

## Booking, Cancellation Policy, and Liability *(England and Wales)*

To apply for and book, a flat or bedroom at a Collegiate AC managed property, you must pay £100 to reserve the room (described herein as “Reservation Rent”). This payment is made at the time of booking through our on-line booking system.

You will have 15 days from making your booking to sign the Tenancy Agreement. The Reservation Rent is fully refundable if you cancel your booking within this period.

Once the Tenancy Agreement has been signed, the Reservation Rent will be held until the first rental payment falls due under your Tenancy Agreement, and will be offset against the amount due.

To cancel your booking you must tell us in writing by sending an email to us at:  
[tenants@collegiate-ac.com](mailto:tenants@collegiate-ac.com)

You may be eligible to be released from your agreement if:

Your offer of a place at your preferred University/Higher Education institution is withdrawn as a result of you not achieving the required entry grades, you have surpassed your required entry grades and choose to go to a different University or you have extenuating circumstances that prevents you taking your place at University.

In order to meet the criteria you will need one of the following:

- To provide a written rejection letter from your chosen university/Higher Education Institute
- To provide a copy of the acceptance letter from your new university
- Evidence as to why you cannot take your place

You will be required to pay a Deposit (“Deposit”) at the commencement of the Residential Period. This payment will be collected with your first rental payment.

Your Deposit will be held under a Tenancy Deposit Protection Scheme and will be used as security against any damage to the Room, the Flat or the Property (fair wear and tear excepted), any damage to the furnishings or other equipment provided (fair wear and tear excepted) and any unpaid Rent or other charges incurred during the duration of your Tenancy Agreement. The balance of the Deposit will be paid to you within 28 days after the termination of the Tenancy Agreement, less any reasonable costs incurred for the breach of any obligation under the Tenancy Agreement.



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**It is important that you understand that when you sign your Tenancy Agreement, you are entering into a legal agreement with the Landlord, and are liable for the full rent due for the Residential Period.**

### *Cancellation of your Booking by Collegiate AC*

Our terms and conditions require you to sign your Tenancy Agreement online within 15 days of receiving the Offer of Accommodation.

If you fail to sign your agreement within this timescale we may cancel your booking, giving notice by email, and you will forfeit any 'reservation rent' paid if it is outside the 15 day cooling off period.