



## GHR TERMS AND CONDITIONS

Thank you for your interest in Griffith Halls of Residence. We understand this document is a little dense, but it's all part of ensuring you're as informed as possible when you pull up to the kerb outside campus. Our terms and conditions, together with our Licence to Reside, Community Values document and, website and booking journey will ensure you're up to speed on everything GHR.

Please carefully read through the following terms under which the application process and provision of accommodation operate. If you have any queries, you can contact the Accommodation Team via [accommodation@griffith.ie](mailto:accommodation@griffith.ie) or +353-1-4163320, who will be happy to assist.

1. Residents are required to complete our Application Form via our [website](#) in order to stay at GHR. It is important that the Resident as the Applicant personally review and agree to the terms in this document.
2. As part of the application process, Residents will be required to pay an Application Fee of €300. The Application Fee is non-refundable in the event of cancellation or change of mind by the Applicant. Please note points 4 to 13 in relation to refunds whereby exceptions to these points and further details are highlighted.
3. Available Payment Plans:

### **40 Weeks Full Academic Year**

- Full Payment
- Two Instalments
- Monthly

### **20 Weeks One Semester**

- Full Payment
- Monthly

Please Note: 20 Weeks One Semester Payment Plans are offered firstly to Griffith College learners only.

### **All Payment Plans – Application Fee / Security Deposit**

An Application Fee of €300 is required within 14 days of the booking commencing. If the Application Fee is not paid within 14 days of booking regrettably the selected bedroom selection will be deleted. Between 14 days and up to 21 days the applicant can select another bedroom subject to availability, should this occur. At this point the applicant would need to select a bedroom and pay the Application Fee. If after 21 days the Application Fee is not paid both the application and bedroom selection will be cancelled.

Once an Application Fee has been paid and the Resident has moved in, the Application Fee will be held as a Security Deposit. The Security Deposit of €300 is refundable in line with our Terms & Conditions, Licence to Reside and Community Values Charter. Copies of these documents [can be found here](#) under the 'Helpful PDFs' section.

#### **40 Week & 20 Week One Semester Full Payment**

Payment in full is required six weeks prior to contract start date. If payment is not received in- full six weeks prior to the contract start date self-assignment / bedroom selection will regrettably be deleted. If this occurs Residents can select an alternative bed space subject to availability and at the time of selection payment in full is required or evidence of a bank transfer uploaded to their [accommodation portal](#).

#### **40 Weeks Full Academic Year Payment Plan Two Instalments**

55% of booking costs is required six weeks prior to contract start date. If 55% of the booking costs are not received six weeks prior to the contract start date self-assignment / bedroom selection will regrettably be deleted. If this occurs Residents can select an alternative bed space subject to availability. Proof of payment of the 55% first instalment is required. Evidence of a bank transfer can be uploaded to the [accommodation portal](#). An Administration Fee of €500 is required when selecting a Two Instalment Payment Plan. Unlike the Security Deposit, this Administration Fee is non-refundable (except in circumstances discussed in this document). The Administration Fee of €500 is payable at the same time as the Application Fee/Security Deposit. The remaining 45% of the booking total is required ten weeks after the contract start date.

#### **40 Weeks Full Academic Year Payment Plan & 20 Week One Semester Monthly**

Two months accommodation costs are required six weeks prior to contract start date. If two months costs are not received six weeks prior to the contract start date self-assignment / bedroom selection will regrettably be deleted. If this occurs Residents can select an alternative bed space subject to availability and at the time of selection payment in full is required or evidence of a bank transfer uploaded to their [accommodation portal](#). A guarantor that lives in Ireland is required if paying monthly. The guarantor must provide proof of income and address prior to the Resident's arrival. This proof must be uploaded to the Resident's [accommodation portal](#). Once we have reviewed the proof of income and address documentation monthly payment Residents will be invited to also upload to their [accommodation portal](#) evidence of a monthly standing order mandate coming from an Irish bank account.

An Administration Fee of €1000 is required when selecting a 40 Week Full Academic Year monthly payment plan. Unlike the Security Deposit this Administration Fee is non- refundable.

