

Withdrawal from Hall

Your Residence Agreement covers a specific period and withdrawal from Hall is not allowed during this period unless you can provide an alternative tenant, who must be a registered student of the University and acceptable to the University, who can take over the remainder of your contract.

If you are an undergraduate the replacement tenant must also be an undergraduate. If you are a postgraduate the new tenant must also be a postgraduate. It is sometimes necessary to stipulate that the replacement tenant must be the same gender as the departing student. Please ask for guidance at the Halls Office. The replacement student **MUST NOT** already live in University accommodation.

You should call at the Halls Office with the alternative tenant to arrange a transfer of the Residence Agreement. You will be charged until the alternative tenant can move into the room (this includes time for cleaning the room – usually a 48 hour period) and an administrative fee of £25.00.

If you cease to be a student at the University there is no obligation on our part to terminate your contract. However the University will agree to terminate the contract providing you comply with the following conditions:

1. Provide the Halls Office with a copy of your 'Withdrawal from Studies' form issued by Student Support Services (undergraduates) or other evidence of withdrawal from studies (postgraduates).
2. Clean your room and remove all rubbish
3. Return all your room keys/cards to the Halls Office, or the Security Lodge on the Ffriddoedd Site, or the Security Lodge in the Main Arts University building.
4. Pay a further 4 weeks rent from the date of the return of the key/card. If you are able to provide a new tenant for the room, not currently living in University accommodation, you will only be charged until the new tenant moves into the room (usually 48 hours after your departure). If the University is able to find a new tenant for the room you will only be charged until the new tenant moves into the room. If you do not return your key/card to the Halls Office/Security Lodge on or before the agreed departure date you will continue to be charged until we receive the key/card.
5. Pay an administrative fee of £25.