



**LEE ABBEY
LONDON**

Residency

Terms and Conditions

Basis of Stay & Eligibility

All who are allocated a place at Lee Abbey are granted a license to reside for a fixed period. Lee Abbey is a specified institution under the terms of Schedule 1 of the Housing Act 1988 and cannot therefore provide an Assured Tenancy to those who stay here.

In order to qualify for “Resident” status, you must be a full-time student at a recognised

institution in London or written evidence that that you are undertaking a period of work experience (internship) or training as an integral part of your course for this academic year.

**All applicants must be aged 18 years or over.

Length of Stay

All bookings are made for an entire academic year. Residents who leave Lee Abbey during the academic year will be required to pay fees until the end of the academic year. Please see the dates for the 2018-2019 academic year:

2018 – 2019 Academic Year:

**From Saturday, 22 September 2018
until Saturday, 22 June 2019** (39 weeks).

Continued over



57-67 Lexham Gardens
Kensington
London W8 6JJ

Telephone +44 (0)20 7373 7242
hello@leeabbeylondon.com
leeabbeylondon.com

Room Type and Fees

Triple*	£162.00 per person per week
Twin*	£198.00 per person per week
Twin Ensuite	£222.00 per person per week
Single Small*	£256.00 per person per week
Single*	£270.00 per person per week

*Shared Bathroom with other residents on the hallway.

If you pay your fees for the full academic year in advance you will be eligible for a 1% discount.

If you are not able to do this, you will be expected to pay according to the following schedule:

16 weeks' fees on or before arrival

16 weeks' fees on or before 12th January 2019

7 weeks' fees on or before 4th May 2019

Deposit

When we make you an offer of a place we will ask you to pay a deposit of 4 weeks' fees. This deposit is held throughout your stay and returned after your final departure provided that all bills have been paid and no damage done to your room.

Cancellation Policy

If we offer you a space at Lee Abbey and you subsequently cancel after you have paid your deposit, the following conditions apply:

- ◆ For cancellation up to 4 weeks before the start of the academic year: 1 week's fees will be non-refundable.
- ◆ For cancellation up to 2 weeks before the start of the academic year: 2 weeks' fees will be non-refundable.
- ◆ For cancellation up to 1 week before the start of the academic year: 3 weeks' fees will be non-refundable.
- ◆ For cancellation less than one week before the start of the academic year or non-arrival: your entire deposit will be non-refundable.

Continued over

Change in Notice of Departure

All bookings are for the entire academic year. If you cancel your booking, you will be charged for the entire academic year, unless you are able to find a mutually agreeable replacement.

Holidays

You must clear your room of all your belongings and check-out by 10:30 at the end of the academic year. If you would like to stay at Lee Abbey London during the summer holiday, it is booked on a first come first

served basis and you must arrange this directly with the Accommodation Office. Please note that there is limited availability over the summer holiday period.

Application Procedure

- ◆ Complete the attached application form fully and return it to the Accommodation Office at Lee Abbey London.
- ◆ If we are able to make you an offer, we will set a date by which we require a deposit along with the details of how to pay (normally 1 week).
- ◆ On receipt of your deposit we will send you a confirmation of your booking. If you cancel at this stage for any reason, you will lose part of your deposit.
- ◆ On your stated day of arrival your room will be ready from 16:00, and you should plan to arrive before 21:00. If you want your room to be available before 16:00, you will need to book it for the previous night.
- ◆ Your fees will be required to be paid before you check-in. If your fees are not paid, you will not be able to check-in.