Leeds Beckett University Accommodation

Early Arrival Form

To be completed by all students who would like to move in early

**To ensure that you are able to move in early please return this form as soon as possible.**

**Student Id No OR accommodation reference number**

……………………………………………………………….………………………..

**Name**………………………………………………………………….………………

**Home Address**………………………………………………………………………………

…………………………………………………………………………………………

**Course to be studied**………………………………………………………….…………………….

**Reason for arriving early** …………………………………………………………

**Accommodation allocated**

**Site**………………………………………**Block/Building**………….………………

**Flat No**……………..**Room**……………………………………….……………………….

**Expected date and**

**time of arrival**……………………………………………….……………………….

**This form should be completed and returned either by POST to:-**

**Student Accommodation Office**

**Room G28 Queen Square House**

**Leeds Beckett University**

**LS2 8NU**

**or by EMAIL to :-** **accommodation@leedsbeckett.ac.uk**

Confirmation of your early arrival date will be shown on the 'My Accommodation' page of the Leeds Beckett University Accommodation website within 7 days of our receipt of the form. Please contact us if the confirmation of your early arrival is not showing by then.

**PLEASE NOTE**

You will be charged extra rent for each additional day calculated at the rate of 1/7 of the weekly rent for each additional day or part of a day you occupy the accommodation. The additional payment for early arrivals will be invoiced separately and must be paid within 7 days of the invoice date.