



Accommodation Services

Application for Termination of Occupancy 2026 - 2027

Personal Details:

Name:	Student ID:
Building, Flat & Room:	
Title of Course:	Year of study:
Email:	Mobile:
Date vacating room:	

Reason for Withdrawal Request (please tick)

☐ **I have withdrawn (or deferred) from my Academic course**

In order for your contract to be cancelled you must provide a copy of your signed “withdrawal form” from your academic course, no termination of occupancy will be processed without this. Once we have received confirmation of your withdrawal, we can cancel your contract. **Please note that hall fees are charged until the end of the term in which you withdraw.**

☐ **I have not withdrawn from my academic course**

If you have **not** withdrawn from your course then you are still responsible for the rent until the room is reallocated to a suitable tenant, as per the “Regulations and Conditions of Occupancy”. If you feel you have extenuating circumstances that are sufficient for your Halls of Residence occupancy to be terminated, please see our Mitigating Circumstances Guidance notes overleaf for details.

N.B. This form does not terminate your Halls of Residence room or guarantee that it will be cancelled.

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Hall Fees

Mae'r ffurflen hon ar gael yn Gymraeg. This form is available in Welsh.

It is your responsibility to cancel your payment plan with your bank to ensure that no more payments are taken. Accommodation Services will inform the finance department that you have left and instruct them to refund any monies owed. Please note that they may have to contact you with regards to the refund so please ensure that you have completed the personal details section on the front of the form.

Although you may be up to date with your hall fees payments when you cancel your room you may end up with an underpayment of hall fees when your final bill is calculated; this is because the accommodation fees are calculated on a weekly basis and terms lengths are different, whilst instalments (when applicable) are calculated equally.

Hall fees are charged until the end of the term in which you withdraw.

(For example, if you left in late January, February or March, you would be charged up until the end of the April term.)

The accommodation term dates for 2026-2027 are as follows:

Fixed term contract start date: **Saturday 12th September 2026**

Autumn term end: **Saturday 2nd January 2027**

Spring term start: **Sunday 3rd January 2027**

Spring term end: **Saturday 3rd April 2027**

Summer term start: **Sunday 4th April 2027**

Summer term end (40-week contracts): **Saturday 19th June 2027**

Summer term end (51-week contracts): **Saturday 4th September 2027**

As we are unable to see your payment details on the accommodation system, please contact our Revenue department on 01443483340 or revenue@southwales.ac.uk for up-to-date information on your account.

Signature..... Date

For Office use only

Check-in Date:	
Check-out Date:	

Application to Terminate Halls Licence Agreement

Please detach these guidance notes for future reference

Halls of Residence Mitigating Circumstances Guidance

Mae'r ffurflen hon ar gael yn Gymraeg. This form is available in Welsh.

Halls of residence mitigating circumstances are defined as *“Exceptional circumstances which are outside the control of the student that have prevented, or will prevent him/her from living in halls of residence and/or where their continued residence in halls will directly prevent/him or her from performing in their academic studies”*

If you have mitigating circumstances which support your application to terminate the Halls Licence Agreement:

- Please complete the termination of contract form fully and provide as much information as possible about your circumstances
- The claim must be presented by you as soon as the circumstances arise or as reasonably practical thereafter.
- All circumstances must be supported by evidence from an independent source.
- It is your responsibility to seek and provide evidence. Evidence should be provided in either English or Welsh¹. If it is not provided in English or Welsh, it is your responsibility to provide a certified translated copy.

A successful claim may involve cancelling your contract or reducing its length by amending the end date of the fixed term contract.

You will be required to discuss your claim with an Accommodation Officer/Manager who will advise you on the process and explain the options to you and provide you with information on other support available to you.

Your application will be considered by the Head of Accommodation Services who:

- Will take into account circumstances that are verified by the independent evidence.
- Ensure your application is timely and the evidence is relevant to your stay in halls of residence.
- Consider whether to release you from your contract prior to the end of the fixed period.
- The Head of Accommodation Services will make the final decision to accept, decline or defer your application for further information/evidence within 28 days of receipt of your completed form and evidence.

Medical Certificates

Please note that doctors/nursing staff can only provide independent confirmation in support of a case for extenuating circumstances if they have previously seen you and there is a written record of this in your medical notes. This independent confirmation will be a statement of fact derived from the medical records. It will usually only cover the period of time for which you were being seen for that particular medical condition.

University Support Services

The Health, Wellbeing & Counselling Service

If the Counselling and/or Mental Wellbeing Services are working regularly with you during a time of difficulty for which you wish to claim mitigating circumstances for halls of residence, then at your

¹ For example, If you are an International student providing written evidence in a language other than English you should ensure the evidence is translated into English by a certifiable source.

Mae'r ffurflen hon ar gael yn Gymraeg. This form is available in Welsh.

request and with your permission, they are able to provide you with a letter which confirms your attendance.

The Counselling and/or Mental Wellbeing Services will not normally be in a position to provide letters for students who have not been using the service during the time for which they are claiming halls mitigating circumstances.

Students who have ongoing mental health conditions for whom an individual support plan (ISP) has been put in place are advised to note the guidance below under Disability and Dyslexia Service

Disability and Dyslexia Service

If you have a disability or health condition which impacts on your life in halls of residence you should ensure this is declared upon applying for halls or as soon as the disability/health condition arises (if you have already taken up occupancy). It is your responsibility to inform the University and seek assistance for a disability or health condition as early as possible.

A mitigating circumstance affecting your halls licence agreement refers to situations where there is a sudden or unexpected deterioration of a disability or health condition which has impacted on your ability to remain living in halls of residence.

You may request an adviser from the DDS to provide evidence to support an application for halls of residence mitigating circumstances if you are registered with the service.