

# MASSEY HALLS (WELLINGTON)

## 2026 RELEASE OF CONTRACT



TE KUNENGA  
KI PŪREHUROA | MASSEY  
UNIVERSITY  
UNIVERSITY OF NEW ZEALAND

When you signed your Residential Agreement, you agreed to live at Massey Halls on a fixed term contract. However, we understand that unexpected things can happen. If something serious comes up, you can apply to end your contract early, but this is only allowed in special cases and is not guaranteed.

### PLEASE READ ALL THE INFORMATION CAREFULLY AND FOLLOW THE INSTRUCTIONS OF WHICH SECTIONS YOU WILL NEED TO COMPLETE

*Please complete either section 1 or 2 dependant on the criteria that fits your situation.*

#### SECTION 1: APPLYING FOR A RELEASE OF CONTRACT PRIOR TO OUR OFFICIAL WITHDRAWAL DATE

(please indicate by ticking the box of one of the options below indicating if you are a returning resident or a new resident at Massey Halls)

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

###### Returning Resident's Official Withdrawal Dates

- Full Year & Semester One Only Contracts: 1 December 2025
- Semester Two Only Contracts: 6 June 2026

###### New Resident's Official Withdrawal Dates

- Full Year & Semester One Only Contracts: 23 January 2026
- Semester Two Only Contracts: 6 June 2026

Please tick the box below that matches your reason for wanting to withdraw from your Residential agreement:

Attending another university

Attending Massey University but have found alternative accommodation

Attending another Massey Campus

Studying via distance learning

Can not afford to stay in the accommodation

Having a GAP year

Didn't get accepted into Massey University (please provide evidence of this along with this form)

Going into employment

Other, please specify

##### Penalty Fee Summary

You will **always** lose:

- \$125.00 Processing fee (non-refundable)
- Any bank fees

***Please read and complete  
sections 3; 4; 5; 6; 7; 10***

## SECTION 2: APPLYING FOR A RELEASE OF CONTRACT AFTER OUR OFFICIAL WITHDRAWAL DATE

(please indicate by ticking the box of one of the options below indicating if you are a returning resident or a new resident at Massey Halls)

### Returning Resident's After Official Withdrawal Dates:

- Full Year & Semester One Only Contracts: from 2 December 2025
- Semester Two Only Contracts: from 7 June 2026

### New Resident's After Official Withdrawal Dates:

- Full Year & Semester One Only Contracts: from 24 December 2025
- Semester Two Only Contracts: from 7 June 2026

**Please tick the box below that matches your reason for wanting to leave Massey Halls early:**

Withdrawing from Study

(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.)

### Penalty Fee Summary

You will **always** lose:

- \$125.00 Processing fee (non-refundable)
- Any bank fees
- Part or all of your deposit
- Up to ten weeks rent (depending on when you apply)

**Please read and complete sections 3; 4; 5; 6; 7; 8; 9; 10**

## SECTION 3: PROCESS

WHAT YOU NEED TO DO:

### 1. Before the official withdrawal date:

Read and complete sections 3; 4; 5; 6; 7; 10 and email it to your campus team:

[accommodation.wellington@massey.ac.nz](mailto:accommodation.wellington@massey.ac.nz)

### 2. After the official withdrawal date:

- First, make an appointment with your campus Assistant Accommodation Manager Residential Life to discuss your request for early release
- If appropriate, read and complete sections 3; 4; 5; 6; 7; 8; 9; 10 and provide supporting documentation for your circumstances
- Once your application has been completed and all relevant documentation collected, please send via email to [accommodation.wellington@massey.ac.nz](mailto:accommodation.wellington@massey.ac.nz)
- Applications are reviewed and considered by our Release of Contract Panel, and a decision is made within 7 working days.
- Once decision has been made, you will be contacted by the Resident Services Manager, informing you of the outcome of your application.

**IMPORTANT NOTE: Don't sign another rental contract until you have heard back from us**

## SECTION 4: PENALTY FEES

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

- The processing fee of \$125.00 is non-refundable from the date of payment
- The bond is refundable (minus any debt, damage, cleaning or fine charges)
- Full year and Semester one contracts: All other fees that form part of the deposit are non-refundable after 1 December 2025 for returning residents and 23 January 2026 for new residents.
- Semester two contracts: All other fees that form part of the deposit are non-refundable after 6 June 2026 for new and returning residents

ROC APPLICATION RECEIVED BEFORE OFFICIAL WITHDRAWAL DATE	PENALTY FEES
<b>Full Year and Semester One Contracts</b> <b>Returning Residents</b> prior to 1 December 2025 <b>New Residents</b> prior to 23 January 2026  <b>Semester Two Contracts</b> <b>New and Returning Residents</b> prior to 6 June 2026	<ul style="list-style-type: none"><li>• Processing Fee and any bank fees</li></ul>
ROC APPLICATION RECEIVED AFTER WITHDRAWAL DATE BUT BEFORE 1 OCTOBER 2026	PENALTY FEES
<b>Full Year and Semester One Contracts</b> <b>Returning Residents:</b> 2 December 2025 – 31 March 2026 <b>New Residents:</b> 23 January – 31 March 2026	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Four weeks rent</li></ul>
<b>All Residents:</b> 1 April – 31 July 2026	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Six weeks rent</li></ul>
<b>All Residents:</b> 1 August – 30 September 2026	<ul style="list-style-type: none"><li>• Two weeks' notice from application received date</li><li>• Deposit</li><li>• Eight weeks rent</li></ul>
ROC APPLICATION RECEIVED 1 OCTOBER 2026 ONWARDS	PENALTY FEES
<b>All Residents:</b> 1 October onwards	<ul style="list-style-type: none"><li>• Full Fees</li></ul>

## SECTION 5: APPEALING THE DECISION

You can appeal within 5 working days.

Email the National Manager of Accommodation Services at [k.t.manning@massey.ac.nz](mailto:k.t.manning@massey.ac.nz)

## SECTION 6: 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 the campus Assistant Accommodation Manager Residential Life, prior to submitting my application:

Date of Discussion:

Name of Team Member:

## SECTION 7: DECLARATION

(Please read carefully and tick the boxes below. This is a legal document. You are saying the information you have provided is honest and complete)

I have read, understood, and agree to the guidelines and conditions 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 consent for my next of kin/guarantor to be contacted in respect of this application.

## **SECTION 8: PERSONAL STATEMENT**

In your statement, please tell us:

- Why you want to leave early
- What you've already done to fix the problem (eg. talked to student support, Res Life, etc.)
- Any support you're getting or plan to get
- Attach evidence to support your application  
(e.g. letter from your doctor, counsellor, University, or budget statement from a financial advisor)

## SECTION 9: DEPARTURE INFORMATION

Resident First and Last Name:

If your application is approved, when do you plan to move out?  
(must be within 2 weeks of your application date).

## SECTION 10: REFUND INFORMATION

Bank Account Number for Refund (if any):

Bank:

Branch:

Account:

Suffix:

Resident Signature:

(please note we cannot process a refund if this form is not signed)

## 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:*

ROC Application Processed

Date

Review and amend Accommodation Account as required

Add ROC Fee to Account

Date

Staff Member