RESIDENCE TRANSFER
INFORMATION ON HOW TO APPLY

This form is only for applicants who currently reside in and are requesting to transfer to one of the following residences:

Bruce Hall (catered), Bruce Hall Packard Wing (self-catered), Burton & Garran Hall, Fenner Hall, Graduate House, Toad Hall, Ursula Hall (catered), Ursula Hall – Laurus Wing (self-catered), John XXIII College, Burgmann College (catered), Burgmann Postgraduate Village (self-catered), Davey Lodge, Kinloch Lodge, Wamburun Hall, Warrumbul Lodge, Wright Hall (flexi catered), Lena Karmel Lodge.

NOTE: Students can apply to one Residence only. Gowrie Hall residents will be contacted separately to this form. Applicants MUST complete and sign the application and return it to their current residence for consideration,

Timelines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>Transfer applications open</td>
<td>Monday 30 September 2019 9am</td>
</tr>
<tr>
<td>Transfer applications close (no late apps will be accepted)</td>
<td>Wednesday 2 October 4:00pm</td>
</tr>
<tr>
<td>Application outcome emails sent from the Residence in which you are applying to transfer to</td>
<td>Wednesday 9 October 2019 (from 10am onwards)</td>
</tr>
<tr>
<td>Successful applicants will be provided with instructions on how to proceed</td>
<td>Wednesday 9 October 2019 (from 10am onwards)</td>
</tr>
<tr>
<td>Transfer Offers sent via email</td>
<td>Monday 14 October 2019 (from 10am onwards)</td>
</tr>
<tr>
<td>Final date for accepting Transfer Offers and paying Acceptance Fees</td>
<td>Wednesday 16 October 2019 4:00pm</td>
</tr>
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</table>

A limited number of places will be offered to residents who wish to transfer between residences in Semester 1 2020. The information provided in this form will assist with assessing eligibility for transfer. All information provided will be treated confidentially and only be used for the purpose as outlined on this form.

Considerations

- Transfers are not guaranteed and the number of residents approved for a transfer is limited
- You will be liable to pay Acceptance Fees upon receiving a successful transfer offer so you must budget for this now. Fees can include a Refundable deposit/Resident committee fees/Transfer fee and two weeks rent
- Costs vary between residences
- Refund of fees from your current residence may take up to 6 weeks
- Contract start dates vary between residences, you may be liable to pay rent at two locations if your contracts overlap. If there is a gap between contract start dates you may need to source temporary accommodation for yourself
- No late applications will be accepted
- You can complete one transfer request only
- Do not enter an online application unless advised to do so
- If you are seeking re-admission to your current residence, this is a separate process. You will be informed via email of details on how to apply after the transfer period has been completed and dates have been confirmed, do not submit an online application until advised

Payment/Forms

Upon acceptance of a successful transfer you will be required to pay full accommodation acceptance fees, as well as a transfer fee, directly to the residence you are transferring to within the time stipulated in your offer. These fees will be outlined in your formal offer. Any requested forms must also be completed and returned within that timeframe. Funds cannot be transferred between residences and please be aware that costs vary across locations.

If your transfer is successful your contract in the new residence will commence in Semester 1 2020, your new contract dates will be in your offer letter.
PERSONAL DETAILS:

<table>
<thead>
<tr>
<th>Family name:</th>
<th>First name:</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td>Gender:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>_ _ / _ _ / _ _ _ _</td>
</tr>
<tr>
<td>Daytime contact number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td>Please note that all email correspondence will be made via your University email address</td>
</tr>
</tbody>
</table>

ABOUT YOUR STUDY:

<table>
<thead>
<tr>
<th>Program: (e.g. BA, MSc, PhD)</th>
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</thead>
<tbody>
<tr>
<td>Are you?</td>
</tr>
<tr>
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</tbody>
</table>

What year did you first commence your studies at ANU?

How long have you been studying your current program for (years)?

How many years have you lived in a student residence at ANU (in total, not just within your current residence)?

Will Semester 1 2020 be your final semester at ANU?  
Yes  No

Are you a Tuckwell Scholar?  
Yes  No

ABOUT YOU AND YOUR CURRENT COMMUNITY:

Have you been involved in the following activities which benefit the University and/or the wider community?

- Resident Committee  - Academic mentoring  - Community building activities  
- Off campus community engagement  - Arts or sports activities  - Social committees  
- Leadership activities or contributions to ANU more broadly  - Other, please specify below

What actions have you/are you doing to achieve this?

____________________________________________________________________________________________

____________________________________________________________________________________________

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____________________________________________________________________________________________
How have you personally benefitted and developed living in a residence and undertaking the activities which you have performed?

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
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What activities and/or programs do you plan to undertake in semester 1 2020 and how do you plan to contribute to your Community?

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____________________________________________________________________________________________

What actions have/are you doing to achieve this?

