

2024 terms for withdrawing/changing your residential agreement

For first year high school leavers only

Withdrawing Prior to move-in	Refund conditions
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Academic Year booking. • Request to withdraw received in writing up to and including Wednesday 17 January 2024 (<i>close of business 5pm</i>). • Request to withdraw received in writing up to and including Tuesday 11th June 2024 for Semester 2 Bookings. 	<ul style="list-style-type: none"> • 50% refund of accommodation deposit = \$325.00. • Administration fee (\$300.00) not refundable.
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Academic Year booking. • Request to withdraw received in writing AFTER Wednesday 17 January 2024* but before the start of the residential agreement period. • Request to withdraw received in writing AFTER Tuesday 11th June 2024** but before the start of the residential agreement period. <p>*includes offers made and accepted after Wednesday 17 January 2024 ** Includes offers made and accepted after Tuesday 11 June 2024 for Semester 2 Bookings.</p>	<ul style="list-style-type: none"> • No refund of accommodation deposit or administration fee.
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Academic Year booking. • Request to withdraw received in writing before the start of the residential agreement period upon: <ul style="list-style-type: none"> ○ notification from the University that your application for admission to your chosen program has been unsuccessful. 	<ul style="list-style-type: none"> • Full refund of accommodation deposit and administration fee = \$950.00.

- Withdrawal from a confirmed offer for any reason after the residential agreement period has started but before I have moved-in.

- No refund of accommodation deposit, administration fee or advance charge payment.

For Undergraduate & Postgraduates only

Withdrawing prior to move-in	Conditions
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Academic Year, Feb/Feb or Semester 1 booking. • Request to withdraw received in writing up to and including Wednesday 17 January 2024. 	<ul style="list-style-type: none"> • 50% refund of accommodation deposit of \$325.00. • Administration fee (\$300.00) not refundable.
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Semester Two or July-July booking. • Request to withdraw received in writing up to and including Tuesday 11th June 2024 for Semester 2 and July-July bookings. <p>* includes offers made and accepted after Tuesday 11 June for Semester 2 and July-July bookings.</p>	<ul style="list-style-type: none"> • 50% refund of accommodation deposit of \$325.00. • Administration fee (\$300.00) not refundable.
<ul style="list-style-type: none"> • Withdrawal from a confirmed 2024 Academic Year, Feb/Feb or Semester 1 booking. • Request to withdraw received in writing AFTER Wednesday 17 January 2024* but before the start of the residential agreement period. <p>* includes offers made and accepted after Wednesday 17 January 2024.</p>	<ul style="list-style-type: none"> • No refund of accommodation deposit or administration fee.

<ul style="list-style-type: none"> • Withdrawal from 2024 Academic Year, Semester Only, Feb-Feb, July-July booking. • Request to withdraw received in writing before start of the residential agreement period upon: <ul style="list-style-type: none"> ◦ Notification from the University that your application for admission to your chosen program has been unsuccessful; or 	<ul style="list-style-type: none"> • Full refund of accommodation deposit and administration fee of \$950.00.
<p>Withdrawal from a confirmed offer for any reason after the residential agreement period has started but before I have moved in.</p>	<ul style="list-style-type: none"> • No refund of accommodation deposit, administration fee, or advance charge payment.

First year high school leavers, Undergraduate & Postgraduates

Withdrawing AFTER moving into residence	Conditions
<p>Cancelling your full year Residential Agreement early at the end of the semester, with four weeks' notice.</p>	<p>Should I cancel my full year Residential Agreement at the end of the semester by providing at least four weeks' notice, I understand that I will not be charged a withdrawal fee. I agree to:</p> <ul style="list-style-type: none"> • Discuss this first with my Accommodation Management team and follow the withdrawal procedures. <p>I understand that:</p> <ul style="list-style-type: none"> • Should I give notice less than four weeks before the end of the semester accommodation residential

	<p>agreement period, I will be liable for up to four weeks' withdrawal fee depending on when I give notice.</p> <ul style="list-style-type: none"> • If I am cancelling from a 52-week residential agreement (self-catered only), which carries a different cost, I will be charged the difference between the 52 week and 42 week rate for the weeks completed up to the end of semester.
<p>Cancelling your Residential Agreement (vacating early) before the end of a semester AND remaining an enrolled student at the University of Auckland.</p>	<p>Should I leave before my residential agreement period has ended, I agree to:</p> <ul style="list-style-type: none"> • Discuss this first with my Accommodation Management team and follow the withdrawal procedures. • Pay a penalty equating to up to 8 weeks accommodation fees. <p>I understand that:</p> <ul style="list-style-type: none"> • In exceptional circumstances Accommodation Management may recommend my liability be reduced.
<p>Cancelling your Residential Agreement (vacating early) before the end of a semester AND will no longer be an enrolled student at the University of Auckland.</p>	<p>Should I leave before my residential agreement period has ended, I agree to:</p> <ul style="list-style-type: none"> • Discuss with my Accommodation Management team my intent to withdraw from my course of study at the University prior to the end of my agreement, arrange for written evidence from Academic Services to confirm, and follow the withdrawal procedures. • Pay a penalty equating to 4 weeks accommodation fees. <p>I understand that:</p> <ul style="list-style-type: none"> • This reduced penalty acknowledges that leaving University early is by nature a personal or financial hardship. In exceptional circumstances,

