



Cancellation of Licence Agreement by Resident

I _____ hereby wish to cancel my Licence Agreement for my accommodation and will be departing House ____ Rm ____ on the ____ (day) _____ (month) _____ (year).

The reason I am cancelling my accommodation is

Cancellation policy

1. Cancellation after check in

Residents are required to give 28 days' notice prior to cancellation of accommodation.

If the Licensee cancels his/her license in writing having moved into the accommodation, the Licensee's full Security Deposit will be retained by the Licensor and the Licensee will be liable for Licence Fees as follows:

(i) Cancellation following occupancy and notice received on/before 31 October – the Licensee will be liable for eight (8) weeks of the Licence Fee from the date of notice;

(ii) Cancellation following occupancy and notice received after 31 October - the Licensee will be liable for the full Licence Fee of the full Licence Period.

No refund will apply and you may forfeit the right to apply for a room in Campus accommodation for any future years of study at the University.

Early vacation of the full Licence Period

If the Licensee, having booked a full Licence Period wishes to surrender their accommodation for the next semester, the Licensor will require four (4) weeks written notice on or before 31 October 2021, with the room vacated by 19 December 2021, In this case, the Licensee will forfeit the Security Deposit and will be liable for eight (8) weeks of the License Fee from the date of such notice.

Where notice is received after 31 October 2021, you will be liable for the full rental fees.

I have read and understood the cancellation policy outlined above and which is in the Licence Agreement which I completed prior to check in.

Signature: _____

Date: _____

Supporting Documentation: UL Exit Letter