



Room Cancellation Request

Step 1.

- Login to the Residences Portal at residences.ucd.ie

The screenshot shows the UCD Residences Portal interface. On the left, there is a sidebar with fields for STUDENT ID, NAME, and EMAIL ADDRESS, and a 'logout' button. The main content area is titled '2023-24' and contains a navigation menu with 'Your Application', 'Your Offer', and 'Your Room'. A red arrow points to the 'Your Room' menu item. To the right of the menu, there is a 'STATUS' section with a list of request options: 'Accommodation Cancellation Request', 'Request a Room Transfer', 'Overnight Visitor Request', 'Report a Welfare Concern', and 'Maintenance Request'. The 'Accommodation Cancellation Request' button is highlighted with a red box.

Step 2.

- Click on “Your Room”
- Choose “Accommodation Cancellation Request”

Accommodation Cancellation Request

If you wish to cancel your accommodation, on-campus within the license to reside period you are required (in accordance with current Residence Tenancy Board Legislation) to give a 28-day notice to end your stay in UCD residences.

To complete submit a cancellation request below. For further information on the cancellation process, please [click here](#).

The screenshot shows the 'Accommodation Cancellation Request' form. It contains two text input fields: 'Please enter the date you would like to cancel *' and 'Please provide any further information'. Below these is another text input field labeled 'Select why you would like to cancel your accommodation *'. At the bottom, there is a checkbox with the text 'I have read and understood the details regarding cancelling my stay and I am requesting to cancel my UCD campus accommodation.' To the left of the checkbox is a 'Return to Hub' button, and to the right is a 'Submit Request' button. A red arrow points to the 'Return to Hub' button, and a red box highlights the 'Submit Request' button.

Step 3.

- Enter the date you would like to cancel your room on
- Enter the reason you are cancelling your accommodation
- Tick the box confirming that you understand the process and click “Submit Request”