

Accommodation Rent Charging Policy

Kirkstall Brewery, Sugarwell Court and Woodhouse Flats

In order to make the payment of accommodation rent more manageable, the tenancy agreement enables payments to be made in instalments. The majority of agreements are for a period which spans a full academic year or a single semester. In these cases the instalment payment dates are as follows;

Instalment Dates

Full Academic Year

(Occupancy contract dates from 17 September 2017 to 1 July 2018)

6 October 2017

12 January 2018

13 April 2018

First Semester Only

(Occupancy contract dates from 17 September 2017 to 17 January 2018)

6 October 2017

4 December 2017

Second Semester Only

(Occupancy contract dates from 19 January 2018 to 1 July 2018)

9 February 2018

13 April 2018

Late Entry

Students who due to late entry enter into a contract to occupy accommodation for a period less than the contract dates shown above will be required to meet the same instalment payment dates; the first instalment value will be adjusted to reflect any reduction in charge. Students who qualify to pay their rent by Direct Debit and whose contract begins within 14 days prior to any of the payment dates shown above must meet their first payable instalment by a method other than Direct Debit as there will be insufficient time to process a Direct Debit Instruction within the 14 day time frame.

Students whose contract begins after any of the payment dates shown above will be required to make their initial payment within 14 days of their contract start date.

Financial Services will advise students of the required payment value. Exceptions to the policy on charging for late entry must be agreed by Financial Services in all cases.

Rental Agreement Extensions / Short Stays

Those students who wish to extend their existing rental agreement beyond their contract end date or new applicants who only wish to occupy accommodation for a short stay will be issued with a specific invoice for this period. Terms of payment are within 7 days of the invoice date unless otherwise agreed with the University's Financial Services.

