

Policy for processing lease termination requests (University accommodation)

The University will only consider the early termination of a lease in limited circumstances. All decisions will be at the sole discretion of the University and in accordance with this policy.

Requesting a Lease Termination

Any resident wishing to be considered for an early termination of their lease must first contact the Accommodation team to discuss the situation to see if it can be resolved without the need to request a lease termination. The team can be contacted by email at accommodation@rgu.ac.uk

If the situation cannot be resolved at the initial stage, residents will be provided with a Lease Termination Request form and must make an official application by submitting the form to:

Accommodation Services
Robert Gordon University
Garthdee Road
ABERDEEN AB10 7FY
E-mail: accommodation@rgu.ac.uk

The request form must give a full account of the circumstances which have resulted in the request for a lease termination being made and should be accompanied by supporting evidence where applicable.

In all circumstances, if Accommodation Services considers that a transfer to alternative University accommodation would provide a solution, then this option would be explored in the first instance.

Circumstances for consideration and evidence required

The circumstances which the University **may** consider to be exceptional and justify early termination of a lease are as follows:

- (i) where the resident has a medical condition that has either developed or become worse during the course of the lease. The medical condition must prevent the student from continuing to live in University accommodation and will need to be supported by evidence from a local medical practitioner which clearly demonstrates why the resident is unable to remain in the accommodation.
- (ii) where the resident has suffered an unpredicted change in circumstances which directly prevents them from living in the accommodation. Independent verification of these circumstances will be required.

The University may also be prepared to grant an early lease termination should there be a suitable replacement tenant willing to take over the lease.

In order for the University to be satisfied that early termination of the lease is justified, the resident will be required to provide any verifiable documentary evidence that the University deems appropriate. Failure to provide appropriate evidence within a reasonable timeframe will automatically lead to the rejection of the application. All information provided by the applicant will be treated as strictly confidential and will not be disclosed outwith Accommodation Services.

For the avoidance of doubt, the following are examples of circumstances that shall not be deemed to be exceptional and shall not be considered as grounds for an early lease termination:

- (i) financial difficulties – this includes loss of sponsor/sponsorship
- (ii) where a resident wishes to leave University accommodation in order to live with a spouse/partner or family
- (iii) course or studies finishing earlier than the official lease end date
- (iv) resident being required to go on placement outwith the Aberdeen area

Notifying you of the decision

All applications in respect of an early lease termination will be considered by a panel of staff and a written decision provided within 10 working days.

If a lease termination is granted, it will take effect from a date at the sole discretion of the University but not earlier than when the keys are returned.

An early termination fee will apply in all circumstances and this will be equivalent to one week's rent.

If a lease termination request is rejected, this will be communicated to the applicant in writing citing the reasons why the lease termination has not been granted.

Appealing against a decision

Appeals may only be submitted on the grounds that the University's policy for processing lease termination requests has not been correctly applied. The appellant should state their case in writing (e-mail is acceptable) within 10 working days of receiving the original decision from Accommodation Services.

Appeals should be addressed to:

Accommodation Services Manager
Estates & Property Services
Robert Gordon University
Garthdee Road
ABERDEEN AB10 7FY
E-mail: accommodation@rgu.ac.uk

A decision on the appeal will be made within 10 working days. That decision will be final and no further correspondence or discussions regarding a lease termination will be entered into by the University.