



## West One Student Accommodation Cancellation Policy

### **Initial Cancellation Period:**

Unless the Tenancy Agreement has already commenced (meaning the Tenancy Start Date is on or before the date the Tenancy Agreement is signed & dated) you may cancel your Tenancy Agreement (by giving us written notice of cancellation) at any time during the period ending on the date 14 days after the date your booking is complete (i.e. the contract has been signed & dated by all parties (the "Initial Cancellation Period").

If you cancel the Tenancy Agreement during the Initial Cancellation Period, we will make no charge and will return to you your Security Deposit in full.

### **Outside the Initial Cancellation Period:**

Outside the Initial Cancellation Period, i.e. once 14 days has passed from the date you signed your tenancy agreement, you will remain liable for the rental monies due under the Tenancy Agreement for the whole of the Tenancy Period or until a replacement tenant (who is satisfactory to the Landlord) is found for your Room.

If the Tenancy Agreement is cancelled and a replacement tenant is found after the cooling off period but before the start date of the tenancy, an administration fee of £50 per person will be charged prior to us processing your cancellation and accepting the replacement tenant.

If a replacement tenant is found after you have moved in after the start date of your tenancy, an administration of £50 and a cleaning fee of £100 (£150 in total) per person will be charged prior to us processing your cancellation and accepting the replacement tenant.

If we confirm to you that a satisfactory replacement tenant has been found for your Room, and the cancellation fee has been paid, we will then release you from your Tenancy Agreement with effect from the start date of the new tenancy agreement with the replacement tenant.

The entering into a new tenancy agreement with a replacement tenant will at all times be entirely at the discretion of the Landlord/Management Company.