

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 you are undertaking a period of work experience (internship) or training as an integral part of your course this academic year.

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

Length of Stay

All bookings are made for an entire academic year (39 weeks). 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 below for the 2022-2023 academic year:

2022 – 2023 Academic Year:

From Saturday, 16 September 2022

until Saturday, 16 June 2023 (39 weeks).

Room Type and Fees

Triple*	£199.00 per person per week
Twin*	£245.00 per person perweek
Twin Ensuite	£273.00 per person per week
Single Small*	£318.00 per person per week
Single*	£335.00 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 £50.00 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 or 16 September 2022 (whichever is earliest)

16 weeks' fees on or before 8 January 2023

7 weeks' fees on or before 30 April 2023

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 to you within 2 weeks of your final departure provided that all bills have been paid and no damage has been 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 weeks' 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.

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 Period

You must clear your room of all your belongings and check-out by 09:30 at the end of the academic year on 18 June. If you would like stay at Lee Abbey London during the summer holiday period, 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 to stay at Lee Abbey London during the over the summer holiday period.

Application Procedure

- Complete the online application form fully, ensuring all information is correct.
- If we are able to make you an offer, we will set a date by which we require deposit of 4 weeks' fees and a completed Resident License form, along with the details of how to pay (normally within 1 week).
- On receipt of your deposit and completed Resident License form 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 per the above policy.
- On your agreed date of arrival, you are able to check in from 14:00, however please note that your room may not be ready until 16:00. If you would like your room to be ready before 16:00, you will need to book it for the previous night.
- Your fees are required to be paid before you check in. If your fees are not paid, you will not be able to check in.
- On check in, we will be taking a photograph of you for your meal card and for our security records.