Dear [Provider Name]

I’m writing to claim a refund of charges made against me during the COVID 19 pandemic. I am a student at ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and prior to leaving I was renting accommodation at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

When it became clear that we would be forced to enter a lockdown situation, I left my accommodation on \_\_\_\_\_\_\_\_\_\_. I provided notice that I wanted to quit on \_\_\_\_\_\_\_\_\_\_\_\_.

The new emergency Coronavirus legislation in Scotland, once enacted, gives students in my situation the opportunity to serve 7-days’ notice and be released from their contracts for reasons relating to Covid-19. Many major accommodation providers have already done the right thing, releasing students from their contracts without penalty without the need for legislation. However, I was charged the following amounts on these dates:

|  |  |
| --- | --- |
| Date | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

Given this news, I am asking you to do the right thing by releasing me from my rental contract from the date when I first indicated I could no longer occupy my accommodation. That’s why I’m writing today to request the refund of these charges. My bank details are enclosed.

This is backed by the National Union of Students Scotland, who have supported me to be able to claim this refund. They are currently collating where students are claiming refunds, and will be campaigning nationally to ensure all accommodation providers refund charges that should not have been made.

I look forward to hearing from you.

Best Wishes,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank:

Name on Account:

Account Number:

Sort Code: