



# University College Dublin

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## Residential Services

### Application to Cancel On-Campus Accommodation

*Application to be submitted 28 days before departure of accommodation.*

UCD Student Number	School/College (Faculty)	Programme of Study	Student Status (e.g. 3 <sup>rd</sup> year/Masters)

#### Personal Details

Surname:	First Name(s):
Permanent/Home Address:	Contact Details  Home:  Mobile:
Email:	

#### Accommodation Allocated

Residence	Apartment & Room Number

#### Reason for Cancelling Accommodation

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*In accordance with the Licence to Reside, I understand that by cancelling my room, the UCD Residences Cancellation Policy applies and I will be liable to pay the Licence Fee and any and all associated charges up to the end of the 28-day notice period or such longer period of notice provided in the Cancellation Form, and that any outstanding fees on my account will result in a financial hold preventing me from booking further on campus accommodation until the balance has been paid.*

Date of Submission of Form: \_\_\_\_\_

Date of Intended Departure from Residence: \_\_\_\_\_  
*(28 days after date of submission)*

Signature: \_\_\_\_\_

**Office Use Only** Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Deposit Refund Amount: \_\_\_\_\_

This form should be emailed to [residences@ucd.ie](mailto:residences@ucd.ie). You must also visit the Merville Office on the date of departure to officially check you out from the booking system.