An Administration Fee of €500 is required when selecting a 20 Week One Semester monthly payment plan. Unlike the Security Deposit this Administration Fee is non-refundable except in circumstances discussed below.

The Administration Fees are payable at the same time as the Application Fee / Security Deposit.

4. GHR provides a full refund (accommodation fees, application fees / security deposit, monthly and two instalment administration fees) to Griffith College Learners only in the event a learner's visa to study in Ireland is refused prior to arrival. Full visa refusal refunds are only permitted if the Resident requests a refund 14 days after the first possible arrival date for their specified booking period. Refunds thereafter may be provided on a pro-rata reducing scale basis subject to resale and management approval. It is Residents' responsibility to keep GHR updated on their progression through their visa process.

GHR requires official confirmation of visa denials to be accompanied by supporting documentation from both the learner and Griffith College International Office. Residents should upload these documents to their [accommodation portal](#) and information should be extended to the accommodation office if they are retaining their deposit for a future booking or they would like the deposit refunded.

5. GHR provides a full refund (accommodation fees, application fees / security deposit, monthly and two instalment administration fees) to Griffith College Learners only in the event that their specific course of choice within our institution is cancelled by the respective academic faculty.
6. If an application is unsuccessful, (i.e. GHR is unable to offer the requested room type for the requested period) the application fees / security deposit shall be refunded.
7. GHR will provide a refund (accommodation fees only) in the event a Resident has booked but is not accepted to their course of choice in Dublin and instead will attend another institution outside Dublin prior to the start of their specified booking period. Evidence of the institutional offer outside Dublin must be uploaded to the [accommodation portal](#) for refund process to commence.
8. Application and Accommodation Fees paid will be refunded in the event of non-arrival before the booking period starts, on the condition that the Resident provides a replacement, to whom their Community Values, Licence to Reside and Terms and Conditions shall be assigned.

The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees and any administration fees for the full booking period booked by the initial applicant.

If the replacement criteria are met, GHR will refund the original Resident the sum of Accommodation Fee equivalent to the fee received from the replacement Resident once in receipt of the replacement residents' funds. Deposits are not returned to initial applicants in this scenario.

There will also be an attempt to resell the space under the same criteria as above by the accommodation staff.

9. No refund of Security Deposit and Accommodation Fees paid will be made in the event of early departure. The Resident will have the option to provide a replacement Resident, to whom his/her Community Values, Licence to Reside and Terms and Conditions shall be assigned as outlined in point above within this document.

The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees for the remainder of the specific period booked by the initial applicant. The replacement must cover the full remaining duration of time which the initial applicant booked. The minimum replacement term of eight weeks or more must be adhered to if the initial applicant has checked in to the halls of residence. There will also be an attempt to resell the space under the same criteria as above by the accommodation staff.

GHR will provide a pro-rata refund if the above terms are met and GHR is fully sold for the semester/academic year to which your booking applies.

10. No refund of Security Deposit and Accommodation Fees paid will be made in the event of lease termination.
11. The two-instalment administration fee payable under two-installment payment plans is refundable under the same terms and conditions as the application fee prior to arrival and is not refundable once occupation of the lease has commenced.
12. There will be no refund of accommodation fees once occupation of the lease occurs.

