

Date Stamp:



SAS Release from Accommodation Request Form

PLEASE COMPLETE ALL SECTIONS:

Student No:		Full Name:	
Contact Tel. No:			
Moving Out Date / Key Return Date?			
SAS Property Address			
Forwarding Address			

REASON FOR REQUEST (Please tick one of the below options)

1) Withdrawing from studies	<input type="checkbox"/>	<i>Has your Department or Admissions been informed as your liability will not end until you have done so</i>	YES	NO
2) Suspending studies	<input type="checkbox"/>			
3) Not Enrolled / Not starting Course	<input type="checkbox"/>			
4) Travel from Home	<input type="checkbox"/>			
5) Move to Private Accommodation	<input type="checkbox"/>		For Financial liabilities covering 1 – 5 please see overleaf	

IF YOU ARE NOT WITHDRAWING OR SUSPENDING STUDIES PLEASE STATE REASON FOR REQUEST

ACADEMIC YEAR YOU WISH TO BE RELEASED FROM: CURRENT NEXT (IF APPLICABLE)

IMPORTANT INFORMATION CONCERNING YOUR REQUEST:

- We can ONLY accept this form **in person** or from your **university email** address. Send to accommodation@swansea.ac.uk. You will receive a **01. Tenancy Transfer / Release Notice Received** email as confirmation when we have received your form.
- Completion of this form begins the formal process of releasing you from your SAS property. **If at any time you change your mind about being released, please inform us without delay. Unfortunately if a replacement tenant had accepted and paid the deposit, we cannot cancel your request.**
- Please be advised that if you are withdrawing suspending studies or are not starting your course you will be released 6 weeks (Friday) from the submission of this form, once ALL of the above has been completed.
- Have you read and understood the information overleaf? **YES** **NO**
- We will send all information to your Student email (@swansea.ac.uk) account.

1. SIGNED: _____ DATE: _____

FOR OFFICE USE ONLY:	COMPLETE		COMPLETE
FORM ON SYSTEM & CHECKED		CATERING INFORMED	YES / NO / N/A
KEYS RETURNED		TRANSFER/SUBSTITUTION FEE ADDED	YES / NO / N/A
CONTRACT DATES CHANGED?		TRANSFER AND CONTRACT COMPLETED	YES / NO / N/A
ROOM OFFERED	ACCEPTED	STUDENTS FINANCE UPDATED	YES / NO / N/A
BUSS PASS	YES / NO / N/A	STEMS UPDATED	YES / NO / N/A

IMPORTANT – PLEASE NOTE

This form begins proceedings of re-advertising your room to another student. Unless you are suspending your studies/withdrawing, you will not be released until a replacement is found. **Your reservation deposit will not be returned in either circumstance.**

All Emails will be sent to your Student (@swansea.ac.uk) account

Please be advised that confirmation of Withdrawal/Suspension of studies from the Academic Registry must be received before you are released from your contract and your account adjusted. Refunds where applicable can take up to 8 weeks to process once you have officially withdrawn

If you have any specific problems or concerns that you wish to discuss in person please do not hesitate to **contact us** and make an appointment. All information will be treated in the strictest of confidence.

If you are wishing to be released from your contract, please take this as notice that **we will now show your room** to prospective tenants in order to move the process along.

Students who accept a place in University accommodation do so for the full period shown on their contracts which will normally be for a whole academic year or that portion which is yet to run.

If you continue to study with the University then your tenancy will remain in place for the full duration and you will be liable to pay the full accommodation fees.

1. FINANCIAL OBLIGATIONS - Rent

1, 2 & 3) Withdrawing / Suspending Studies / Not starting course – If you are submitting a request on these grounds, a 6 weeks' notice period will be applied unless a replacement tenant is found sooner, as outlined in your Tenancy agreement. If a replacement tenant is found sooner, you will be charged a Tenancy Release Fee equivalent to your Reservation Deposit. You do not need to renew this request. *E.g. If you submit the form on the Thursday 6th November your notice will be taken from Friday the 7th and you will need to pay the rent for the next 6 weeks until you are released on Friday 19th December. If your contract does not start within the 6 weeks, you will be charged the reservation deposit only.*

4 & 5) Release from contract requests - please do not sign another tenancy outside of university accommodation until you have been officially released from your contract as you will be liable for rent on both contracts. Official notification of release of contract will only be confirmed by Residential Services central office in the form of an amendment notice / release form: this will also outline your financial liabilities.

Students who accept a place in University accommodation do so for the full period shown on their contracts which will normally be for a whole academic year or that portion which is yet to run.

- If the university is successful in finding a suitable replacement tenant to take over the remainder of the contract, **you will NOT receive your reservation deposit back.**

Students wishing to make a comment / complaint about their Residence should complete the Tenancy Appeals Procedure which can be found on the accommodation website A-Z www.swansea.ac.uk/accommodation/a-z/ and return to Residential Services at: sas@swansea.ac.uk

Residential Services, Penmaen Residence, Swansea University, Singleton Park, Swansea. SA2 8PG