



### WITHDRAWAL FROM THE CYCLE LOCKER HIRE SCHEME

I wish to withdraw from the cycle locker hire scheme and return my locker and key to the University and to request the refund of my deposit, less any retention.

#### PLEASE WRITE IN BLOCK CAPITALS

Full Name:	
Telephone Number:	
Email Address:	
Locker Number:	
Female or Male Changing Room?	
Reason for withdrawal:	

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#### For Admin Use Only

Locker Condition Checked:	
Comment:	
Cleaning required:	
Withdrawal processed by:	
Date Key Returned:	
If no key returned, reason:	

Completed forms should be sent to:

Charlotte Humphries,  
Transport Policy Coordinator,  
Estate Management Section – [travel@essex.ac.uk](mailto:travel@essex.ac.uk)