



MID-YEAR ROOM MOVE POLICY

Introduction

Due to the timing of student contracts and the logistics surrounding vacation arrangements, The Women's College and its House Committee do not conduct a mid-year room draw. However, the College recognises that there may be some circumstances in which a change of room mid-year may be of benefit to individual students, and that there may be occasional vacancies that would enable such a change. This document sets out the conditions required for a student to make a room change request.

Students considering a request to change rooms mid-year must acknowledge and agree to the following:

- That room changes are only possible in exceptional circumstances (see below)
- That only a small number of rooms are typically vacated at the end of Semester 1, and that even in such exceptional circumstances, a room change may nevertheless not be possible
- That “room swaps” are not permitted
- That a student may only move into a room that has been vacated by a student who has left at the end of Semester 1
- That students may not preference particular rooms they wish to move to, only the wing and floor to which they prefer to be re-located (if available and possible), and that room availability is based entirely on the vacancies that arise when students move out at the end of Semester 1
- That a student will be prepared to move rooms in accordance with the criteria below, including packing up their belongings at the end of Semester 1.

Timing of requests

Students requesting a change of rooms mid-year must submit a formal request by the **5pm on the Thursday of Week 10, Semester 1** on the College's printed wall calendar. No late requests will be considered. In 2025, this date is **Thursday 8 May**.

Students must complete a **Room Change Request form** and attach relevant supporting documentation, and email their request to the Dean of Students, Meredith Garlick (m.garlick@thewomenscollege.edu.au) by the due date.

Criteria for requests

Room move requests may be made on the basis of **wellbeing** only. This may include mental wellbeing or for reasons of physical health. Requests made solely on the basis of wing preference or a desire to be closer to a friendship group are unlikely to be successful. The College encourages students to settle into their allocated or selected wing for the year, and to make an effort to expand their friendship groups and connect with their immediate neighbours.

Students will need to have flagged a persistent wellbeing concern with the Principal, Dean of Students or Vice Principal over the course of the semester, well ahead of their request in order to be considered for a change of rooms.

Summary of request and supporting documentation

The **Room Change Request Form** requires students to submit a summary of their request, and their reasons for wanting to move, in addition to their vacation arrangements. Students who submit a request to move and who are planning to be away from Sydney for the duration of the mid-year vacation **must pack up their rooms and store their belongings** for the duration of the time they are away, **regardless of the likely success of their request**. Students who do not pack their rooms before leaving for vacation will be immediately **disqualified** from consideration for a room move. Conversely, packing up your room does not guarantee your request will be successful.

The following list outlines the appropriate **supporting documentation** for the room move request process:

1. Letter of support from your doctor/specialist stating the duration and nature of your illness or wellbeing issue.
2. Official correspondence from your University such as the granting of any special provisions through the Special Consideration process or made by Disability Services, etc.
3. A statement outlining any discussions or communications you have already had with the Dean of Students, Principal or Vice Principal.
3. Any other official documentation which supports your case.

PLEASE NOTE: Correspondence from parents or other support persons will not be considered as part of the request process. Requests for room moves which do not have supporting documentation are unlikely to be considered. All other conditions being equal, other factors (such as academic progress, accumulated room points and formal dinner attendance) may be taken into account in determining a room move.

Mid-year room changes are managed by College staff, not the House Committee. Staff decisions regarding mid-year room moves are final, and no further requests or correspondence will be considered.

Timing of approvals and room moves

Students will be notified of the success or otherwise of their application to move rooms at the latest by **Friday of the third week of the mid-year vacation**. In the event that a request is successful, staff will advise of the timing of the move. In some cases, the window of time for a room move may be very narrow, due to the timing of the start of Semester 2 contracts. Students should consider carefully their mid-year vacation arrangements when making a request, as the timing of room moves is crucial to this process.



ROOM CHANGE REQUEST FORM

Please read the Women's College Mid-Year Room Move Policy before lodging your request.

Complete this form and include / attach any relevant, supporting documentation. Submit completed form and documentation to the Dean of Students, Meredith Garlick (m.garlick@thewomenscollege.edu.au), by **5pm on Thursday 8 May 2025**.

DETAILS

Given Name:

Last Name:

Address:

Mobile:

Email:

Year at College:

Year of Degree:

Degree:

Vacation

arrangements

(please detail your vacation plans, the dates you may be away, and the dates you will be available to move rooms)

SUMMARY OF REQUEST

Please provide a summary of your request in the space below, stating reasons for your request to move rooms, based on the criteria outlined in the Mid-Year Room Move Policy.

SUPPORTING DOCUMENTATION

Please attach supporting documentation to your request. See Mid-Year Room Move Policy for the required documentation.

WING AND FLOOR PREFERENCE

Please indicate your top two preferences for building and floor preference below (e.g. Langley 200s). There is no guarantee that there will be availability for your room preferences.

Preference #1

Preference #2

CONFIRMATION OF REQUEST

I have attached all relevant, supporting documentation, as per the Mid-Year Room Move Policy, with this application.

Signature: _____

Date: _____

Document Title:	Document Number:	Effective Date:
Mid-Year Room Move Policy and Room Change Request Form	TWC-STU-D13 V1.1	March 2024 May 2025

Dr Tiffany Donnelly
Principal