



**STUDENT ACCOMMODATION CENTRE  
ACCOMMODATION CANCELLATION FORM  
2011 - 2012**



*Relevant regulations and withdrawal penalties are detailed overleaf*

**Name** (Capitals please): .....

Student Identification Number:           Male / Female

**Allocated Accommodation for 2011 - 2012**

Hall ..... Block ..... Room .....

**I am cancelling a previously accepted place prior to the start date on my 2011 - 12 Licence**  
Reason: .....

**I will be vacating the above room on:** ..... / ..... / ..... (date)  
Reason: .....  
Telephone: Home ..... Mobile .....  
Email: -----

I have read the notes overleaf and the Licence Terms & Conditions concerning withdrawal and understand that I may be liable for additional fees and/or administration charges as a result of my withdrawal from University accommodation.

**Signature:** ..... **Date:** .....(Date 1)

**FOR SAC OFFICE USE ONLY**

Cancellation charges prior to start of Licence:  No charge payable

Cancel before 15 Jul (£75 fee)  Cancel 16 Jul – 14 Aug (£100 fee)

Cancel 15 Aug – 18 Sep (£150 fee)  Cancel after 18 Sep up to day before start of licence or where no form submitted (£150 fee + 2 wks rent)

Withdrawal during the 2011 - 2012 academic year:

Compassionate/Medical (Hall fees to return of keys) Authorised:

Withdrawn/Deferred from University (hall fees to date of key return + withdrawal fee equal to 4 weeks rent)

Vacated - remain registered (Hall fees for Licence Term)  Placement (Hall fees to end of sem 1)

Action Taken:

Keys in:  Charged to:  Relet:

Evidence: SR:  Other:  Audit: £  Date processed:

Room bond paid? YES / NO Account Charge:  Refund:

**THIS FORM MUST BE RETURNED TO THE STUDENT ACCOMMODATION CENTRE**

# STUDENT ACCOMMODATION CENTRE

## ACCOMMODATION CANCELLATION FORM 2011 - 2012 NOTES AND TERMS AND CONDITIONS

All students living in Halls of Residence are required to read and accept the Terms and Conditions of Occupancy prior to accepting their Licence offer. The following are extracts from the full Halls of Residence Licence Terms and Conditions 2011 - 2012 which relate to students withdrawing from their accommodation (clause 6.2).

1. University accommodation is accepted for the Licence Term as stated on your Licence Agreement and set out in the Licence Terms and Conditions for 2011 - 2012.
2. Students who vacate University accommodation but remain registered at the University will be liable for Hall fees for the remainder of the Licence Term.
3. Students who withdraw from a previously accepted place prior to the start of the Licence but who are still enrolled at the University, will be liable for cancellation charges as follows:

<b>£75</b>	Notice given on or before 15 Jul 2011
<b>£100</b>	Notice given between 16 Jul – 14 Aug 2011
<b>£150</b>	Notice given between 15 Aug – 18 Sep 2011
<b>£150 plus 2 wks halls fees</b>	Notice given after 18 Sep 2011 up to the day before the start of the licence period or where no form submitted

4. Students who withdraw from their course of study at the University will be required to pay their Hall fees until the return of their room keys & submission of evidence (whichever is the latest date) plus a withdrawal fee equal to 4 weeks hall fees.
5. Students who secure placements during the Licence Term will be required to pay their Hall fees until the end date of the first semester or the return of their room keys (whichever is the latest date).
6. Appeals should be made in writing and directed to the Student Accommodation Centre Manager in the first instance (appeals will be accepted via email to [sac@lboro.ac.uk](mailto:sac@lboro.ac.uk)).
7. The Student Accommodation Centre will contact the student (usually via email) within 14 working days to confirm receipt of the Withdrawal request.

Student Accommodation Centre  
Loughborough University  
Leicestershire  
LE11 3TU

Tel +44 (0)1509 222258/53  
Fax +44 (0)1509 223906  
Email: [sac@lboro.ac.uk](mailto:sac@lboro.ac.uk)