

Regent's University London – On Campus Accommodation Terms and Conditions

1. This agreement is a license not a tenancy.

2. Payment

- a) Invoice will be issued electronically; Regent's will issue an invoice for the full cost of the booking on or immediately after upon receiving the signed Agreement. Regent's will require full payment of the accommodation cost, within 30 days of the date of the invoice.
- b) All payments are due in full at the time of the booking unless otherwise stated.
- c) Once an offer of housing has been accepted the following cancellation and refund policy will apply:
- When a cancellation is made by a customer/student, they will remain liable for all housing fees until the bed space is refilled by the housing office with an eligible student who is not currently staying in University housing.
 - If the space is refilled a refund will be issued for the period that the space has been re-booked, this may be less than the amount paid for the original booking.
- d) Extenuating circumstances
- Where extenuating circumstances apply such as illness or family emergency, any cancellation of accommodation, before or after arrival, will be dealt with on a case-by-case basis, and any refund will be at the discretion of the University
- e) Refunds
- Any refunds will be made back to the card or account from which the payment was received. Refunds will be made in pounds sterling and therefore currency fluctuations may change the amount of refund you receive.

3. Accommodation Allocation

- Rooming allocation is based on duration of your stay, and gender break down, accommodation preference and/or specific requirements and the subsequent final rooming information provided. The final rooming allocation is to be determined by the Accommodation Officer at Regent's.
- a) Arrival and departure times
- Room check-in available from 14:00 BST on Arrival Date. Arrival before this time is possible: bags to be left in a designated area as allocated by Regent's staff. The Short Courses Unit must be informed of the arrival time 3 weeks prior to your Arrival Date.
 - Welcome packs (including information for the faculty, IT accounts, campus ID cards and any requested bookings) can be collected upon arrival from Reid Desk at Reid Hall.

Regent's University London
studyabroad@regents.ac.uk

- Room check-out by 10:00 BST on Departure Date.

b) Room condition

On arrival you are required to check on the condition of your room and to report any damage to the Reid Hall reception via email accommodation@regents.ac.uk

If you do not notify us of any damage, we will assume that there are no issues with your room.

In addition:

- You cannot remove furniture from the room without the permission of the accommodation office.
- As a Reid Hall resident you are expected to keep the Hall and your room in a clean a tidy condition.
- You are not permitted to make any alterations or to damage any of the fixtures or fittings of the room.
- A Charge will be made should it be necessary to undertake additional cleaning.
- Deliberate or wilful damage beyond any normal wear and tear, to any University equipment or furniture will result in a charge and may result in disciplinary proceedings through the student code of conduct.
- Where Individual responsibility for damage cannot be established the costs will be split between all occupants.

c) University access to the rooms

Regent's University London reserves the right to enter a room without notice in the event of a perceived maintenance emergency or if it is suspected that one or more of the occupants are in breach of the rules and regulations or are breaking the law.

d) Compulsory room move

If the dormitory is rendered uninhabitable the university reserves the right to move you to alternative off or on campus accommodation. The university would endeavour to find alternative, suitable accommodation. If you considered the alternative accommodation unsuitable, you would be entitled to cancel this agreement and receive a pro-rata refund of the sums paid for the term concerned. You would then be responsible for arranging your own alternative housing.

e) Vacating the room

- Vacate the accommodation on the agree date of departure or earlier
- If earlier, you will inform the housing office
- Return all keys to the Reid reception desk. Non returned key will be charged for (£20)
- Accommodation should be left in a clean and tidy condition; all listed equipment must within the room,
- and the room should be in the same condition in which it was found (save wear and tear)
- Any personal items left in rooms or communal areas will be disposed of or donated to charity.

4. Responsibility

- a) The law of the land applies across the campus and any breach may result in the involvement of the police.

- b) Resident behaviour
 - Be respectful of all other residents living with the University hall and to your roommates, and not behave in a way that might be a nuisance
 - Abide by the Quiet Hours rules: no noise between 11pm and 9am, Sunday to Thursday; midnight to 10am, Fridays and Saturdays.
 - You agree not to use violence or threatening behaviour including any harassment on the grounds of age, gender, sexual orientation, religion, belief, race, culture or disability
 - display or distribute posters or other material that may be deemed as offensive or potentially offensive.

- c) Prohibited items and activities
 - Items and activities that are not permitted in the dorm include, but are not limited to, the following
 - It is not permitted to smoke or vape in any part of the residence, (designated smoking areas are provided outside of the halls).
 - Alcohol is only to be consumed by persons over the age of 18.
 - Alcohol may only be consumed within private rooms or within the appropriate University outlets.
 - Irresponsible alcohol usage that results in drunken behaviour will result in disciplinary action.
 - Illegal substances are not permitted anywhere on campus under any circumstances, any breach of this regulation will result in the University informing the Police, and will also may be dealt with under the Student-Disciplinary-Policy (as applicable: customer/student)
 - Any item that is illegal to possess under UK law is banned from the dormitory.
 - Certain items that are regarded as a fire risk are also banned: candles, incense, electric cooking appliances etc

5. Health & Safety

- a) You agree to:
 - Report any accidents or incidents that may have resulted in an injury to the Reid reception desks
 - Inform the Reid Reception desk if you will be staying away from the residence overnight
 - Inform the accommodation officer if you are diagnosed with an infection or contagious disease for example meningitis, any medical quarantine that is advised by your home doctor should be respected and you should not stay in the residence until you are no longer contagious or a risk to other occupants.
 - comply with all applicable laws, regulations, orders, statutory instruments including any requirements of the UK Health and Safety Executive and Local Authority

- b) Breaking the rules/sanctions

- Any breach of these terms and conditions or of the Dormitory rules and regulations inside or outside of the dormitory can result in your expulsion from the dorm.
- The University is not obliged to provide alternative housing where a customer/student is expelled from the dormitory.
- If expelled from the dorm you will not be entitled to a refund.
- Should you breach any of the terms of this agreement you will be contacted by a member of staff from the accommodation team to discuss this with you either informally or formally depending on the nature of the breach,
- You will be informed in writing of the next steps if required.

6. Visas and immigration

- a) Customers/Students are responsible for obtaining the correct visa for the purpose of their visit to the UK. Information regarding visas can be found at <https://www.gov.uk/browse/visas-immigration>
- b) UK immigration rules change periodically, and it is the responsibility of the customer/student to ensure they conform to the regulations which are current at the time of their entry into the UK.
- c) The University is required to carry out relevant visa and immigration checks upon arrival of customer/student. Incorrect immigration or visa status may result in the University being unable to allow an individual or a group to remain on the campus.

7. Acknowledgment

I agree to Regent's University London – On Campus Accommodation Terms and Conditions