



## Terms and Conditions of Booking - Abbeygate

### Booking Fee

In order to secure your accommodation you are required to pay a Booking Fee of £100. Payments can be made online using the secure payment system, RBS World Pay.

Your Booking Fee converts to a Damage Deposit once your tenancy commences. The Damage Deposit is refundable at the end of your tenancy, less any deductions for damage or charges due.

### Payment Due Dates

The first instalment is due 10 days prior to check in, the second instalment is due on 03 October 2019, the third instalment is due on 09 January 2020 with final instalments due on 09 April 2020.

### Full Payment Discount

You can receive a 2% discount for paying your total annual rent prior to the tenancy start date. This option will be made available to you when you make your first instalment payment via the online portal. The discount will then be applied to your balance and will be reflected in your account. This offer does not apply to semester/summer lets.

### Monthly Payment Plans

Monthly payment plans are available only to students who can demonstrate that they receive a monthly bursary.

### Cancellation

If you book online up to the end of 31st July without seeing the accommodation, we operate a 72 hour "Cooling Off" period whereby you may cancel your booking within 72 hours of paying your booking fee. Bookings made from 1st August for the forthcoming academic year have a 24 hour "Cooling Off" period. To cancel, please write/email the Accommodation Manager at your chosen location.

Once the "Cooling Off" period has expired you can only cancel your booking and get a refund of your booking fee if you can demonstrate that you did not achieve the required grades for your university place. We will not refund or cancel bookings when you have elected to go to another university away from the locality of the accommodation. To receive your refund and confirmation of cancellation you will need to provide your UCAS notification that you did not get an offer due to grades.

To cancel your booking (if you do not receive your grades) please send your UCAS notification to the Accommodation Manager within 72 hours of receiving it. If we do not receive the notification before your tenancy agreement starts you will be liable for the tenancy.

Once you have signed your tenancy agreement this is a contract that you have entered into committing you to the full term and rent as stated on the tenancy agreement. You cannot cancel your tenancy; however, you can transfer your obligations to someone else who is eligible to live at the property with the landlord's agreement. We are not obliged to find you a suitable person to take over your tenancy.

### Room Changes

If you wish to change rooms after the start of the Tenancy Agreement a £75 administration fee will be payable.

### Tenancy Agreement

You can view a sample Tenancy Agreement on your chosen location's page of the website. Once you have signed the tenancy agreement you are legally bound to pay the rent in full even if you do not move into the property or leave the property early.