

Full Name.....

Student ID No.....

Date.....

Room No and Block No.....

Date of your intended departure.....

The reason for your departure/non-arrival (please select one option below):

	Medical	Financial	Personal
Intermitting (taking a break) from studies			
Withdrawing from studies			
De-registering or Taking Re-sits (in absence) without attendance			
Other			

IMPORTANT:

Under the terms and conditions of the Accommodation Agreement you will remain liable for the payment of your accommodation fees until the end date of the Agreement.

Please consider the above very carefully, particularly if you are thinking of moving to alternative rented accommodation off-campus as you will then be paying two rents.

The University is not obligated to **find a replacement for your room**. However, your Agreement may be terminated if a suitable replacement student, approved by the Accommodation Office, accepts the terms and conditions and moves in. The replacement must be a full-time student at the same level of study as you (e.g., new or returning undergraduate/postgraduate), take over your agreement for its entire duration, be of a suitable gender to align with the rest of the allocations in the house/flat, and must not already be living in University-managed accommodation or private housing.

If you officially **withdraw, intermit, or de-register/take re-sits in absence** from your course, your Room Agreement and accommodation fees will be terminated early, subject to a four-week notice period. If the room is successfully re-let to an approved

replacement student during this notice period, your fees will be adjusted from the date the new occupant moves in.

Requests for early **termination of the accommodation agreement for reasons other than those outlined** will only be considered in exceptional circumstances and are unlikely to be approved. Any such request must be submitted to **StudentWelfare@kent.ac.uk** and must include appropriate supporting evidence clearly explaining why living on campus is no longer suitable.

In most cases, instead of approving an early termination, Student Welfare is more likely to offer alternative support. This may include facilitating a room move, recommending adjustments to the accommodation, or helping to address the underlying issues through supported discussions.

If a student is not satisfied with the outcome of their request on the grounds that reasonable adjustments, or disability/health-related needs, have not been met, Student Welfare will escalate the matter to the Head of Disability, Neurodiversity and SpLD, or the Head of Student Mental Health, Welfare and Wellbeing for further review.

Any requests for a release on medical needs are based on whether or not reasonable adjustments can be made to facilitate living in any on campus accommodation. Students must be able to demonstrate that no reasonable adjustments can be made to facilitate living in any on campus accommodation, and this must be accompanied by relevant, detailed medical evidence from a GP and a specialist (consultant doctor) that clearly states why it is not safe for you to live on campus.

If a student has arrived to the University with an existing medical/health-related need, we would not approve a release on the grounds of that condition alone unless there is clear and demonstrated evidence of how that medical condition/health-related need has deteriorated such that it is no longer safe for the student to live on campus.

If a student wishes to return to campus following a termination of their accommodation agreement on medical grounds, evidence from a GP and consultant must be received that evidences that the student has undergone a period of treatment such that they are safe to return to campus. No further tenancy breaks related to that condition would be considered reasonable.

Requests are reviewed on the **first Monday of each month**, and students will be notified of the outcome in writing following the review.

If new evidence becomes available that is relevant to the original request and you can demonstrate it was not considered, the case may be further escalated to the **Assistant**

Director of Student Support. Any new evidence submitted will be reviewed within **one month** of its submission.

We do not consider releases on the grounds of **financial difficulties**; students should seek budgeting advice from the [Financial Hardship](#) team and may also wish to use Kent Student Union's Advice service. Alternatively, you may contact the University Finance Office at accomfinance@kent.ac.uk to discuss the option of setting up a payment plan for your accommodation fees.

Students undertaking a year abroad or a year in industry will not be automatically released from their accommodation agreement once it has been accepted. To be released from the agreement, you must find a suitable replacement tenant for your room. For full details, including the criteria for a suitable replacement, please refer to the Terms and Conditions of the 2026–2027 Accommodation Agreement, available at: <https://student.kent.ac.uk/life/living-on-campus#documents>

Non-Arrival and Early Termination of Accommodation Agreement

If you will not be arriving on campus and do not intend to take up your university accommodation, please complete and return this form as soon as possible. We will review your request for early termination of the accommodation agreement; however, please note that approval is typically granted only if a suitable replacement student, approved by the Accommodation Office, accepts the terms and conditions and moves in. If you fail to notify us of your non-arrival, accommodation charges will continue to apply until the official end date of your agreement.

For Students Currently Living on Campus

If you are vacating your accommodation, you must return your key, fob, or short-loan access card to your local reception on the day you leave. Failure to do so will result in continued charges until the items are returned.

If any keys are not returned, you will be charged for their replacement, along with the cost of a lock change for your house, flat, or corridor. If you were issued a letterbox key, this must also be returned. These charges will be added to your student account at the University's Income Office (Registry).

Important: Do not leave keys or fobs in your room, and do not give them to someone else to return on your behalf.

Outstanding Fees and Refunds

Before leaving, please ensure that any outstanding accommodation fees are paid to the Income Office (Registry). If you believe you are due a refund, you must request it by contacting accomfinance@kent.ac.uk.

Update Your Contact Information Make sure your home or forwarding address is up to date on the central University student records system. You can check or update your

address details online here: <http://www.kent.ac.uk/student-records/students/change-of-address.html>

Please note: Submitting this form does not guarantee that your accommodation agreement will be automatically ended. Approval depends on your eligibility as outlined in the agreement's terms and conditions and the details provided in this form.

I have read and understood the above and overleaf information.

Signature:.....

Date:.....