

Temporary Accommodation Booking Conditions:

1. Payment must be made in full at the time of booking. Payments can be made by cash, cheque or credit/debit card – to include £30 refundable key deposit charge.
2. For bookings of more than two weeks an accommodation contract will be issued
3. Keele University reserves the right to refuse a booking for any reason.
4. You will not be able to book accommodation if you have outstanding debts with Keele University.
5. Rooms will be held for a maximum of 3 days from the due date of arrival after which they will be reallocated and fees forfeited in full.
6. Rooms are available between 2 pm and 5 pm on the day of arrival and must be vacated by 9 am on the day of departure. If arriving after 5 pm you must notify the Student Accommodation Office so that arrangements for key collection can be made – accommodation@keele.ac.uk.
7. Extensions may be possible and permission should be obtained from Student Accommodation Office. It may not be possible to remain in the same room for any extension period.
8. The University may require any resident to change rooms at any time during the vacation. If a room change becomes necessary as much notice as possible will be given.
9. University staff may require access to any room from time to time in order to undertake essential maintenance or in response to security matters.
10. The University shall not be liable for any loss or damage to personal property unless legally bound.
11. All student accommodation is designated as non-smoking and you and your guests are not permitted to smoke in any part of the block.
12. Fire regulations must be adhered to at all times.
13. You will be charged for the cost of repair of damage caused to your accommodation and disciplinary action may be taken against you.
14. Any serious misconduct or nuisance against the University, its staff or any other residents, or debts to the University, will result in immediate expulsion from the accommodation.
15. Guests are not permitted for re-sit accommodation.
16. If you do not vacate the accommodation by 9 am on the agreed date of departure and return the keys to the Student Accommodation Office, there will be a charge for any additional accommodation and a £20 late departure fee.
17. You should claim your key deposit within 6 months of your date of checking out.
18. If you arrive after 5 pm or on a weekend, we rely on Security to issue room keys. You may experience a delay if they are attending to other issues.