

College Accommodation Early Discontinuation Policy with effect from Feb. 2025

All students occupying college accommodation are provided with a room licence. All occupiers of college accommodation are bound by the terms of those licences which normally run to the end of June.

The college may at its discretion approve an early ending of a student's licence in exceptional circumstances. A minimum of 8 weeks' notice must be given when requesting to leave college accommodation before the end of the room licence agreement. All early discontinuations are subject to review by the student welfare and finance committee, and are subject to approval by the Bursar and Senior Tutor.

Students in accommodation wishing to end their room licence early should notify their tutor and submit the early discontinuation request form. Where this is agreed, the notice period will be deemed to have started from the date the form is received by the college. Early discontinuation is not an automatic process, those wishing to make other arrangements should not make other financial commitments before explicit confirmation has been received from the college.

In cases of financial hardship, or where that are circumstances requiring exceptional consideration, students should submit the early discontinuation request form and contact their tutor to advise them of their situation at the earliest opportunity. Where students are intermitting or otherwise withdrawing from college under official processes, special provisions may apply including a shorter notice period aligned with intermission dates; students should discuss this with their tutor as early as possible.