

## Early Arrivals Sugarwell Court

If you will need to move into your accommodation before the contract start date please complete the Early Arrival Form and let us know which date you would like to pick up your keys and move in.

The earliest date that you will be able to move into Sugarwell Court is:

**Saturday 9 September 2017.**

Please download the form using the link below and return to the Accommodation Office.

You will then receive confirmation by email that your room will be ready on the date that you have requested.

<http://www.leedsbeckett.ac.uk/~media/files/accommodation/documents-and-forms/earlyarrival17.docx>

Your key will be available for you at the Security Office at Sugarwell Court. This office is open 24 hours a day. Please bring your key collection slip which can be printed from the online accommodation system.

### **PLEASE NOTE**

You will be charged extra rent for each additional day in proportion to the rent you have agreed to pay for the rest of the contracted Period of Residence. If you move in early, some of the facilities may not be available on-site until the start of the contracted Period of Residence, but no discount will be given.

