

Intention to Vacate (ITV)

Any resident intending to vacate the Campion College Residential Accommodation prior to the departure date on their Licence Agreement must discuss the matter with the Director of Operations. The Director of Operations must endorse this form.

Please refer to the *Student Handbook* to see what notice period is required and other conditions that apply. Please note that the notice period commences 2 weeks from the date this form is endorsed by the Director of Operations (not the date the departing resident signs it).

Surname: _____ First Name: _____

Student ID number: _____

Residential Status: Domestic International † Exchange/Study Abroad

Room Number: _____

Forwarding postal address (for deposit refund cheque)

State: _____ Postcode: _____ Country: _____

Contact telephone number (business hours): _____

Please indicate your reasons for early departure (attach additional sheet of paper if necessary):

Departure date (including two weeks notice): _____

Preferred departure date (if earlier than the *required* two weeks notice): _____

I hereby agree to vacate my room and return all keys and College property by the departure date specified above. I understand that failure to do so may result in forfeit my deposit to the College.

Signed by departing resident: _____ Date: _____

Signed by Director of Operations: _____ Date: _____