

2025 TERMS FOR WITHDRAWING/CHANGING YOUR RESIDENTIAL AGREEMENT

1. **Withdrawing *prior* to start of your Residential Agreement** – relevant to all contract types
2. **Withdrawing *after* moving into your residence** – relevant to all contract types
3. **Student Visa Withdrawal Conditions**
4. **Residential Agreement Length Change Conditions**

2. Withdrawing *prior* to start of your Residential Agreement – relevant to all contract types

Situation	Withdrawal Conditions
<ul style="list-style-type: none"> Request to withdraw received in writing up to and including Friday 17 January 2025 (<i>close of business 5pm</i>) for Academic Year, Semester 1 or Feb/Feb booking Request to withdraw received in writing up to and including Wednesday 11th June 2025 (<i>close of business 5pm</i>) for Semester 2 or July/July booking 	<ul style="list-style-type: none"> 50% refund of accommodation deposit = \$325.00 Administration fee (\$350.00) not refundable
<ul style="list-style-type: none"> Request to withdraw received in writing AFTER Friday 17 January 2025* but before the start of the residential agreement period for Academic Year, Semester 1 or Feb/Feb booking Request to withdraw received in writing AFTER Wednesday 11th June 2025** but before the start of the residential agreement period for Semester 2 or July/July booking <p>*Includes offers made and accepted after Friday 17 January 2025</p> <p>**Includes offers made and accepted after Wednesday 11 June 2025</p>	<ul style="list-style-type: none"> No refund of accommodation deposit or administration fee
<ul style="list-style-type: none"> Request to withdraw received in writing before the start of the residential agreement period with sufficient evidence 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 = \$1000
<ul style="list-style-type: none"> Withdrawal from a confirmed offer for any reason after the residential agreement period has started but before I have moved in 	<ul style="list-style-type: none"> No refund of accommodation deposit, administration fee or advance charge payment

1. Withdrawing *after* moving into your residence – relevant to all contract types

Please note that all* withdrawals from an in-room booking will incur a \$400 processing fee, in addition to any other applicable penalties as outlined below

*those attending a Semester 2, 360 exchange programme, or those graduating from their PhD or Masters programme are exempt but must meet relevant withdrawal conditions outlined below

Situation	Withdrawal conditions
<ul style="list-style-type: none"> • Cancelling your Residential Agreement early at the end of Semester One* by giving four weeks or more written notice <p>*Semester One accommodation term end date for relevant hall or residence</p>	<ul style="list-style-type: none"> • Incur \$400 early withdrawal processing fee • Discuss with Accommodation Management team and follow withdrawal procedures • Should less than 4 weeks written notice be given before the end of semester accommodation term, you will be liable for up to 4-weeks withdrawal penalty • If using this clause to withdraw from a 52-week residential agreement, which carries a different cost to a 42-week agreement, you will be charged the difference between the 52- and 42-week rate for the weeks completed up to the end of the semester
<ul style="list-style-type: none"> • Withdrawing from your Residential Agreement early AND remaining enrolled at the University of Auckland 	<ul style="list-style-type: none"> • Incur \$400 early withdrawal processing fee • Discuss with Accommodation Management team and follow withdrawal procedures • Pay a penalty equating to up to 8-weeks accommodation fees as determined by Residence Manager and Head of Operations
<ul style="list-style-type: none"> • Withdrawing from your Residential Agreement early AND will no longer be an enrolled student at the University of Auckland 	<ul style="list-style-type: none"> • Incur \$400 early withdrawal processing fee. • Discuss with Accommodation Management team and follow

	<p>withdrawal procedures.</p> <ul style="list-style-type: none"> • Pay a penalty equating to up to 4 weeks' accommodation fees as determined by Residence Manager and Head of Operations
<ul style="list-style-type: none"> • Withdrawing from your Residential Agreement early, upon completion of your: <ul style="list-style-type: none"> ○ PhD ○ Research Masters ○ GSM Masters programme ○ And will no longer be an enrolled student at the University of Auckland 	<ul style="list-style-type: none"> • Notify Accommodation Management team 4-weeks in advance of intended end date that you will be completing your studies • Should you fail to inform your Accommodation Management team of your intended withdrawal 4-weeks in advance, you may be liable for up to 4-weeks accommodation fees
<ul style="list-style-type: none"> • Withdrawing from your Residential Agreement, upon acceptance of: <ul style="list-style-type: none"> ○ Semester 2 360 Exchange Programme 	<ul style="list-style-type: none"> • Provide Accommodation Management team evidence of confirmed 360 Exchange Programme acceptance and intent to vacate at the end of Semester 1 with as much notice as possible
<ul style="list-style-type: none"> • Termination of Residential Agreement by Accommodation Management team 	<ul style="list-style-type: none"> • If you are suspended or expelled from your residence as a result of a conduct process that occurred for a breach of residential rules, you 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

3. Student Visa Withdrawal Conditions

- If you agree to be considered for accommodation without a valid visa as part of your Accommodation Application, 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.

4. 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) 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 and may incur additional processing charges.

Date of change request	Conditions
<ul style="list-style-type: none"> • Request to change Residential Agreement term upon offer 	<ul style="list-style-type: none"> • If you have applied for and received an offer for a 52-week agreement but wish to change the agreement length 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 newly requested term
<ul style="list-style-type: none"> • Request to change Residential Agreement term length of a confirmed booking, up to and including Friday 17 January 2025 	<ul style="list-style-type: none"> • If you have a confirmed 52-week agreement and wish to change this to a 42-week term, your booking will be cancelled, and your application will be amended and placed back on the waitlist to be reconsidered for your preferred term <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 a new offer is not able to be made, your \$650 deposit will be refunded. Your administration fee (\$350) is not refundable.
<ul style="list-style-type: none"> Request to change Residential Agreement term length of a confirmed booking, AFTER Friday 17 January 2025 but before the start date of your residential agreement – includes offers made and accepted after Friday 17 January 2025 	<ul style="list-style-type: none"> If you have a confirmed 52-week agreement and wish to change this to a 42-week term, your booking will be cancelled, and your application will be amended and placed back on the waitlist to be reconsidered for your preferred term <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 a new offer is not able to be made, your deposit (\$650) and administration fee (350) are not refundable
<ul style="list-style-type: none"> Request to change Residential Agreement term after taking up residency Please note: this request can only be made within 8 weeks of the start of your Residential Agreement A \$600 change fee will apply, as a new Residential Agreement will need to be issued 	<p>52-week to 42-week Change:</p> <ul style="list-style-type: none"> Will incur a \$600 change fee You will be charged the weekly difference for all weeks completed under the agreement. The 42-week rate takes over thereafter. <p>42-week to 52-week Change:</p> <ul style="list-style-type: none"> Will incur a \$600 change fee You will be charged the 52-week rate from the date of the newly issued Residential Agreement.

- There is no fee adjustment for the weeks completed under the 42-week Residential Agreement.