

**Before your move in date as stated on your agreement**

I am cancelling my agreement because...	..requested on or before 31 May	...requested on or after 1 June and before the move in date
I didn't meet the conditional requirements to study in Kings for the academic year	No notification is needed, your booking will be automatically cancelled. No rental charges and full refund of rent pre-payment applies.	
I did meet the conditional offer but reject the offer to study in King's.		
I am going privately or with family but I will still continue to study in King's	Portal cancellation request is needed and your booking will be cancelled No rental charges and full refund of rent pre-payment applies.	Portal cancellation request is needed and your booking will be cancelled No rental charges apply but rent pre-payment will not be refunded
I am an international student that did not meet the UK visa requirements so will not be studying at King's	Portal cancellation request is needed and your booking will be cancelled No rental charges and full refund of rent pre-payment applies.	
I am deferring until next year	Portal cancellation request is needed, your booking will be cancelled No rental charges and full refund of rent pre-payment applies.	Portal cancellation request is needed, your booking will be cancelled No rental charges apply but rent pre-payment will not be refunded.
I am currently a student, however, I am withdrawing from University and I do not need the room anymore	<i>A separate email to be sent from student to kingsresidences@kcl.ac.uk will be required together with the confirmation letter of your deferral/withdrawal/break.</i>	<i>A separate email to be sent from the student to kingsresidences@kcl.ac.uk will be required together with the confirmation letter of your deferral/withdrawal/break.</i>

**After the stated move in date on your agreement**

I am cancelling because...	...On or after the stated move in date on the stated agreement
I am a current student but no longer need student housing as I am no longer a full-time student or I am currently in the process of withdrawing from the University.	Rent pre-payment will not be refunded, you will remain liable for the accommodation fee during the duration of your stay until the next Saturday of your departure or withdrawal confirmation, whichever comes last.  An email to be sent from the student to kingsresidences@kcl.ac.uk will be required together with the confirmation letter of your deferral/withdrawal/break.
I am a current student living in the residences but made other housing arrangement and will no longer stay in residences, I am not withdrawing from the University.	Rent pre-payment will not be refunded and up to 4 weeks rent charges will be applied to your account, you will remain liable for payment of rent until a suitable replacement is found. If a replacement is found within 4 weeks, late cancellations fees will be adjusted accordingly. The student will be responsible in finding a replacement to takeover their accepted agreement. An email to be sent from the to kingsresidences@kcl.ac.uk will be required.
I did not move in yet and will no longer need student accommodation.	Rent pre-payment will not be refunded and up to 4 weeks rent charges will be applied to your account, you will remain liable for payment of rent until a suitable replacement is found. If a replacement is found within 4 weeks, late cancellations fees will be adjusted accordingly. The student will be responsible in finding a replacement to takeover their accepted agreement. An email to be sent from the to kingsresidences@kcl.ac.uk will be required.

**Exceptions**

Applicants impacted by unforeseen travel impediments, such as visa delays or UK Government advice must contact the Accommodation Team to discuss any alterations to their Licence Agreement. Refunds of pre-payments and liability for late cancellation fees will be reviewed in line with any details provided.

**Oversubscription**

We reserve the right to change your accommodation booking to similar alternative accommodation before you take up occupation if there is excessive demand for the Residence, which results in over-subscription. For more details, please see our Accommodation License Agreement

**KAAS "On Hold" booking cancellation****Review Date****June 10<sup>th</sup>, 2021**

Students with KAAS Applications on hold due to being classed as Priority 4 and 5 will be reassessed on June 10th.

Students that booked a room and paid the pre payment of rent that are not successful with their application during the review will have until July 9<sup>th</sup> to cancel their booking in order for their rent pre-payment to be refunded.  
Rent pre-payment will not be refunded for any cancellations after July 9<sup>th</sup>.