

# Accommodation Room Change Guidelines

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<b>Version</b>	1.0
<b>TRIM file number</b>	11/XXXX
<b>Short description</b>	Guidelines on room changes in approved accommodation areas
<b>Relevant to</b>	Students, Residence Life Staff
<b>Approved by</b>	This Guideline has been approved by Director, Residence Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
<b>Responsible officer</b>	Director, Residence Life & Commercial Services
<b>Responsible office</b>	Residence Life
<b>Date introduced</b>	15 April 2014
<b>Date(s) modified</b>	Reviewed July 2016
<b>Next scheduled review date</b>	July 2017
<b>Related University documents</b>	Residential Agreement, Residence Life Code of Conduct
<b>Related legislation</b>	
<b>Key words</b>	Room Change

## 1. PURPOSE

These guidelines describe the rules surrounding and how to apply for a room change within CSU Residence Life approved accommodation areas.

## 2. ROOM CHANGES

- 2.1 Requests for changing between packages or rooms are to be made via the online [Room Change Request](#) form.
- 2.2 All package or room change decisions will be at the discretion of the Director, Residence Life or nominee.
- 2.3 No room or package changes will be processed during the first six weeks of Session 1 unless exceptional circumstances are present. Applications will be accepted but not processed until the end of the first break period and/or depending upon availability and approval by the Director Residence Life or nominee.
- 2.4 Students may be required to relocate to a place determined by the Director, Residence Life or nominee.
- 2.5 Students will be charged a Room Change Fee as per the current [Service Fees](#) schedule.
- 2.6 Where a student is required to create a new Direct Debit Request via [BPOINT](#) the new request must be completed in accordance with the information supplied from Residence Life on approval of the room change before access is given to the new room.

### Table of amendments

Version number	Date	Short description of amendment