



# Mansion student cancellation policy 2012/13

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**Notice to cancel your Tenancy Agreement must be given in writing.**

## **Within a 14 Day Period**

You may cancel your Tenancy Agreement in writing at any time during the 14 days from the date Mansion Student receives your signed tenancy agreement and confirms your booking to you by email. On receipt of the notice of cancellation, and provided you have not moved into your accommodation Mansion Student will refund your Reservation Fee (if applicable) and no Cancellation Fee will apply.

## **Prior to Commencement of Tenancy Agreement and before Tuesday 31st July 2012**

Outside of the 14 day period outlined above and prior to Tuesday 31st July, you may request to cancel your Tenancy Agreement however you will be charged a Cancellation Fee of £75.00. On receipt of this charge your Reservation Fee (if applicable) will be returned to you.

## **Prior to Commencement of Tenancy Agreement and after Tuesday 31st July 2012**

Outside of the 14 day period outlined above and after Tuesday 31st July, you may request to cancel your Tenancy Agreement; however, you must find a replacement tenant to take over your contract. Mansion Student will assist in finding a replacement tenant, but this will only apply when all other rooms in the property are occupied.

In addition to a replacement tenant being found, there will be a £75.00 Cancellation Fee which must be paid at the time of making a cancellation request. Until this amount has been paid, no Reservation Fee or rental refunds will be made.

If you do not find a replacement tenant, your Reservation Fee (if applicable) will be retained (in accordance with and subject to the tenancy terms and conditions) and you will be liable for the full contractual rent until such time as a replacement tenant is found by you or Mansion Student\*.

## **Post Commencement of Tenancy Agreement**

The Reservation Fee will transfer to a Security Deposit and will be secured with our chosen deposit protection scheme.

If after moving into your room you wish to cancel your Tenancy Agreement, you must find a replacement tenant to take over your room before any security deposit will be refunded. You will be charged a Cancellation Fee of £75.00 plus cost of damage(s) in your room (if any).

If you do not find a replacement tenant, your security deposit (if applicable) will be retained (in accordance with and subject to the tenancy terms and conditions) and you will be liable for the full contractual rent until a replacement tenant is found by you or Mansion Student\*.

\* Please note Mansion Student will only assist you to find a replacement tenant for you once full occupancy has been achieved for the property. This does not affect your statutory rights

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