

**All cancellation requests must be sent in writing to accommodation@mmu.ac.uk stating your full name, ID number and reason for cancelling.**

I am cancelling because...	Relevant date	Refunds / Charges - am I eligible/liable?
I will no longer be studying at Manchester Metropolitan University, as I did not meet the required entry criteria, or have not confirmed acceptance of my place by the first day of the Autumn Term and have not taken up occupation of the room.	On or before 31 August in year which contract commences.	Full refund given.
	After 1 September and prior to the start of contract in year, which contract commences.	No refund of pre-payment of rent.
I am an international student and I am no longer coming to Manchester Metropolitan University, as I did not get my UK entry Visa and I have not taken up occupation of the room.	On or before 31 August in year which contract commences.	Full refund given.
	After 1 September and prior to the start of contract in year, which contract commences.	No refund of pre-payment of rent. You will be charged the Licence Fee for the minimum four week notice period on or after the period of residence commences***
I am a current or new student on a course of study at Manchester Metropolitan University but no longer wish to live in University Halls.	On or before 31 July in year which contract commences.	Full refund given.
	After 31 July in year which contract commences.	No refund of pre-payment of rent. You will be charged the Licence Fee for the minimum four week notice period after providing notice of termination and satisfying the conditions outlined in the T&C's***

I am deferring until next year.	On or before 31 August in year which contract commences.	Full refund given of pre-payment of rent.
	After 1 September in year which contract commences.	No refund of pre-payment of rent. You will be charged the Licence Fee for the minimum four week notice period on or after the period of residence commences*** You will need to make another application to secure accommodation for the following academic year.

After contract move in date stated in your offer	
I am cancelling because	After the move in date stated on your offer
I am a current student and I want to leave my university accommodation during the academic year, as I am no longer a full-time student or I am withdrawing or deferring from the University.	You will be charged the Licence Fee for the minimum four week notice period after providing formal evidence of discontinuation of fulltime studies or academic withdrawal/suspension and satisfying the conditions outlined in the T&C's***.
I am a current student and I want to leave my university accommodation during the academic year. I am not withdrawing from the University.	You will be charged the Licence Fee for the minimum four week notice period after satisfying our conditions in the T&C's. For the avoidance of doubt, you will be charged the four week notice period regardless of the date any suitable replacement** (found by you) takes occupation.

\* Subject to consideration of mitigating circumstances

\*\* Details of suitability are outlined in the Terms and Conditions of Residence.

\*\*\* Save where we determine, acting reasonably that there are mitigating circumstances which mean that you are not liable to do so

*This policy excludes Artisan Heights, New Medlock House, Parkway Gate, Rosamond House and Wilmslow Park. Please contact these halls directly for their terms and conditions.*