

WITHDRAWAL FORM – 2025-2026



If you decide to move out of residence before the end date of your licence or tenancy you must give notice to leave in writing by letter, email or by using this form (see below for conditions).

STUDENTS LIVING ON STAG HILL, MANOR PARK, BELLERBY COURT: may give notice to leave their room at the end of the First Semester. Notice must be received in writing no later than 05-Dec-25 and they must vacate their room by 24-Jan-26. If they wish to vacate their room earlier than 24-Jan-26 they can advise Accommodation Services of their intention, however they will be liable for the payment of their room rent up 24-Jan-26.

If notice is not received on or before 05-Dec-25 no rebate of accommodation fees will be given if they decide to leave before the end date specified in their licence agreement. If they leave before the end of their licence or tenancy they will be required to continue instalment payments until their account is cleared in full.

If they depart before the date they are liable until we will attempt to re-let their room. In the event that we are able to arrange a re-let, we will advise them of this and only charge them rent until the date the new tenant moves in.

ALL STUDENTS: If you cease to be a student because you withdraw from your course or the University terminates your course, your licence to occupy University Accommodation and your liability for accommodation fees will, provided you have informed us, cease on the date you move out and return the key OR the date that your withdrawal/termination from the course is made official, whichever is latest.

STAFF: may give 4 weeks' notice to end their tenancy early

PERSONAL DETAILS

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Surname or Family Name		Student /Staff Number	
First Name/s		Court (e.g. Surrey)	
Title		House	
Department and Course		Room	

REASON FOR LEAVING - Please indicate below your reasons for leaving Accommodation:

Withdrawn from course		Name & email address of person in faculty who you informed of your withdrawal	
Other Reasons – please specify			

NEW CONTACT DETAILS

New Address or Contact Address		Home & Mobile Phone Number	
		Email Address	

DECLARATION

I confirm that I will vacate my room and return my keys by 12.00 Noon on this date:		Signature	Date Form Signed

OFFICE USE ONLY

		W/D Confirmed On	Copies of Form	
			Copy to Student	
		W/D Confirmed With	Attached to KX	
Refund if Re-let Period		to	Original to Accom Finance	