**Notes for students withdrawing from**

**Bournemouth University-managed accommodation**

The ‘Notice of withdrawal from BU-managed accommodation’ form can only be completed if you are a student residing in Dorchester House, Student Village and Unilet. If you live in a partner-managed residence, you will need to contact your accommodation provider for their process on withdrawing. *If you withdraw or interrupt your studies during or after spring break you must pay the Licence Fee up to and including the end of the Licence Period.*

A withdrawal will only be granted if you are leaving Bournemouth University (BU). You must have withdrawn (or are currently withdrawing) from your course to be eligible to terminate your accommodation contract. If you are still classed as a ‘live’ student when your notice period ends, you will not be able to end your Licence to Occupy (contract) early.

If you are continuing your course at BU but wish to leave your accommodation, you will need to find a suitable student to replace you otherwise you are liable for the full contractual rent. You will then need to contact Residential Services once you have found a replacement student.

You must provide Residential Services with 28 days’ notice of your intention to leave, which commences once your withdrawal form is received; you will then be sent a confirmation receipt email clarifying when your 28 days’ notice period ends.

You are financially responsible for your room from the date that your accommodation contract commenced to the end of your 28 days’ notice period, or until a replacement student has moved in, whichever is first. We will let you know if a student moves in thereby ceasing your financial responsibility for the room (your room may be viewed during the notice period and we will notify you of the date and time). You can find a replacement student yourself if Residential Services are unable to do so.

Any monies due back to you will be refunded to the bank card that was used to make your last accommodation payment (up to 6 months ago) or cheque if you paid by cash or bank transfer (or if the card payment is over 6 months old). If you have any rent outstanding, you will be invoiced and given a deadline to pay the debt, which will need to be paid over the phone.

If the debt is not paid by the deadline, your debt will be passed to the Finance Department with whom you will be able to set up a payment plan if needed.

Your £250 first rental instalment will be used against any rent and charges outstanding.

Rent is typically paid in 3 equal instalments over the course of your contract. The instalments are not representative of the University terms; instalments are simply 1/3 of the contracted rent, (minus the first instalment of £250) so please consider this if you have any monies due back to you.

The instalment due dates are decided based on the fact that, by these dates, students should have received their Student Finance Maintenance Loan and thus the due dates are therefore *not* the start date of that particular instalment’s rental period.

You will not be invoiced/refunded until your 28 days’ notice period ends (in case a replacement student moves in to your room during the notice period).

Please ensure your room is clean and tidy and the door is locked behind you when you vacate. You may incur charges if we need to arrange a clean of the room and this can cause a delay in another student moving in.

If you do not return your keys because they have been misplaced, you will be charged for a replacement set as per the [charges sheet](https://www.bournemouth.ac.uk/sites/default/files/asset/document/charges-all-bu-accommodation-2019.pdf).

Keys for Dorchester House need to be handed in to the halls’ reception.

Keys for the Student Village need to be handed in to the Student Village office (next to the laundry) during office hours or Poole House reception at any other time.

Keys for Unilet need to be handed in to the Residential Services office in Lansdowne during normal working hours or Poole House reception any other time (please let us know at accommodation@bournemouth.ac.uk if keys are handed in to Poole House reception).

Your keys must be returned by the end of your 28 days’ notice period. If you hand in your keys after your notice period ends, you will be charged a nightly rent for any additional nights that we have not received your keys.

Your bus pass, if included in your rent, will be cancelled when you withdraw from accommodation.

For further assistance with withdrawing from your course, please visit <https://www1.bournemouth.ac.uk/students/help-advice/looking-support/thinking-leaving-bu>.

Our address: Residential Services
​​​​​​​Bournemouth University
Executive Business Centre
5th Floor, 89 Holdenhurst Rd, Bournemouth BH8 8EB

Open Mon – Thurs 9am – 5pm and Fri 9am – 4.30pm

[www.bournemouth.ac.uk](http://www.bournemouth.ac.uk/)

Tel: 01202 969696 Option 1 and 1 for Accommodation

Email: accommodation@bournemouth.ac.uk