

## Contingency Deposit and Administration Fee

If you are offered a place a contingency deposit / administration fee of \$550.00 must be paid to secure your place. The due date for acceptance will be on the offer letter you are sent. The contingency deposit is not a down-payment towards the cost of accommodation for the year but a form of security to ensure that the residents leave their rooms and the Hall in a satisfactory condition at the end of their residency.

Entry Fees	Amount (\$)	Refundable	Refund Eligibility
Contingency Deposit	\$400.00	Y	Fully refunded if you cancel in writing before 21 January 2019 or the balance is refunded at the end of your stay
Administration Fee	\$150.00	N	Non-Refundable
Total Payable	\$550.00		Payable with Acceptance of Offer

The contingency deposit is held for the duration of the year and is only refundable if you have remained in the Hall for the entire academic year or for a specified period as agreed to with the Accommodation Services Office (ASO). The contingency deposit is refunded at the end of the academic year less:

### Hall Charges

- Hall charges are the replacement cost of any missing items and the cost of repair for any damages to communal areas of the Hall that cannot be attributed to a particular resident or group of residents. The cost of replacement or repair is attributed equally to all those residents living in the Hall at the time the loss or damage was reported.

Any outstanding personal charges, which may include:

- Charges for unreturned keys and any necessary rekeying costs
- The replacement cost of any items missing from a resident's room
- The cost of repair for any damage to a resident's room
- Any items removed or damaged by the guest of a resident
- The cost of special cleaning

Any outstanding fines

Any outstanding accommodation fees

The contingency deposit will not be refunded prior to departure from the Hall and is not available in cash. If you require the contingency deposit in a currency other than NZD you must inform ASO prior to your departure from the Hall. Refunds will take at least four weeks to process

## Resident's Contract

When you accept your contract online you are signing a legal document stating that you fully understand and agree to be bound by the terms and conditions.

You should understand that it is very unusual for a resident to be released from their Resident's Contract. There must be specific and compelling reasons before an application to terminate residency is made.

Students who are not formally released from their Resident's Contract will still be liable for full payment of accommodation fees for the term of their contract, whether or not they are actually in residence. Financial penalties for non-payment of accommodation fees will be applied and unpaid debts will be referred to the University's debt collection agency. Other University sanctions may be applied (See the "Penalties for Non- Payment" section in the "Regulations Governing Payment of Fees and Charges" in The University of Waikato Calendar).

If you are enrolling for A semester in the Certificate of University Preparation (CUP) programme, you will be required to sign a Resident's Contract and stay in the Halls of Residence for the full academic year, on the assumption that you will be enrolling at the University for Semester B. If at the end of the CUP programme you choose not to enrol for the B semester, your contract will be deemed to expire at the end of the A semester. The contingency deposit will be refunded, providing you advise us before 22 June 2019 of your decision not to return. Any student who advises us after this date will not receive a refund of their deposit.

If you enrol for the A semester only and then choose to re-enrol at the University for the B semester, you will be required to continue in residence for the B semester.

**If you think that for any reason you may not be attending the University of Waikato or may change your mind about wanting to live in a Halls of Residence, do not sign the Resident's Contract. Put your name on the Hall Waiting List . We will not be able to guarantee you a place but we will do our best to accommodate you should you decide to attend the University of Waikato and live in the Halls.**