

Broadgate Park – Accommodation Leavers Form

Please complete this form in **BLOCK CAPITALS** and ensure all information is correct

Personal Information

Block: Flat: Room:

Gender: Male Female (Please circle one)

Student status: Undergraduate Postgraduate (Please circle one)

First Name -----

Family Name -----

Date of Birth ___/___/_____

Student ID Number _____

Home address -----

Home telephone Number _____

Email address -----

Term-time address -----

Contact Number _____

Reason for leaving

Please continue on a separate sheet if necessary

Applicant's signature -----

Date ___/___/_____ Please date stamp here upon receipt

IMPORTANT INFORMATION

This Form is designed to record withdrawal from your accommodation contract.

AS HIGHLIGHTED IN YOUR TERMS AND CONDITIONS THE ONUS IS ON YOU TO SEEK A REPLACEMENT. (IF YOU FIND A REPLACEMENT FOR YOUR ROOM PLEASE FORWARD ALL RELEVANT INFORMATION TO THE ACCOMMODATION ADMIN MANAGER TO CLARIFY THAT THE REPLACEMENT RESIDENT IS SUITABLE).

You must meet with the Warden prior to you departure from Broadgate Park. Please email him on broadgatepark@nottingham.ac.uk to discuss the reasons for your withdrawal. During this meeting you will be required to provide comprehensive supporting documentation. It will be assumed that you have sought, or will be seeking support, from the Student Services Centre prior to your meeting.

Please ensure this form is brought with you to your meeting with the warden for him to sign and comment below.

PLEASE ENSURE ALL KEYS AND CARDS ARE RETURNED UPON DEPARTURE.

Please sign to show you have read the above information:

----- DATE __/__/__

Date completed form received __/__/__

Date met with Warden __/__/__ Awaiting further information Yes

No



Warden Comments
