

## Leaving Form - Halls of Residence 2022/23

Name: \_\_\_\_\_ Student ID No. \_\_\_\_\_

Room Number: \_\_\_\_\_ Hall of Residence: \_\_\_\_\_

Date you intend to leave Hall: \_\_\_\_\_

Forwarding Address: **IMPORTANT: This must be updated on the Student Records System (SRS). You must amend your details on SRS Web or advise the relevant University Office of any change.**

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

**NB: Students remain liable for their hall rent until a replacement student, designated by Student Accommodation, takes over their tenancy agreements. You have read and understood the leaving halls notes and are aware that it may not be possible to find a replacement and that you may be charged rent for the duration of your agreement.**

Are you also leaving the University of Westminster? YES/NO (please delete)

If 'NO', why have you decided to leave Hall? Please specify: \_\_\_\_\_

In order to accelerate the process of finding a replacement, thus enabling the University to refund the optimum amount of deposit/hall rent, the undersigned agrees to allow potential tenants, accompanied by a member of Hall staff, to view their room prior to their leaving date as detailed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please hand this form in at your Hall Reception, The Student Accommodation Office or email to [studentaccommodation@westminster.ac.uk](mailto:studentaccommodation@westminster.ac.uk).**

### FOR OFFICE USE ONLY

Received in SA on \_\_\_\_\_ Sent to/Received by Hall on \_\_\_\_\_

**Rent liability ends / Replacement moved in** \_\_\_\_\_

Replacement Student ID. \_\_\_\_\_

Left University Yes/No \_\_\_\_\_ Room accepted as Void from date \_\_\_\_\_

SA Authorised Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy to Summer Accommodation (if applicable) ☐ Date \_\_\_\_\_