

Notice to leave accommodation

Please note the following important points:

Licence Fee and Deposit

- Your licence fee liability will continue until your room is re-allocated (Point 12.1, Termination: Cessation of Studies or Failing to Occupy)
- If you are withdrawing from your University course your licence fee liability continues for a notice period of four weeks (Point 12.2)
- You should understand that it will not be possible to confirm exact amount of licence fee due prior to departure
- Any residual amount will be used towards any outstanding accommodation debt to the University, including fines/charges
- Return of any licence fee refund due will be made to your bank account
- Return of any deposit will be made to your bank account, usually in a separate transaction
- You should allow a period of 4 weeks for any licence fee refund due

Departure Information

- You must vacate the room by 10 am on the day of departure, and return your keys/cardkey
- If keys/cardkeys are not returned at time of departure, you will incur an additional charge for non return
- Once a request to depart early has been submitted there will be a £25 Admin Fee for any changes to or cancellation of the request
- It is up to you to make your own arrangements for redirection of post (Royal Mail Application Line 08457 740740)
- Mail received on or after your date of departure will be returned to sender

Any queries please contact accommodation@herts.ac.uk

Residential Allocations Team

