



Residence early leaver form guidance notes

Please read these guidance notes carefully before submitting the form. If you have any queries or comments, contact 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 finding a replacement will start immediately. You can check with the hall directly if a student has moved in after you have departed from the hall.

By submitting the 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 (ie, 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, LSE Residences Regulations and House Rules.
3. If you paid a deposit to secure your accommodation, we will endeavour to return it within 28 days of a replacement moving in the accommodation. However, if there are any outstanding 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 the 28 days deadline as well.
4. It could take a number of 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 full time, registered LSE student, must put forward an application on line for LSE accommodation and he/she needs to be acceptable. However, although the Residential Services

Office will make an effort to offer of accommodation for a specific room to the replacement student, it cannot guarantee it will be possible on all occasions.

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 make arrangements for someone to clear your accommodation at short notice if you are away from London or 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. Your next address is requested in the form within case the residence need to contact you in writing after departure.

8. The following paragraphs from the LSE Residences Regulations, read and agreed by all students accepting places in halls, state the following in connection to vacating your hall of residence.

3.1 Residents must be full-time registered students of the LSE (or the dependent partner or child of a full-time registered student) in the case of any Premises which may be designated for occupation by couples or children.

30. LEAVING: If a Resident gives written notification of wishing to leave the Premises, the Residential Services Officer may attempt to find a substitute. However, 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 Officer shall not constitute grounds for the termination of occupancy by any Resident.

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