	Accommodation Management may recommend my liability be reduced.
<p>Cancelling your Residential Agreement before the end date stipulated on your agreement, upon completion of your:</p> <ul style="list-style-type: none"> • PhD • Research Masters • GSM Masters programme • and will no longer be a student at The University of Auckland. 	<p>Should I leave before the residential agreement period has ended, I agree to:</p> <ul style="list-style-type: none"> • Notify my Accommodation Management team 4 weeks in advance of my intended end date, that I will be completing my studies. <p>I understand that:</p> <ul style="list-style-type: none"> • Accommodation will confirm my completion date. • Should I fail to inform my Accommodation Management team of my withdrawal 4 weeks in advance, I may be liable for up to 4 weeks accommodation fees.
<p>Termination of agreement by Accommodation Management.</p>	<p>I understand that:</p> <ul style="list-style-type: none"> • If I am suspended or expelled from my residence as a result of a conduct process that occurred for a breach of residential rules, I will be required to pay a penalty equating to 4 weeks accommodation fees, OR remain liable for fees until the end of the semester, whichever is less.

Student visa withdrawal conditions

- If you request to be considered for accommodation without a valid visa, you must agree to the following conditions:
 - If you accept an offer of accommodation, and later withdraw because you do not have a current student visa, you will forfeit your deposit and, if after the start of the residential agreement period, any advance fees you have paid.
 - If you arrive after the start date of the residential agreement, due to delays in receiving a student visa, you will be liable for charges from the contracted date.

Residential Agreement length change conditions

- This section is only relevant to those who hold a 52 week Feb/Feb agreement wanting to change to an Academic Year or vice versa. Requests can only be made up to 8 weeks after your Residential Agreement start date. Changes cannot be accommodated after this time.
- Email Accommodation Solutions team (prior to the start of your agreement) or your Accommodation Management team (if your agreement period has started and you have moved in less that four week prior) with your full name and Student ID number and the reason for your contract change request.
- Requests for contract changes must be in writing from the person whose name is on the residential agreement.

Date of change request	Conditions
Request to change term upon offer.	<p>If you request and are offered a 52 week agreement, but wish to change prior to accepting your offer, your offer will be cancelled and your application will be amended and placed on the waitlist to be reconsidered for your new requested term.</p>
Request to change contract term from a confirmed offer, up to and including Wednesday 17 January 2024.	<p>If you request and are offered a 52 week agreement, and wish to change after confirming your place, your offer will be cancelled and your application will be amended and placed back on the waitlist to be reconsidered for your new requested term.</p> <p>As you will have paid a deposit to confirm your place, the following also applies:</p> <ul style="list-style-type: none"> • Your deposit will be held, and reapplied to your new offer if one is made. • In the event we are unable to re-offer you, your \$650 deposit will be refunded. Your administration fee (\$300) is not refundable.
Request to change contract term from a confirmed offer, AFTER Wednesday 17 January 2024*. *includes offers made and accepted after Wednesday 17 January 2024.	<p>If you request and are offered a 52 week agreement, and wish to change after confirming your place, your offer will be cancelled and your application will be amended and placed back on the waitlist to be reconsidered for your new requested term.</p> <p>As you will have paid a deposit to confirm your place, the following also applies:</p> <ul style="list-style-type: none"> • Your deposit will be held, and reapplied to your new offer if one is made.

	<ul style="list-style-type: none"> In the event we are unable to re-offer you, there is no refund of your deposit or administration fee.
<p>Request to change contract term after taking up residency.</p> <p>This request can only be made within 8 weeks of the start of your residential Agreement.</p>	<p>52 week to 42 week: If you wish to change from a 52 week contract to 42 weeks during the residential period, you will be charged the weekly difference for all weeks completed under the agreement, in addition to \$600 change fee as penalty. The 42 week rate takes over from thereafter.</p> <p>42 week to 52 week: If you wish to change from a 42 week period to 52 weeks, the 52 week rate is applied from the date of the newly issued contract. There is no fee adjustment for the weeks completed under the 42 week contract.</p>