13. Security deposits are refunded by bank transfer. It is the Resident's responsibility to ensure the accommodation office has the appropriate information associated with Residents' bank details. Any international bank transfer charges experienced during the refund process of the deposit shall be borne by the beneficiary. The refund of the Security Deposit is only permitted if the Resident fills out their Check-Out Form, books their Check-Out Inspection a minimum of seven days prior to departure and reroutes all post to their new address. Check out forms and inspections can be dealt with via the [accommodation portal](#). If these criteria are not met, the Security Deposit will be reduced by €75.
14. Paid linen fees will be refunded in accordance with the same terms as accommodation fees.
15. Payment can be made by bank transfer, cheque, postal order, debit card or credit card. If payment is made by bank transfer all resulting foreign exchange banking and 3rd party charges will be the responsibility of the Applicant. If the Applicant proceeds with an application they will be emailed further details on how to make payment. We cannot accept cash payment under any circumstances.
16. In the unlikely event a Resident is not happy with their self-assigned allocation, he/she may request, subject to availability, a room change. This change, if approved by GHR, will carry the charge of €75 to cover the administration/reset costs.
17. Residents may request their arrival date changed a maximum of twice prior to their arrival. Date changes thereafter will carry an administration cost of €25, which must be paid by the Resident prior to arrival. GHR require a minimum seven days' notice prior to arrival to effect date changes. Changes within seven days cannot be considered.
18. At GHR our primary concern is for the safety and comfort of our Residents and staff. Residents are required to abide by the Community Values, outlined in the lease agreement sent to them upon payment. Applicants will be required to sign this agreement prior to arrival. An example of this agreement can be found on our [website](#) (listed under 'Helpful PDFs').
19. All Residents must comply with fire and safety regulations. Failure to do so, or interference with the safety equipment, may impact their ability to reside - as outlined in the Community Values and Licence to Reside documents.
20. Residents are responsible for the actions of their visitor(s) at all times. Residents must accompany guests when they are in the GHR complex, and ensure they abide by the rules. Overnight guests are allowed, upon authorisation by GHR.
21. Smoking / Vaping is not permitted anywhere inside the accommodation complex e.g. buildings, rooms, corridors or car park. Candles and incense are not allowed at GHR for safety reasons. Evidence of smoking/vaping or incendiary items will carry a mandatory fine of €100 and if determined required by maintenance personnel, the cost of re-painting the full apartment, which may result in costs in excess of €1,000.
22. Residents should report any misconduct in their apartment and/or the complex. This can be done by email, phone or in person at the Accommodation Office or through Security staff.

Residents are required to keep their personal and communal areas tidy and hygienic and to ensure their refuse is disposed of correctly at the bin station located to the side of Block 2B. If an apartment is found in a bad condition, at any stage of the lease agreement, and the condition is not rectified, GHR reserves the right to apply a cleaning charge, typically €100 per person but

amount can vary depending on the condition of the living space.

If rooms are found to be in an unsatisfactory condition, disciplinary action may ensue, with verbal/written warnings, fines and/or lease termination possible. This action is based on a graduated scale of severity.

23. Access to the campus at nighttime (between 11pm and 7am) is restricted to pedestrians via the turnstile. Residents are not allowed to give unauthorised access to other Residents/Guests, etc.
24. Residents should keep their key fob or key card on their person and not lend this to anyone else. If a Resident should lose a Key Fob they should report this to the Accommodation Office. There is a charge of €30 for each replacement key/€10 for replacement key card.
25. A late arrival fee of €150 will apply should a resident check-in more than two weeks after teaching begins.
26. Residents are required to produce identification to Security and GHR Staff, while on GHR premises, upon request.
27. Residents are not permitted to keep pets. Management understand that many residents may come from pet-loving homes, however GHR is not a suitable living space for animals. If Residents ignore this policy management will initiate community values proceedings, levy deep cleaning fees up to €1000 dependent on the damage caused and contact the relevant organisations for the immediate removal of the animal from the premises.
28. A fair usage policy applies to utility use within each apartment. Each apartment is equipped with their own meter that will record the amount of energy usage within the apartment, each month. Each meter will be checked on the 1st of every month and will then be calculated against the unit cost. This will be divided by each person within the apartment depending on the length of stay of the resident within the apartment. An average usage will then be calculated for the overall usage of GHR. Should your energy usage be deemed excessive, 20% more than the average usage of all residents, this will result in initially a letter of warning being issued. Further instances could result in a community values hearing being scheduled and fees being required to cover costs of excessive usage, which will be at management's discretion.
29. If a Resident has received a warning or fine as a result of community values hearing this could impact their ability to apply for future stays, which will be at management's discretion.
30. If an in-house Resident's payment is overdue (i.e. a fine, instalment or other cost incurred) this could impact their ability to apply for future stays, which will be at management's discretion.