



LEEDS  
BECKETT  
UNIVERSITY

# ACCOMMODATION RENT CHARGING POLICY: CARNEGIE VILLAGE TOWNHOUSE

To help make accommodation rent payments more manageable, the licence agreement allows for payment instalments. Most agreements cover either a full academic year or single semester. In these cases, the instalment payment dates are as follows:

## Full Academic Year

*(Licence date 7 September 2025 to 19 July 2026)*

10 October 2025 - 40% of total rent due

16 January 2026 – 30% of total rent due

17 April 2026 - 30% of total rent due

## **Early Arrivals**

Students who choose to arrive early must pay for the additional nights either in advance or by the first rent instalment due date.

- If paying by **bank transfer**, include the cost of the additional nights in your payment.
- If paying by **Direct Debit**, the additional amount will be added to your first instalment.

## **Late Entry**

Students entering into a licence agreement after the standard start date must still follow the same instalment dates. However:

- The first instalment amount will be adjusted to reflect the reduced occupancy period.
- If your licence agreement begins within 14 days of a scheduled instalment date, you must make your first payment using a method other than Direct Debit, as there won't be enough time to set up the instruction.
- If your licence agreement begins after a scheduled instalment date, your initial payment is due within 14 days of your licence start date.

Financial Services will confirm the exact payment amount.

Any exceptions to this policy must be approved by Financial Services.

### **Licence Agreement Extensions / Short Stays**

Students extending their stay beyond the original contract or applying for a short-term stay will receive a specific invoice for that period.

- Payment is due within 7 days of the invoice date, unless otherwise agreed with Financial Services.

### **Subsidised Rent**

If your rent is subsidised, your instalment dates remain the same.

- You will receive a personalised payment plan with adjusted amounts by email.
- The payment structure will still follow the standard pattern:
  - 40% due in the first instalment
  - 30% due in the second and third instalments