



**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 provide 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 2019-2020 academic year:

2019-2020 Academic Year:  
**From Saturday, 21 September 2019  
until Saturday, 20 June 2020 (39 weeks).**

*Continued over*



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## Room Type and Fees

<b>Triple*</b>	£171.00 per person per week
<b>Twin*</b>	£210.00 per person per week
<b>Twin Ensuite</b>	£235.00 per person per week
<b>Single Small*</b>	£271.00 per person per week
<b>Single*</b>	£286.00 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 0.8% 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 11th January 2020

7 weeks' fees on or before 2nd May 2020

### **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.

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## 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.

## Summer Holiday

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 which should be arranged 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 4-week deposit along with the details of how to pay (normally within 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. Cash payments will not be accepted on arrival. If your fees are not paid in advance, you will not be able to check-in.