

Facilities, Residential and Commercial Services

The Damage Deposit / Booking Fee

A booking fee is charged when a room offer is accepted by a student. On arrival the booking fee reverts to a Damage Deposit. The Damage Deposit is security against a student's failure to comply with his/her obligations under the Student Tenancy Agreement. Arrears of residence charge or compensation for damage or payment of additional cleaning charges, for example, may be deducted from the damage deposit of the student responsible. In practice the University will invoice the student for any payments for damage when it arises.

All residents are issued with a Room Inventory, which should be duly completed and returned to the Halls Manager's Office within 48 hours of moving in. The inventory gives students the opportunity to indicate if any of the fixtures and fittings are damaged in any way. Any defect or damage should be noted against the appropriate item in order to ensure the student is not held responsible for the damage/defect within the room when he/she leaves. If in any doubt about completing the inventory, students should call in and see the Halls Manager.

If after proper investigation the University is unable to identify the perpetrator(s) of mess or damage it may share the cost of cleaning or repair among the residents by making a deduction from the damage deposit of each. Alternatively, students may be invoiced locally for the damage and the deposit kept intact.

The University will check all accommodation when it is vacated to make sure it has been left in a clean and tidy state, with all fixtures and fittings in place, and undamaged (except for normal wear and tear). The University will return the damage deposit, after making any proper deductions, as soon as possible after the Student Tenancy Agreement has been terminated and within 4 - 6 weeks. Where deductions have been made the University will give the student a schedule itemising those deductions.

No interest is payable on the damage deposit.

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