

**Application to Cancel On-Campus Accommodation**

*Application to be submitted upon requesting cancellation*

I am applying to cancel my on-campus accommodation and to end my licence agreement with the University. I am also requesting a refund of part of my Licence Fee subject to the conditions referred to at a) – c) on the next page

|  |  |  |  |
| --- | --- | --- | --- |
| UCD Student Number | School/College (Faculty) | Programme of Study | Student Status at time of Occupancy  (e.g. 5th year/Masters) |
|  |  |  |  |

**Personal Details**

|  |  |
| --- | --- |
| Surname: | First Names: |
| Permanent/Home Address | Contact Details Home:  Mobile: |
| Email: | |

**Accommodation Allocated**

|  |  |
| --- | --- |
| Residence | Apartment & Room Number |
|  |  |

Can you confirm you are removing all of your belongings Y N

**Further Information**

# I confirm that I have read, understand and accept the conditions a) – c) referred to on the next page.

# Signature: Application Date:

# If you are unable to sign please submit your request to [residences@ucd.ie](mailto:residences@ucd.ie) from your ucdconnect email

UCD Residences Standard Operations Procedure March 2020

a). You will be entitled to a refund of the balance of the Licence Fee paid by you including your deposit for the period commencing seven days after the University receives this form from you to the end of the period you have paid for less any deductions referred to in paragraph b) below. This refund is subject to you vacating your Room by the agreed date. If you require a longer period to vacate then you should contact [residences@ucd.ie](mailto:residences@ucd.ie) and your refund will be calculated from the actual date you vacate your Room.

b). Deductions will be made from the balance of the Licence Fee you are claiming a refund for any damage caused to your Room or shared area beyond normal wear and tear, unpaid utility bills and/or unpaid fines.

c). You are leaving the accommodation voluntarily and the University is not in a position to provide storage facilities for any belongings you may leave in your Room or shared areas. The University will package your belongings and dispose of them in the event you do not collect them. The University will accept no responsibility or liability for any damage caused to your belongings or in relation to their disposal.

**Office Use Only**

Date request & document received: Received by: Refund Amount: