Landlord is Bournemouth University or one of our partner accommodation management organisations; Campus Living Villages (CLV) (Chesil House, Lyme Regis House, Okeford House,) and Unite Plc (Purbeck House, Corfe House).

University accommodation

If you are currently living in University accommodation, (Cranborne, Dorchester, Student Village, Unilet and Winterbourne) you will need to visit the Accommodation Office located at Melbury House, Lansdowne Campus to complete a withdrawal form. There will be a charge of four weeks' accommodation payment notice plus a £50 administration fee unless the student can find someone to replace them straight away, as well as any rent due to the date of withdrawal.

For all other University allocated accommodation the liability is a full year, unless you can find someone to replace you. An admin fee will also apply – contact CLV or UNITE (details to the right).

Private rented accommodation

If you are living in private rented accommodation you will need to check your contract for the conditions of withdrawing as the accommodation contract is a legally binding document. SUBU Advice can help students check their contracts and advise on the implications as they have expertise in housing legislation.

Useful contact details

askBU Students Service
Telephone: 01202 969696
Email: askbu@bournemouth.ac.uk
Visit us at The Base, Poole House, Talbot Campus or the Library at Bournemouth House, Christchurch Road, Lansdowne Campus
www.bournemouth.ac.uk/student/askbu

SUBU Advice (Students' Union)
Telephone: 01202 965779
Email: subuadvice@bournemouth.ac.uk
www.subu.org.uk/advice

Placement and Career Service
You can make an appointment through **MyCareerHub:**
https://mycareerhub.bournemouth.ac.uk
or you can visit us at **The Edge** which is located next to the Sir Michael Cobham Library on Talbot Campus
Telephone: 01202 961663
Email: careers@bournemouth.ac.uk

Accommodation Office
Telephone: 01202 965385
Email: accommodation@bournemouth.ac.uk

Campus Living Villages
Lyme Regis House: 01202 319247
Okeford House: 01202 519252
Chesil House: 01202 319618

UNITE PLC
Purbeck House: 01202 589581
Corfe House: 01202 649670

Student Finance England
Telephone: 0845 300 5090

5886-10/13-CLOC

Bournemouth University

askBU

Thinking of leaving BU?

We are sorry you are thinking about leaving your course. Before you do anything else, you need to talk to your Programme Leader or Administrator; if you are not sure who this is, contact askBU Students Service.

Support

If you have an area of particular concern (for example struggling with academic concepts, accommodation issues, funding etc), the university can provide you with help and askBU Students Service will be able to signpost you towards the appropriate support. We would also recommend that you contact SUBU Advice (**www.subu.org.uk/advice**) for independent and confidential advice (telephone **01202 965779** or email **subuadvice@bournemouth.ac.uk** or visit them in Poole House, Talbot Campus or Bournemouth House, Lansdowne Campus).

Reapplying in the future

If you would like to reapply for another course next year, please remember that your application would need to demonstrate that you are committed to whichever programme you are applying for. Places are limited by the government, so all universities need to be sure that when they offer a place, a student is likely to complete.

Tuition fees

If you do withdraw, you need to be aware of your financial liability and the charges that will be made for withdrawing – please see the university's Student Fees Policy at: **www.bournemouth.ac.uk/student/financial-rules**

Funding

If you are receiving funding from the Student Finance England and decide to return to study the following year, you will be entitled to apply for student finance as before. However, this may be different for other awarding bodies so please ensure you check with them as soon as possible. Your future entitlement for funding may be affected if you have had more than one year of previous degree study.

Checklist

Have you sought advice from:

- ☐ Your programme leader/ administrator
- ☐ askBU Current Students Team
- ☐ SUBU advice
- ☐ Placement & Careers
- ☐ Your awarding body e.g. Student Finance England
- ☐ Your landlord or BU Residential Services?

Financial liability

How much of your tuition fees will you be liable for?

£

What is the cost of leaving your accommodation early?

£