**WITHDRAWAL FROM HALLS OF RESIDENCE 2020/21**

Once a student signs a Residency Agreement they are legally bound by its terms until the end of the residency period.

If you are withdrawing from the University of Northampton, you must:

* Formally notify the Student Administration Team for your programme of study and have received written confirmation of the withdrawal or suspension.
* Notify Accommodation Services by filling out and returning the withdrawal form on the reverse of this document.

* Provide Accommodation Services with 28 days written notice of withdrawal, which must expire before the agreement can be ended.

* Pay all outstanding rent before they leave. The Accommodation Office will tell you the amount due.
* Vacate the accommodation and remove all your property. The keys and proximity card must be returned to Accommodation Services or Security. We strongly advise that you obtain a receipt.
* Rent will continue to accrue if the keys are not returned as the room cannot be inspected or re-let without them.
* Any refunds for overpaid rent or Key and Damage Deposits will normally be returned 4 to 6 weeks after the final date of the revised residency period. Refunds are only processed after the room has been inspected by the Housekeeper.

If you are remaining at the university you are still legally bound by the terms and conditions of residency and can only be released if:

* You find another student to take up your room for the remainder of the residency period.
* The replacement student has been approved by Accommodation Services.

* You and the replacement student have completed the necessary paperwork.
* You have paid any rent outstanding for your period of residency.
* The replacement student must pay the £300 Key and Damage Deposit, the accommodation fees for the remainder of the current term and set up an e-payment for future terms.
* You have been granted early release under mitigating circumstances, and have vacated your room, returned your room keys and provided 28 days, notice.

For further information regarding withdrawal from Halls please see the Accommodation Withdrawal Policy, available at [www.northampton.ac.uk](http://www.northampton.ac.uk)

**CONFIRMATION OF WITHDRAWAL/SUSPENSION OF STUDIES FOR THE HALLS OF RESIDENCE 2020/21**

Students must have their withdrawal or suspension confirmed by a member of the Student Desk Team in order to be released from their accommodation residency agreement.

Please note: You will be charged a 28 day notice period.

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| **Name** |  |
| **Student Number** |  |
| **Hall, Flat & Room Number** |  |
| **Contact Email** |  |
| **Withdrawn from Course date –** (date you hand course withdrawal form to Student desk) |  |
| **Application for Mitigating Release** |  |
| **Date notice given –** (date you hand in form to accommodation office) |  |
| **Signature** |  |
| **Date** |  |
|  |  |
| **Date Received:** |  |
| **QLS:** |  |
| **28 Days:** |  |
| **Keys Received:** |  |
| **Signed/Date** |  |