**Withdrawal from the Cycle Locker Scheme**

I wish to withdraw from the Cycle Locker Hire Scheme, return my locker and key to the University and request the refund of my deposit, less any retention.

|  |  |
| --- | --- |
| Full Name: | Click or tap here to enter text. |
| Mobile number: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Locker number: | Click or tap here to enter text. |
| Location of locker: | Choose an item. |
| Reason for withdrawal: | Click or tap here to enter text. |

For Admin use only:

|  |  |
| --- | --- |
| Date key returned: | Click or tap to enter a date. |
| Locker Condition: | Choose an item. |
| Refund amount: | Choose an item. |
| Processed by: | Click or tap here to enter text. |
| Additional comments: | Click or tap here to enter text. |

Email completed forms to:

Estates Management Section

Transport Policy Manager

[travel@essex.ac.uk](mailto:travel@essex.ac.uk)