

MASSEY HALLS

RELEASE OF CONTRACT GUIDELINES & APPLICATION

As a resident living within Massey Halls, you have signed a fixed term Residential Agreement. This agreement clearly outlines your acceptance to pay for all fees for the Residential Agreement Term. However, we are aware that, at times, circumstances do change, so we have a process in place that allows you to apply for early release of your contract in those exceptional circumstances **solely at the discretion of Massey Halls**.

PLEASE READ ALL THE INFORMATION CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

CRITERIA

You are able to submit a release of contract application under the following exceptional circumstances:

Withdrawing from the Tertiary Institute

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you are withdrawing or have been excluded from the Tertiary Institute you need to supply evidence proving that you have withdrawn or been withdrawn from study at the Tertiary Institute.

Compassionate Reasons

If you want early release from your contract due to personal relevant compassionate reasons, you should also attach a supporting letter from whoever is relevant according to your situation i.e. a doctor, counsellor etc.

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.

APPLICATION PROCESS

- Step 1** You must complete all relevant sections of this application (this application is an editable PDF so you can complete online) and attach all supporting documentation to an email.
- For assistance in filling out the application form, please contact the student advocate. For Wellington campus information, visit this page: <https://mawsa.org.nz/advocacy>
- Step 2** Once your application form is completed, along with all supported documentation required, please email it to our office at accommodation.wellington@massey.ac.nz
- Please note, regardless of any verbal or written enquiries, your application is only processed from the date it is received via email. All penalties are calculated from this date.
- Step 3** All applications are carefully considered by our halls staff. You may be contacted to discuss your application in more detail. If you are in shared accommodation, you will need to get your flatmates to sign the Flatmate Departure Form – which can be found at the end of this form.
- Step 4** After your application is reviewed, you will be contacted via email by a staff member informing you of the outcome of your application. The email you receive will confirm the financial penalties applied.
- We aim to process applications as quickly as we can. Our staff will contact you via phone/email or FB messenger to book your checkout.

APPEALING THE DECISION

You may appeal against the decision by applying to the Associate Director Student Wellbeing within 5 working days from the date of the emailed decision.

Email: Studentservices.directorate@massey.ac.nz

For assistance with your appeal, visit this page <https://mawsa.org.nz/advocacy>

2022 RESIDENTIAL AGREEMENT RELEASE PENALTIES FOR KĀINGA RUA HALL AND WHANAKE HALL (FIRST YEAR HALLS)

If your application is successful, the dates, notice periods and penalties in the table below will apply to any refunds.

- The Processing Fee of \$100 is non-refundable from date of payment.
- The Bond is refundable (minus any damage/cleaning charges).
- The Activity Fee, Internet Fee, Mattress Protector and Room Pack (for international students only) are non-refundable after 20th January 2021.
- You must have any outstanding fines with our office paid or they will be deducted from your refund.

COMPLETE APPLICATION RECEIVED	PENALTIES
Prior to 19th January (inclusive)	Processing Fee and any bank fees retained. Full refund of all other fees.
20th January to 23rd March (inclusive) Total weeks retained: five (5) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Three (3) weeks Accommodation Fees retained in addition to notice period
24th March to 5th June (inclusive) Total weeks retained: eight (8) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Six (6) weeks Accommodation Fees retained in addition to notice period.
6th June to 26th June (inclusive) Total weeks retained: nine (9) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Seven (7) weeks Accommodation Fees retained in addition to notice period.
27th June to 23rd July (inclusive) Total weeks retained: eleven (11) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Nine (9) weeks Accommodation Fees retained in addition to notice period.
24th July onward (inclusive)	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: The less of either twelve (12) weeks or remaining weeks Accommodation Fees retained in addition to notice period

2022 RESIDENTIAL AGREEMENT RELEASE PENALTIES FOR THE CUBE HALL (SENIOR HALL)

If your application is successful, the dates, notice periods and penalties in the table below will apply to any refunds.

- The Processing Fee of \$100 is non-refundable from date of payment.
- The Bond is refundable (minus any damage/cleaning charges).
- The Activity Fee, Internet Fee, Mattress Protector and Room Pack (for international students only) are non-refundable after 28th November 2021.
- You must have any outstanding fines with our office paid or they will be deducted from your refund.

COMPLETE APPLICATION RECEIVED	PENALTIES
Prior to 28th November (inclusive)	Processing Fee and any bank fees retained. Full refund of all other fees.
29th November to 10th December 2021 (inclusive)	Partial Refund: One (1) week Accommodation Fees retained.
11th December 2021 to 9th January 2022 (inclusive) Total weeks retained: six (6) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Four (4) weeks Accommodation Fees retained in addition to notice period.
10th January to 13th March (inclusive) Total weeks retained: nine (9) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Seven (7) weeks Accommodation Fees retained in addition to notice period.
14th March to 1st May (inclusive) Total weeks retained: eleven (11) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Nine (9) weeks Accommodation Fees retained in addition to notice period.
2nd May to 5th June (inclusive) Total weeks retained: thirteen (13) weeks	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: Eleven (11) weeks Accommodation Fees retained in addition to notice period.
6th June onward (inclusive)	Two (2) week notice period applies from the date a complete Application is received. Partial Refund: The less of either fourteen (14) weeks or remaining weeks Accommodation Fees retained in addition to notice period.

APPLICATION FORM

DATE RECEIVED
(office to complete)

DATE OF APPLICATION:

CONTACT DETAILS

NAME:

MASSEY STUDENT ID:

HALL:

ROOM:

EMAIL:

MOBILE:

Please tick which exceptional circumstance you are applying for early release under:

Withdrawing from the Tertiary Institute

Compassionate Reasons

DECLARATION

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

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.

PERSONAL STATEMENT

- Please explain your situation and the reasons why you are applying to be released.
- Please also tell us what solutions you have already tried yourself to improve your situation.
- If you are withdrawing from the Tertiary Institute, please state the reason why and attach evidence.

CHECKOUT/ REFUND INFORMATION

I WISH TO MOVE OUT ON (insert date that is within 2 week notice period):

RESIDENT SIGNATURE:

BANK ACCOUNT NAME FOR REFUND:

BANK ACCOUNT NO. FOR REFUND:

APPLICATION ASSESSMENT & OUTCOME - Office Use Only

Application has been

Approved

Declined

REASON FOR DECISION:

Compassion

Medical/Wellbeing

Financial

Other

CONTRACT END DATE:

PENALTY FEES:

