

Withdrawal Policy

Residents have normally signed a fixed term contract and are normally expected to remain liable for their room for the full duration of this period. This will be the case even if they have to undertake a course placement. However, there may be circumstances where the resident can be released from this contract, for any of the reasons below a 28 day, notice period is required.

Withdrawal from course

If a student withdraws from academic studies at the University, then they can be released from their accommodation contract.

In order to do this, the student must complete a Withdrawal from Halls form, clearly stating the withdrawal from course date. There is a chargeable 28 day, notice period, which starts from the date this form is properly completed and received.

The date of release will be taken as the date when the resident has properly confirmed that they have withdrawn from their academic studies, and have vacated their room and have returned their room keys, or the end of the 28 day, notice period, whichever is the later.

Replacement

Students may find a replacement who is acceptable to Accommodation Services to take over the liability for their room. This new person cannot be a current halls resident and the onus is on the student to find a replacement. However, Accommodation Services may be able to assist although this is no guarantee of a replacement being found.

A list of students requiring a replacement will be held in Accommodation Services. However, when a new student contacts Accommodation Services seeking halls of residence they will first be offered rooms that are not under contract.

Extenuating Circumstances

In a few exceptional circumstances a resident may be released from their accommodation contract in other circumstances than those outlined above.

If a resident wishes to be considered for release due to extenuating circumstances, then they will need to complete a Withdrawal from Halls form, put in writing their reasons and provide supporting documents, as stated with the following list. Release cannot be granted for financial reasons.

Reasons for extenuating circumstances release to be considered would include:

- A medical condition that has occurred since moving into Halls of Residence that affects the student's ability to live within the halls of residence. You must provide evidence of this from a medical professional; this must clearly outline the reasons why living in the halls of residence is no longer suitable.
- A change in family circumstance that requires a student to return home – you must include letters from medical professionals explaining the change and why you are required to return home.
- The recent death of a close family relative – parent/guardian or sibling – this must be evidenced by production of official documentation.

This request will then be considered by a panel comprising the Head of Credit Control, the Accommodation Manager, the Residential Life Team Leader and a member of the Accommodation Services Team will determine whether release is to be granted.

If the release is approved, the date of release will be taken as 28 days from the first written request for release that is received by the Accommodation Team, or the date that the room is vacated and the keys returned, whichever is the later.

Suspension and Expulsion

In certain serious circumstances (which would include any breach of clauses 3.39 of the Terms and Conditions of Residency), the University may without giving prior notice seek to exclude the Student from the Residence and/or the University. The Student will continue to accrue rent for any period of suspension due to any serious breach of any of the terms and conditions of residency. The Student forfeits any right to the return of their deposit if they are permanently excluded from Halls of Residence under this clause and will be liable for the accommodation fees for the full term in which they are excluded. The disciplinary process can be fast tracked where a student is in serious breach of this Agreement.

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