



**Student Accommodation**

Royal Holloway, University of London  
Egham, Surrey TW20 0EX, UK

Tel: +44 (0) 1784 443338  
Fax: +44 (0) 1784 276164  
[www.rhul.ac.uk](http://www.rhul.ac.uk)

## **Student Accommodation Form Notice of leaving University Accommodation (for students withdrawing, interrupting or completing PhD studies)**

Students who are withdrawing, interrupting their studies or completing their PhD studies, and therefore leaving their accommodation, should complete this form and return it to Student Accommodation, via the Student Services Centre, or by email to [studentaccommodation@rhul.ac.uk](mailto:studentaccommodation@rhul.ac.uk)

### **Important:**

- From the date of your withdrawal / interruption / PhD final submission you must vacate your room within 5 days.
- When you vacate your room you must remove all your belongings, return the room key to your halls reception and sign out in the book
- Once we can verify that this has been done, we will terminate your room contract, and you will receive a refund of a proportion of your accommodation fees already paid (if applicable)

If you have queries regarding this process, please email [studentaccommodation@rhul.ac.uk](mailto:studentaccommodation@rhul.ac.uk)

Forms should be returned to the Student Service Centre, or emailed to [studentaccommodation@rhul.ac.uk](mailto:studentaccommodation@rhul.ac.uk)

# Student Accommodation Form

## Notice of leaving University Accommodation

(for students withdrawing, interrupting, completing PhD studies or changing to part time status)



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**STUDENT NAME :** .....

**STUDENT ID. NO:** 100.....

Hall Name: ..... Room No .....

I wish to notify Student Accommodation that I will cease to be a student of Royal Holloway this academic year, and therefore wish to terminate my accommodation contract:

**Date of Withdrawal or Start of Interruption:** .....

**LEAVE NOTICE:**

- ❖ I will be **WITHDRAWING** from my course
- ❖ I will be **INTERRUPTING** my studies
- ❖ I have submitted my **FINAL** thesis  
(for postgraduate PhD students only)
- ❖ I will be **Changing** to **Part Time** status

I understand that I am required to vacate my room and remove all belongings within 5 days of my withdrawal / interruption / final thesis submission/change of status to part time.

I will be leaving my room and **returning the key** to the hall reception at:  
..... (approx. time) on.....(date).

I can be contacted at the following:

Address: .....

Telephone: ..... (ESSENTIAL)

E-mail: .....

I confirm that **I have updated** my contact details via the Campus portal.  
I understand that **I will be liable to pay** the rent on my room until the date the contract is terminated. Student Accommodation will terminate my contract and calculate the final accommodation fee based upon the date that I vacate my room and return my room key. Any refund for accommodation fees already paid will then be processed by Student Fees.

**Please tick box to confirm you have read the above text and initial.**  .....

Signed ..... Date .....

❖ please tick appropriate box

Office Use Only: M / F / Mixed UGNEW / UGRET / PG STND / SINK / EN-SUITE