

# Student Accommodation Early Termination Request

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

## PERSONAL DETAILS

<b>NAME</b>	<b>STUDENT NUMBER</b>

## CURRENT RESIDENCE

<b>VACATE DATE</b>	<b>ROOM OR APARTMENT NUMBER</b>
<input type="checkbox"/> BARKER APARTMENTS	<input type="checkbox"/> HIGH STREET APARTMENTS
<input type="checkbox"/> BASSER COLLEGE	<input type="checkbox"/> MULWARREE APARTMENTS
<input type="checkbox"/> COLOMBO HOUSE	<input type="checkbox"/> PHILIP BAXTER COLLEGE
<input type="checkbox"/> FIG TREE HALL	<input type="checkbox"/> UNIVERSITY TERRACES
<input type="checkbox"/> GOLDSTEIN COLLEGE	<input type="checkbox"/> UNSW HALL

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

## FORWARDING DETAILS

<b>ADDRESS</b>		<b>POSTCODE</b>
<b>STATE</b>	<b>COUNTRY</b>	<b>CONTACT NUMBER</b>

## DECLARATION

### YOU ARE REQUIRED TO:

- To provide four weeks' written notice.
- 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.
- Pay any outstanding accommodation fees or other monies owed BEFORE your termination date in order for your termination request to be approved.
- Should my vacate date change, I agree to notify UNSW Student Accommodation immediately.

### I AGREE TO:

- Pay two weeks' administration fee (equivalent to two weeks' accommodation fees).
- Clear the apartment/room of all my personal effects and return all keys on or before my vacate date.

<b>STUDENT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>DEAN OR STUDENT ACCOMMODATION OFFICER NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

# Student Accommodation Early termination request

This document sets out some important information regarding early termination of your Licence Agreement with UNSW Student Accommodation and the steps you'll need to take. Please refer to Clause 19 & 21 of your Licence Agreement for the full terms & conditions. This fact sheet does **not apply** to residents participating in the Study Abroad/Exchange program.

The terms of your Licence Agreement require you to pay your residential accommodation fees for the duration of your agreement, even if you vacate early. As per the terms of your Licence Agreement, you'll only be released from this obligation if a replacement person takes over your ongoing obligation to pay the fees.

At the time of submitting your early termination request form, UNSW Student Accommodation will advise you whether there is a wait-list available for the accommodation you seek to terminate. If such a wait-list exists, UNSW Student Accommodation will assist you to find a suitable replacement resident to takeover the remainder of your Agreement.

If UNSW Student Accommodation does not have a wait-list for the accommodation you seek to terminate, you may find a suitable replacement resident to takeover and occupy your room. For an applicant to be suitable, they must:

1. Be currently enrolled at UNSW; and
2. Be acceptable to UNSW Student Accommodation, acting in its absolute discretion.

Some of the factors that UNSW Student Accommodation will consider when assessing whether an applicant is suitable include:

1. They must not be a current resident of any Student Residential Accommodation under the care of UNSW Student Accommodation. This includes Philip Baxter College, Basser College, Goldstein College, Colombo House, Fig Tree Hall, UNSW Hall, University Terraces Apartments, Mulwarree Apartments, High Street Apartments or Barker Street Apartments;
2. They must be over the age of 18 years;
3. They must not have any previous evictions from any campus accommodation;
4. They must have no current outstanding or unpaid fees from any campus accommodation;
5. If you're trying to fill a place in Fig Tree Hall, only the correct gender for your floor will be considered; and
6. If you're in a gender specific room or apartment (including shared balconies) only the correct gender will be considered.

## How to find a suitable applicant

Suggestions on how to find a suitable applicant include social media sites, eg. Facebook groups associated with UNSW, word of mouth or advertisements on notice boards. The applicant must take over the remainder of your Licence Agreement period and agree to sign a Licence Agreement in the form required by UNSW Student Accommodation for the unexpired period and pay any relevant fees.

The Licence Agreement end dates are as follows:

- University Terraces **08 January 2020**
- Barker St, High St & Mulwarree Apartments **15 January 2020**

## Early termination process for UNSW Apartments & Terraces:

1. Please make an appointment with a Customer Service Officer to discuss the reasons for requesting early termination and to ensure there are no alternative accommodation options to assist you.
2. Please complete the termination request form (available from the UNSW Student Accommodation office) and prepare any supporting documentation ready for your appointment.
3. At the appointment, you must submit the termination request form and any supporting documentation. NB. The 4 week notice period will commence from the date that all documents are submitted.
5. If you've found a suitable applicant, the applicant will need to contact the Customer Service Officer in writing (via email) of their intention to take over your Licence Agreement for the remainder of your Licence Agreement period.
6. The new applicant must then complete an application for accommodation via the UNSW Student Accommodation website and your Customer Service Officer will send an offer to the suitable applicant.
7. UNSW Student Accommodation will determine the Licence Agreement start date for the replacement resident. Generally the start date will be three working days after your intended termination (vacate) date.
8. You'll be invoiced for your Residential Accommodation fees up until the Licence Agreement switch date (including the 4 week notice period, where appropriate) and payment will be due prior to vacating.
9. You're responsible for payment of the Residential Accommodation fees until all the above is achieved.
10. You're required to thoroughly clean all areas of your apartment and leave the apartment in a clean and undamaged state, suitable for another person to move in.