

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 Residential Life Officer (RLO). Your hall administration office will give you more information 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 or the Accommodation Office at Grove House.
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 RLO will acknowledge the request by signing this form.
5. Once signed, your form will be returned to the Accommodation Office at Grove House 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. You must provide a letter from your academic department confirming your withdrawal and including the date of withdrawal. The 28-day notice period will begin when the leaver's form and documentation from your department is given to your hall administration office.

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.**

ALL SECTIONS OF THE FORM ARE MANDATORY

University of Manchester – Early Leaver request form 2017/18

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 _____

Are you:

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

* 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:

6. Signatures:

	Print Name	Signature	Date
Resident			
RLO			

Please note: **KEYS/SWIPE CARDS MUST BE RETURNED TO YOUR HALL ADMINISTRATION OFFICE WHEN LEAVING – FAILURE TO DO SO WILL RESULT IN EXTRA CHARGES.**