____________________________________________________________________________________________
____________________________________________________________________________________________
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Have you ever been in breach of your Occupancy Agreement? □ Yes, please specify □ No

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Why do you want to transfer to another residence? (Please attach a separate sheet if required)

____________________________________________________________________________________________
____________________________________________________________________________________________
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____________________________________________________________________________________________
SUPPORTING INFORMATION:

I have a documented health/medical condition which I would like taken into account: Please provide details (note: supporting evidence may be required)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

If you are registered with Access & Inclusion, and you would like us to take this into account when assessing your application please tick this box - http://www.anu.edu.au/students/contacts/access-inclusion

☐ Yes  ☐ No

Is there anything else that should be considered to support your application? (e.g. 1st in family to undertake tertiary studies, enrolled in a specialised program, from a regional or remote region location)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

TRANSFER REQUEST:

Transferring from: (Please circle)
Bruce Hall (catered), Bruce Hall Packard Wing (self-catered), Burton & Garran Hall, Fenner Hall, Graduate House, Toad Hall, Ursula Hall (catered), Ursula Hall – Laurus Wing (self-catered), John XXIII College, Burgmann College (catered), Burgmann Postgraduate Village (self-catered), Davey Lodge, Kinloch Lodge, Wamburun Hall, Warrumbul Lodge, Wright Hall (flexi catered), Lena Karmel Lodge.

Transferring to: (Please circle one selection only)
Bruce Hall (catered), Bruce Hall Packard Wing (self-catered), Burton & Garran Hall, Fenner Hall, Graduate House, Toad Hall, Ursula Hall (catered), Ursula Hall – Laurus Wing (self-catered), John XXIII College, Burgmann College (catered), Burgmann Postgraduate Village (self-catered), Davey Lodge, Kinloch Lodge, Wamburun Hall, Warrumbul Lodge, Wright Hall (flexi catered), Lena Karmel Lodge.

Transfer for:
☐ Start of semester 1 2020

Contract start dates vary between residences, you may be liable to pay rent at two locations if your contracts overlap. If there is a gap between contract start dates you may need to source temporary accommodation for yourself.

Room type: (Please circle one)
Single/Double/Other ____________
Not all room types are available in all residences

If you are applying to a Lodge please complete next section.
Davey Lodge, Kinloch Lodge, Warrumbul Lodge, Lena Karmel Lodge applicants only:

**Room type:** Please select at least 3 preferences: subject to availability, *preferences are not guaranteed.*

- [ ] Single Studio
- [ ] Studio Long
- [ ] Studio Double
- [ ] One Bedroom Double
- [ ] Multishare 2 to 4 rooms
- [ ] Multishare 5 to 6 rooms

Please confirm the following by ticking each box:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>I am a full-time ANU student</td>
</tr>
<tr>
<td></td>
<td>I understand that I may have to pay rent in two locations in order to secure a room at the residence to which I transfer to, and that it is my responsibility to obtain release from my current contract</td>
</tr>
<tr>
<td></td>
<td>I understand that I must pay the transfer and acceptance fees of the new residence up front, and <strong>within the 48 hour time-frame before I am guaranteed my accommodation transfer.</strong> Refundable deposits <strong>will not</strong> be transferred between residences and the refund of a room deposit must be claimed from my current residence as a separate process upon check-out</td>
</tr>
<tr>
<td></td>
<td>I give permission for the new residence to contact my current residence to confirm that all information provided is current and correct</td>
</tr>
<tr>
<td></td>
<td>I understand that I will still need to complete the check-out procedures and request for refund form in my current residence if my transfer application is successful</td>
</tr>
<tr>
<td></td>
<td>I note that, whilst every effort will be made to assist me, <strong>this application does not guarantee a transfer</strong></td>
</tr>
<tr>
<td></td>
<td>I understand that it is my responsibility to ensure that my contact details are current at all times</td>
</tr>
</tbody>
</table>

**Applicant's Signature:**

**Date:**

____/____/____
### ADMINISTRATION USE ONLY - Current residence:

- [ ] As at today’s date all accounts have been paid in full or satisfactory arrangements put in place for this to occur and any other Occupancy Agreement requirements have been satisfied.

- [ ] Transfer **APPROVED** as of ___/___/___ (This is the date that the current contract ends/can be released)

- [ ] Transfer **NOT** approved *(state reason)*

#### Reason: (ie lack of vacancies)

#### Comments: *(Optional)*

#### Signed by: *(Name & position)*

#### Name of current residence:

#### Signature: Date: ___/___/___

### Requested residence:

<table>
<thead>
<tr>
<th>Received by:</th>
<th>Name &amp; position</th>
</tr>
</thead>
</table>

#### Signature: Date: ___/___/___

- [ ] Transfer accepted  Contract start date: ___/___/___  [ ] Transfer declined

- [ ] Date applicant advised of decision: ___/___/___  Applicant: [ ] Accepted  [ ] Declined  [ ]

- [ ] Current residence advised of decision  Date: ___/___/___

#### Room number given: *(If applicable)*

#### Final approval: Date: ___/___/___  Signed: