

## Early Leaver Policy

Please read these guidance notes carefully before submitting your early leaver form. If you have any queries or comments, contact [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk).

The form will be forwarded to the Residential Services Office and your hall. Additionally, a copy will be forwarded to you for your records. If you don't receive it, please contact the Residential Services Office.

The process of advertising your room to seek a replacement will start immediately. You can check with your hall team directly if a student has moved in after you have departed from the hall.

By submitting an early leaver form you confirm that you understand and agree with the following information:

1. By signing your Licence Agreement, you have entered into an agreement to pay the full fee for the duration of the Licence Agreement, even if you leave. The Residential Services Office will try to find a replacement so you can be released from this obligation. In the event that the room is re-designated to another rate (i.e. from student term time to internship) then the exiting student will not earn the new rate generated.

2. A final room inspection will be conducted after you depart from your room. Charges may be applied according to the terms of your Licence Agreement and the LSE Student Accommodation Disciplinary Code (<https://www.lse.ac.uk/student-life/accommodation/assets/documents/code-of-conduct.pdf>).

3. If you paid a deposit to secure your accommodation, we will endeavour to return it to the original source of payment within 28 days of a replacement moving in the accommodation. However, if there are any outstanding fees (including tuition fees) or charges on your account, this deposit will be applied to settle the outstanding amount and a refund will be issued for the difference (if applicable). We aim to refund any other money paid in excess within 28 days of a replacement moving into the room.

4. It could take several weeks or months before a suitable candidate is found, if at all. The Residential Services Office will offer the room to LSE students already on the waiting list.

If a replacement is not immediately forthcoming then occasionally students exiting the residence may suggest other LSE students to take their place in halls.

The replacement student must be a full time, registered LSE student, who does not already have an accommodation booking and they need to be acceptable. If the nominated student is approved as an eligible replacement they will need to make a booking via the LSE Student Accommodation System.

Although the Residential Services Office will try to offer a specific room to the replacement student, we cannot guarantee it will be possible on all occasions.

On all matters relating to the allocation of places, the Residential Services Office's decision shall be final. For the avoidance of doubt, decisions of the Residential Services Office shall not constitute grounds for the termination of occupancy by any Resident.

5. All students who have filled out this form have agreed that their room will be viewed by potential replacement students. Prospective residents will be accompanied by a member of the staff if you are not present in your room.

6. You can choose to give us a specific date when you will be vacating your room or stay in your accommodation until a replacement has been found. In both cases, you must vacate the room and return all access keys to Reception by 10am on the departure date. If you choose to remain in your room you need to be able to move out at short notice. Often only a 24 hours notice will be issued. The Residential Services Office will notify you by email that a replacement has been found and the date when you will need to leave the accommodation by 10am. Please note that you need to arrange for someone to clear your accommodation at short notice if you are unable to do it yourself. This includes cleaning of your room and any designated space in communal kitchens, disposing of rubbish, clearing any personal belongings, etc.

7. The residence is unable to forward any mail received after your departure and all mail will be returned to the sender.

8. If you change your mind and would like to remain in the accommodation, this will only be possible if a replacement hasn't yet been found. Please contact the Residential Services Office in person or via email [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk) to seek information about the progress of the replacement process.