



Cancellation of Licence Agreement by Resident

I _____ hereby wish to cancel my Licence Agreement for my accommodation in _____ Village and will be departing Apt ____ Rm ____ on the ____ (day) _____ (month) _____ (year).

The reason I am cancelling my accommodation is

Cancellation policy

1. Cancellation after check in

If you cancel your room in writing **after check in**, you will forfeit your full deposit and you will be liable for rental fees as follows:

a. Cancellation after check in and notice is received on/before 30 September (for residents who have accepted an offer for semester 2 only, the cancellation date is 30 January) – you will be liable for 8 weeks rental fees from the date of notice.

b. Cancellation following check in and notice is received after 30 September – you will be liable for the full rental fees for semester one. **No refund will apply and you will forfeit the deposit and you will forfeit the right to apply for on campus accommodation in future academic years.**

2. Early Vacation of a full year term

If you have booked for a full year and want to forego accommodation for the spring semester, 4 weeks written notice is required on or before 31 October 2018, with the room vacated by 21st December 2018. In this case, you will forfeit the full deposit and you will be liable for 8 weeks rental fees from the date of notice.

Where notice is received after 31 October 2018, you will be liable for the full rental fees for spring.

I have read and understood the cancellation policy outlined above and which is in the Licence Agreement which I completed prior to check in.

Signature: _____

Date: _____

Supporting Documentation: UL Exit Letter