

Early Departure Request Form:**Withdrawing from the University/Suspending Your Studies/Studies Terminated by the University**

If you are planning on withdrawing or suspending your studies or have had an enforced withdrawal from your course at York St John University, then you do not need to fill out this form.

The Accommodation Team will be informed by our Student Records Team when you cease to be a full-time student at York St John University. In accordance with clause 7.1 of the Accommodation Terms and Conditions, you will be required to vacate the Accommodation and return your Keys within 7 days of your change in status. Please refer to Section 1 of the [Early Departure Policy](#).

Terminating Your Accommodation Agreement, Whilst Remaining a Registered Full-Time Student

If you wish to leave the accommodation before the end of the period of residence for any reason other than terminating your studies at the University, you will only be released from the agreement in exceptional circumstances; You must have considered all alternative avenues before requesting an early departure. For example, a room move or wellbeing support.

Section 2 of the Early Departure Policy will apply.

If you are withdrawing from the University, have suspended your studies or have been terminated from your course, the terms of Section 1 of the Early Departure Policy will apply and there is a different process to follow. Please contact the Accommodation Team for Early Departure Request Form 1.

Completed forms should be returned electronically to accommodation@yorks.ac.uk. We aim to respond to early departure requests within 10 working days; any further correspondence will be sent to your university email Address.

Student ID: Click or tap here to enter text. Date:

Forename:

Surname: Click or tap here to enter text.

Current accommodation: (site, building name e.g. City Residence, flat/house number and room number/letter)

Reason for requesting an early departure*:

** Please provide as much information as possible and attach the relevant evidence to allow the panel to make an informed decision. **Requests where evidence is not supplied will not be considered.***

By submitting this form, you are accepting the terms and conditions outlined in the Early Departure Policy. It is important that you ensure you have read and understood this document fully before applying for an early departure.

☒ I confirm that I have read and agree to the terms and conditions outlined in the Early Departure Policy.

☒ I confirm that I have attached relevant evidence as outlined in the Early Departure Policy