

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 16 September 2018 to 30 June 2019)

5 October 2018

11 January 2019

3 May 2019

First Semester Only

(Occupancy contract dates from 16 September 2018 to 16 January 2019)

5 October 2018

7 December 2018

Second Semester Only

(Occupancy contract dates from 18 January 2019 to 30 June 2019)

8 February 2019

3 May 2019

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.