



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

Student Accommodation Form
Notice of wish to give up a room in halls
2014/2015

Students wishing to give up their room in the halls of residence should complete this form and return it to Student Accommodation via the Student Services Centre, or by email to studentaccommodation@rhul.ac.uk.

Important: Completion of this form does **NOT automatically terminate your accommodation contract.**

- Once this form is returned to us, Student Accommodation staff will start looking for another student to take over the remainder of your contract in halls.
- If another student can be found, you will be contacted and asked to make payment of the £100 administration fee.
- You will then be released from your contract, and will receive a refund of a proportion of your accommodation fees already paid (if applicable)

Please be aware:

- You must pay your accommodation fees by the due date; if we can reassign your room to another student you will receive a refund, calculated on the number of days that you were contracted to the room
- If we cannot find another student to take over your room contract, you will remain liable for the accommodation fees. This could be until the end of the contract (in June or September)
- If there is no waiting list, you are free to find another student to take over your contract. This student will need to not have a contract for another room in the halls of residence, and not have a contract in the private sector. There may also be other requirements that the replacement student will have to meet, depending upon the configuration of the hall (eg. if you are residing on a single gender corridor, the replacement student will need to be of the same gender; in the majority of cases, the replacement tenant will need to be at the same level of study as you).

If you have queries regarding this process, please email studentaccommodation@rhul.ac.uk.

Forms should be returned to the Student Services Centre, or emailed to studentaccommodation@rhul.ac.uk.

Student Accommodation Form
Notice of wish to give up room in halls
2014/2015



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

FROM : (student name):

STUDENT ID. NO: 100

I wish to notify Student Accommodation that I would like to give up my room in the university halls of residence.

Hall Name:..... Room No

NOTICE:

- ❖ I am moving to the **PRIVATE SECTOR**
- ❖ I am moving to my **HOME** address
- ❖ I will be staying in the room until a replacement is found and I understand that I may be required to vacate the room at any time at short notice.

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 can confirm **that I will update** my contact details via the Campus portal.

I understand that completion of this form **does not** automatically terminate my accommodation contract. **I am liable** to pay the rent on my room until a replacement is found. If an eligible replacement tenant cannot be found I understand that I **remain liable** for the accommodation fees to the end of the contract which could be until **13th June 2015 / 5th September 2015***.

I understand that **I am liable** to pay a £100.00 administration charge to terminate my contract when a replacement tenant is found. By signing below, I am authorising Student Accommodation to re-let my room. I understand that submitting this form and returning my room key to the Hall Reception **does not affect my liability** towards the rent on my room.

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

Signed Date

- ❖ please tick appropriate box
- * Delete as appropriate

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