

Accommodation Room Change Guidelines

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Short description	Guidelines on room changes in approved accommodation areas
Relevant to	Students, Residence Life Staff
Approved by	This Guideline has been approved by Director, Residence Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
Responsible officer	Director, Residence Life & Commercial Services
Responsible office	Residence Life
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Date(s) modified	Reviewed July 2016
Next scheduled review date	July 2017
Related University documents	Residential Agreement, Residence Life Code of Conduct
Related legislation	
Key words	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