

Intention to Leave Form

If you are a postgraduate student and wish to leave your residence you should complete this form and return it to the Graduate Accommodation Office. When you find a suitable replacement full time postgraduate student to take over your room you should enter their details below and return to Graduate Accommodation Office and seek approval and further instructions regarding your surrender of tenancy.

Surname	
Forename	
Student number	
Telephone/mobile	
Email	
Accommodation site and Flat/room number	
Type of room/flat	
Reason for leaving	
Preferred leaving date dd/mm/yr *	

*If this is date is approximate, please indicate this. Please note that the Graduate Accommodation Office will only be able to proceed to offer your room/flat to a replacement tenant once you have confirmed you can vacate by this date.

Replacement Student details

Surname	
Forename	
Student number	
Email address	

By returning this form you are confirming that you have read the surrender policy at:

[http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/accommodation/documents/policies/Graduate Accommodation Office- Surrender Policy effective 01 Aug 2017.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/accommodation/documents/policies/Graduate%20Accommodation%20Office-%20Surrender%20Policy%20effective%2001%20Aug%202017.pdf)