#### NOTES FOR STUDENTS WISHING TO LEAVE UNIVERSITY ACCOMMODATION

1. All students wishing to terminate their accommodation agreement must submit a leaver’s form to their hall administration team or Residential Life Coordinator (RLC). Your hall administration office will give you more information about contacting your hall Residential Life team if you wish to discuss any issues with them before completing your form.
2. The fully completed form should be handed in to your hall administration office.
3. You must attach any supporting documentation i.e. letter from department confirming withdrawal from University, etc to your leaver’s form. Failure to do so may result in you continuing to be charged for your room.
4. The hall administration team or RLC will acknowledge the request by signing this form.
5. Once signed, your form will be returned to the Accommodation Office where the final determination on rent liability will be made by the Accommodation Office Manager.
6. When you vacate your room, you must speak to your hall administration office to check procedures. **Keys/swipe cards must be returned to the relevant administration office when leaving – failure to do so will result in extra charges.**

**REASONS FOR LEAVING:**

**Category A: Students who for either academic or personal reasons are withdrawing from their studies and leaving the University.**

*As stated in the University of Manchester Residences Terms and Conditions you will not be held responsible for rent after completing the 28-day notice period. An inspection will be carried out to ensure that the room you are leaving has not been subject to any damage. If damage has occurred this will be charged to your residence account. You must also ensure that all rubbish is removed and the room is left clean and tidy, otherwise you may incur additional charges. The 28-day notice period will begin when the leaver’s form is signed by an authorised signature. In addition supporting documentation from your department* ***must be provided*** *to the central accommodation office to confirm your withdrawal from the University.*

Category B: Leaving Hall to move to the private sector or returning home.

*You will remain responsible for your full residence fees as stipulated in your accommodation licence agreement. If the Accommodation Office is able to find a replacement who is a registered student at the University of Manchester and who is not already in University of Manchester accommodation you will be refunded the differences in fees. You may assist in this process by recommending a suitable replacement to the Accommodation Office.*

An inspection will be carried out to ensure that the room you are leaving has not been subject to any damage. If damage has occurred this will be charged to your residence account. Please note you will be required to settle your total residence account upon departure.

Please note: Keys/swipe cards must be returned to your hall administration office when leaving – failure to do so will result in extra charges.

**University of Manchester – Early Leaver request form 2020/21**

1. **Personal details:**

|  |  |
| --- | --- |
| Family name |  |
| First name(s) |  |
| Date of birth |  |
| University ID number |  |
| Gender |  |
| Undergraduate/Postgraduate |  |

**2. Contact details:**

|  |  |
| --- | --- |
| Address |  |
|  |
| Email address |  |
| Phone number |  |

**3. Further details:**

Name of Current Residence & Room number

Are you:

|  |  |  |  |
| --- | --- | --- | --- |
| Leaving for financial reasons \* |  | Moving to the private sector |  |
| Leaving for medical reasons \* |  | Returning to live at home |  |
| Leaving for personal reasons \* |  | Other |  |
| Withdrawing from university \* |  |  |

*\* If you are seeking to reduce your rent liability for these reasons then evidence must be provided and returned with this form*

**4. Expected date of departure:**

**5. Supporting information:**

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|  |

6. Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name | Signature | Date |
| Resident |  |  |  |
| Authorising signature |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Office use only: | Print Name | Signature | Date |
| Received at hall |  |  |  |
| Noted on Kx |  |  |  |
| Actioned at AO |  |  |  |

Please note: Keys/swipe cards must be returned to your hall administration office when leaving – failure to do so will result in extra charges.