

Procedure for students leaving Hall

Thank you for notifying us of your intention to leave Halls of Residence.

Please ensure you complete the leaving form and return it to your Hall Reception or you may also email it to studentaccommodation@westminster.ac.uk. Please note that the accommodation team will not seek a replacement for your room until a completed form has been received identifying your intended leaving date.

The Student Accommodation team will acknowledge receipt of your form and begin to look for a replacement for your room, therefore the more notice that you give, the higher the possibility that this will be achieved. Please be aware that in the latter stages of a semester demand for accommodation reduces dramatically as many students will have already secured an alternative. For this reason it is not guaranteed that a replacement will be found for your room at all.

Vacated rooms are reoffered in the order in which they become available, this is done in the interest of fairness to minimise the liability of outgoing students.

Please be reminded of the following:

Hall Rent

You will remain liable for the rent for your room until a replacement student (if available), designated by Student Accommodation, moves in. If one cannot be found you will be liable for the rent for your room until the end of your tenancy agreement.

If you are withdrawing from the University of Westminster or suspending your studies you will be charged **until your departure or withdrawal/suspension whichever is later**. In order for your contract to be terminated in this way you must send us a confirmation of your interruption or withdrawal from your registry office.

Damage deductions

Your deposit (or part of) may be retained as compensation for any damages to the fabric and fittings in the Hall by students or their guests. For an estimate of the damage deductions you will incur, please see your Hall Manager before leaving the hall.

Keys

Your keys should be handed in to the Hall Reception by 10am on the date of leaving. If they are not returned by this time you may be charged for a new lock on your bedroom door. Until a key is returned to reception or an explanation is offered as to why this will not be possible a student is deemed to be in occupation of their room. Please ensure you have left your room clean and tidy, remembering to clear belongings from communal areas.

Refund of deposit/hall rent

A refund of your deposit and any overpayment of rent (less the above charges) will only be refunded to the original method of payment in compliance with UK money laundering legislation in force within 6 weeks of the end of the contracted period. You will be notified by the Finance refund team of your intended refund, please make sure you check the Credit/Debit card statement. For deposits made by third party, please check with the account holder.

Post

You should notify your bank or other companies, especially your usual online order websites like Amazon etc. of your change of address as soon as possible. We cannot accept responsibility for any mail or parcels sent to the Hall of Residence after you have vacated, it is your responsibility to address this matter to ensure you receive your post and any parcels.

Yours Sincerely

**Student Accommodation Team
University of Westminster**

Email: studentaccommodation@westminster.ac.uk

Tel +44 (0)20 7911 5817

www.westminster.ac.uk/housing