



# MASSEY HALLS (WELLINGTON)

## 2024 RELEASE OF CONTRACT

As per your residential agreement, you have agreed to a fixed term period of accommodation with us at Massey Halls. We have a process to accommodate specific situations that may arise which allows you to apply for early release in exceptional circumstances, solely at the discretion of Massey Halls.

**PLEASE READ ALL THE INFORMATION CAREFULLY AND FOLLOW THE INSTRUCTIONS  
COMPLETE SECTIONS 1, 5, 6, 7 & 8**

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### SECTION 1: CRITERIA

Please tick which criteria fits your situation:

#### **Applying for release of contract prior to our official application withdrawal date**

*Returning Residents withdrawing prior to our application withdrawal date: 1 December 2023*

*New Residents withdrawing prior to our application withdrawal date:  
Semester 1 and Full Year Intake - 22 January 2024 or Semester 2 intake - 10 June 2024*

*Semester One Residents extending their residential agreement for semester two Semester 2 intake - 10 June 2024*

#### **Applying for release of contract after our official application withdrawal date**

##### ***Withdrawing from the Tertiary Institute***

If you are withdrawing or have been excluded from the Tertiary Institute, you will need to supply evidence proving that you have withdrawn or been withdrawn from study at the Tertiary Institute.

##### ***Compassionate reasons***

If you are applying for early release from your contract due to personal reasons, you must provide detailed information and supporting evidence of your situation.

**Please note – under NO circumstances should you commit yourself to any other tenancy contracts until you have been notified of the outcome of this application.**

## SECTION 2: PROCESS

If you are a resident currently in room, you will be asked to liaise with a senior member of the Residential Life Team prior to completing this application form.

1. You must complete all relevant sections of this application and provide full details and supporting documentation.
2. Once your application has been completed, and all relevant documentation of evidence collected, please email: [accommodation.wellington@massey.ac.nz](mailto:accommodation.wellington@massey.ac.nz)  
If your application is approved, all penalties are calculated from application received date
3. Applications are carefully reviewed and considered by our Release of Contract Panel, and a decision will be made, within 7 working days.
4. Once a decision has been made, you will be contacted by a member of our team informing you of the outcome of your application.

## SECTION 3: PENALTY FEES

If your application is successful, the dates, notice period and penalty fees in the table below will apply to any refunds.

- The processing fee of \$120 is non-refundable from date of payment.
- The bond is refundable (minus any debt, damage, cleaning, or fine charges)
- Full Year and Semester One intake: All other fees that form part of the deposit payment are non-refundable after 1 December 2023 for returning students and 22 January 2024 for New Residents.
- Semester Two Intake: All other fees that form part of the deposit payment are non-refundable after 10 June 2024 for new residents and Semester One residents extending for semester two 10 June 2024.

ROC APPLICATION RECEIVED DATE	PENALTY FEES
Returning residents prior to 1 December 2023 New residents prior to 22 January 2024 New residents and Semester One residents extending for semester two prior to 10 June 2024	<ul style="list-style-type: none"><li>• Processing Fee and any bank fees</li></ul>
Returning residents: 2 December 2023 - 31 March 2024 New Residents: 24 January - 31 March 2024	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Four weeks penalty fee</li></ul>
All residents: 1 April 2024 - 31 July 2024	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Six weeks penalty fee</li></ul>
All residents: 1 August 2024 - 30 September 2024	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Eight weeks penalty fee</li></ul>
All residents: 1 October 2024 onwards	<ul style="list-style-type: none"><li>• Full Fees</li></ul>

## SECTION 4: APPEALING THE DECISION

You may appeal the decision within 5 working days of the outcome to the National Manager Accommodation Services via email [k.t.manning@massey.ac.nz](mailto:k.t.manning@massey.ac.nz).

## SECTION 5: APPLICATION FORM

**DATE RECEIVED**  
**(office to complete)**

DATE OF APPLICATION: .....

NAME: .....

MASSEY STUDENT ID: .....

EMAIL: .....

MOBILE: .....

**If you are currently in room:**

HALL: .....

ROOM NUMBER: .....

I confirm that I have discussed my situation with a Residential Life Team Member, prior to submitting application:

Date of Discussion: .....

Name of Team Member: .....

## SECTION 6: DECLARATION

I have read, understood, and agree to the guidelines and conditions as set out in this Release of Contract Application form.

I understand that I am required to return my access fob/keys upon departure and ensure that my room is clean, and no personal items are left behind.

I declare that the information contained within this application to be true and correct to the best of my knowledge. No information that could have material bearing on my application has been withheld. I understand that if it comes to the attention of management that information given is not correct or has been omitted, the decision may be reversed, and I will be liable for the full fees during the agreement period.

I give my consent for my next of kin/guarantor to be contacted in respect of this application.

## **SECTION 7: PERSONAL STATEMENT**

As you are applying for a Release of Contract from your legal binding Residential Agreement. Please ensure that you:

- Explain in full detail, your situation, and the reasons why you are applying to be released from your contract.
- What solutions you have already tried yourself to improve your situation.
- Plan of action with the Res Life Team as appropriate.
- Attach evidence to support your personal statement.

## SECTION 8: DEPARTURE/REFUND INFORMATION

Resident First and Last Name: .....

If my application is approved, I wish to move out on ..... (insert date that is within 2 weeks of the submission of this application).

Resident Signature: .....

Bank Account Name for Refund (if any): .....

Bank Account Number for Refund (if any):

Bank:                      Branch:                      Account:                      Suffix:

### APPLICATION ASSESSMENT & OUTCOME

DATE OF PANEL MEETING: .....

#### Application has been

**Approved**

**Declined**

REASON FOR DECISION:

**Compassion**

**Withdrawal**

CONTRACT END DATE: .....

PENALTY FEES: .....

#### Application Processed

*Resident Services Manager:*

*CSA Finance:*

ROC Application Processed

Review and amend Accommodation Account as required

Date

Add ROC Fee to Account

Date

Staff Member