# NOTICE TO QUIT

**BEFORE SIGNING THIS DOCUMENT PLEASE REFER**

**TO THE LICENCE TERMS & CONDITIONS 2020-21**

<https://www.imperial.ac.uk/study/campus-life/accommodation/prospective/ug/accommodation-contract/>

I wish to leave on ……………………………………………………………………..

## *You must return your keys to your Hall Supervisor by 10am on this date.*

## *The room will not be considered vacant until all personal items have been removed and the keys have been returned.*

I understand my maximum liability extends until…………………………….…….

**I understand that I am liable to pay the rent until a suitable replacement is found,**

**which could be until 26th June 2021 or 25th September 2021 (Silwood Park). I understand that due to COVID-19 safety procedures, my room can not be re-let until 7 days after I depart the room.**

Family Name….….…..……………….…………………….CID No………………...

**[**BLOCK CAPITALS]

First Name(s).………………………………………………………….Male/Female

Department……………………………………………………………………UG/PG

Tutor……………………………………………………..Year……………….

Residence……………………………..…………………………Room No…..……..

Single/Twin Standard/En-suite/Premium

Are you a hall senior? Yes No

**Please indicate your reason for leaving on the back of this form.**

**Please provide your Home Address or new Term Time Address below:**

………………………………………………………………………………………….

…………………………………………………………………………………………..

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Hall Staff Informed………………Room Cost: £ …………………………………….

Offered to……………………………………………………………………………….

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Please tick the appropriate box:

**Why are you leaving your room in halls?**

1. I will be **WITHDRAWING** from my course**\***

**\***Have you notified your department? ( Y / N )

2 I will be **INTERRUPTING** my studies\*

**\***Have you notified your department? ( Y / N )

1. I am going away on a field trip/project **(for postgraduate students only)**

* please provide a **return date** …………………………………………..

1. I have found cheaper accommodation
2. I have found accommodation closer to main college campus
3. I am an exchange student
4. Do you receive funding from Imperial?

\*Accommodation Disability Award ( Y / N ) \*Imperial Bursary ( Y / N )

## *I understand that I will be liable for my accommodation fees until the end of my contract unless; point 1, 2 or 3 above applies and my student record has been updated and confirmed by the Records Team.*

**Where are you moving to?**

1. Moving back home\*

1. Found private accommodation\* Have you signed a contract ( Y / N )

**\*Have you completed your address on the first page of this form? If not, please do so now.**

Additional details

I understand that I am liable to pay the rent until a suitable replacement is found, which could be until 26th June 2021 or 25th September 2021 (Silwood Park). By signing below, I am authorising the Student Hub to re-let my room. I understand that due to COVID-19 safety procedures, my room ca not be re-let until 7 days after I depart the room. I understand that submitting this form and returning my room key (if applicable) to the hall does not affect my liability towards the rent on my room.

hallh

**Signed**………………………………………………………………. **Date**…………….……………