Student Accommodation Early Termination Request

If you wish to terminate your agreement prior to the termination date, you must give us at least two weeks' notice. You are still liable to pay the amount equivalent to the balance of the licence period.

PERSONAL DETAILS

NAME	STUDENT NUMBER (zID)

CURRENT RESIDENCE

VACATE DATE	ROOM OR APARTMENT NUMBER

( ) BARKER APARTMENTS	( ) HIGH STREET APARTMENTS
( ) BASSER COLLEGE	( ) COWPER STREET APARTMENTS
( ) COLOMBO HOUSE	( ) PHILIP BAXTER COLLEGE
( ) FIG TREE HALL	( ) UNIVERSITY TERRACES
( ) GOLDSTEIN COLLEGE	( ) UNSW HALL
( ) INTERNATIONAL HOUSE	( ) JACARANDA HALL

REASON FOR TERMINATION REQUEST *Please attach any supporting documents.*

FORWARDING DETAILS

ADDRESS		POSTCODE

STATE	COUNTRY	CONTACT NUMBER

DECLARATION

YOU ARE REQUIRED TO:

1. **To provide two weeks' written notice.**
2. **Pay the amount equivalent to the balance of the Licence period (until the end of your Licence Agreement date) OR You may be released from this obligation if a replacement person is found and starts paying the Licence Fee, however, you are liable to pay the fees up until the replacement resident moves into your apartment/room.**
3. **Pay any outstanding accommodation fees or other monies owed BEFORE your termination date in order for your termination request to be approved.**
4. **Should my vacate date change, I agree to notify UNSW Student Accommodation immediately.**

I AGREE TO:

1. **Clear the apartment/room of all my personal effects and return all keys on or before my vacate date.**

STUDENT NAME	SIGNATURE	DATE
DEAN OR STUDENT ACCOMMODATION OFFICER NAME	**SIGNATURE**	**DATE**