accommodation. If you move to a less expensive accommodation, the adjustment will be credited to your residence account, effective the day of the move.
g) All applicable transfer fees must be paid prior to transferring rooms.
h) By accepting the room transfer offer you agree to be bound by the terms of the residence contract governing your new accommodation.
i) Students will be provided a timeline in which to transfer rooms. The dates and times of the room transfer will be determined by Residence Services. Room transfers that are not completed within the predetermined timeline may be revoked.

Last Name: _____

First Name: _____

Email: _____

UVic Student ID #: _____

Phone #: _____

Building & Room #: _____

Brief description of reason(s) for transfer request:

[Empty rectangular box for text entry]

Please indicate the type of living space you would prefer:

- Single
Double (Standard or Economy)
Cluster (available to upper-year Undergraduate and Graduate students only)
Apartment (available to Graduate students only)

Please indicate if you have a specific building or community request: _____

Will you consider room types and/or buildings other than what you have requested? Yes No

If no, you will only be contacted if/when your specified room type and/or building is available.

Please note: If you are offered a transfer from a dormitory room to a Cluster room or apartment, [University Food Services](#) will consider the transfer as a Meal Plan cancellation. Please see Schedule E of your Residence Contract for more information, including the refund policy. Questions regarding Meal Plan cancellations should be directed to eat@uvic.ca.