



## Booking, Cancellation Policy, and Liability (*Scotland*)

To apply for and book, a flat or bedroom at a Collegiate AC managed property, you must pay £100 to reserve the room (described herein as “Reservation Fee”). This payment is made at the time of booking through our on-line booking system, and will be used towards payment of the Deposit upon commencement of the Residential Period. The Reservation Fee is non-refundable unless you cancel your booking within 15 days, or we are unable to make you an offer of accommodation, in which case we will refund it in full.

You will have 15 days from making your booking to sign the tenancy agreement. The Reservation Fee is fully refundable if you cancel your booking within this period.

To cancel your booking you must tell us in writing by sending an email to us at:

[tenants@collegiate-ac.com](mailto:tenants@collegiate-ac.com)

You will be required to pay a Deposit (“the Deposit”) at the commencement of the Residential Period. The Reservation Fee will be used towards this sum, and the balance will be collected with your first rental payment.

Your Deposit will be held under a Tenancy Deposit Protection Scheme and will be used as security against any damage to the Room, the Flat or the Property (fair wear and tear excepted), any damage to the furnishings or other equipment provided (fair wear and tear excepted) and any unpaid Rent or other charges incurred during the duration of your Tenancy Agreement. The balance of the Deposit will be paid to you within 28 days after the termination of the Tenancy Agreement, less any reasonable costs incurred for the breach of any obligation under the Tenancy Agreement.

**It is important that you understand that when you sign your tenancy agreement, you are entering into a legal agreement with the Landlord, and are liable for the full rent due for the Residential Period.**

### *Cancellation of your Booking by Collegiate AC*

Our terms and conditions reflect that you are required to sign your tenancy agreement within 15 days of completing your on-line booking, and paying your Reservation Fee.

If you have failed to sign your agreement within the above period, we may give you notice by email of your failure to do so which may lead to the cancellation of your booking, and no refund of the Reservation Fee.

Your Reservation Fee will be refunded by us if we cancel your booking.