



Early release from contract - conditions and guidance

By entering into your residence agreement (please refer to your Terms of Residency), you are committing to the entire duration of the contract. This is known as a fixed-term agreement, meaning you are liable for rent payments throughout the full term.

There are only a few specific circumstances in which you may be permitted to end your contract early. These include situations where you:

- Have had a change to your course length confirmed by your course leader.
- Are withdrawing from your course or suspending your studies.
- You have found another eligible full-time student who wishes to take over your contract from you - on the condition the student confirms they want to take on your contract and they accept the remaining contract length.
- Have experienced exceptional circumstances and the University, at its sole discretion, may agree to release you from your contract early.

Once a start date has been agreed for an early release from your contract, we will instigate a 4 week notice period. You will be liable for fees until the end of the notice period.

Exceptional circumstances

The University will consider an early release from contract under exceptional circumstances for an unforeseen event or issue that either existed prior to the start of your contract but was unknown to you, or that has arisen since you entered into the contract—where, had you been aware of it beforehand, you would not have chosen to live in the University accommodation you selected. In such cases, and entirely at the University's discretion, you may be granted early release from your contract.

Examples of exceptional circumstances:

- Bereavement of an immediate family member
- Unplanned conscription, ie military service
- You have been determined to be unfit to study and therefore are unfit to reside in our residences by the University
- There has been a change in your mental health and to continue living in your residence would be detrimental to your mental health. This must be supported by a letter from your GP and the University's Wellbeing team.
- A preexisting or new medical condition prevents you from being able to live in the University's residences

Withdrawing from your course or suspending your studies

If you are withdrawing from your course, you must notify the Accommodation Team by email. Your contract will be terminated in line with your Terms of Residency once we receive confirmation from Student Registry and a 4 week notice period will be applied from the agreed notification date.

Requests to terminate your contract to move to non-University accommodation

The University will not consider requests to terminate the contract either prior to or during the contract period to take up accommodation with an alternative provider and you will still be liable for your accommodation fees for the remainder of your contract. It is your responsibility to find another eligible student to take over your contract.

Requests on medical grounds

All requests for early release from contract on medical grounds must include your name, student ID number and clearly outline the change in circumstance. This should include any relevant supporting documentation as this is what the university will review. This evidence should be in the form of a letter/report from a medical professional (such as a GP or consultant) which:

- Clearly outlines the medical condition
- Includes when the diagnosis was made
- States how this affects your day-to-day life
- Includes why a release from contract will support your recovery

Supporting evidence will also be considered from the University's Wellbeing team provided that you are actively engaging with them.

Should your request be declined, we will do our utmost to ensure you have a sufficient level of advice and support so that you can manage and improve your current living situation. Requests will be reviewed by a panel and will be responded to within 10 working days of initial acknowledgement of receipt of the request. The panel reviewing the request will be made up of the relevant members of the Residential Services.

Residential Services