



# SHORT STAY ACCOMMODATION CONTRACT

## For Students and Visitors

Relating to Halls of Residence

Please read this Contract very carefully. In order to apply for a Room you must sign and return the perforated page of the 'Application' at the back of this Contract together with your Deposit.

Please note upon acceptance by the University this is a legally binding Contract and you will be required to remain in Halls until the end of the Contract Period (please see clause '4' 'Obligations of the Student/Visitor' on pages 5-12).

If you are unclear about your rights or any terms of this Contract, please contact Conference Department (01902) 322621, 321259, 323881.

**RETURN ADDRESS:**

(if applying to stay at  
Wolverhampton, Compton  
Park or Walsall)

**University Of Wolverhampton  
Conference Department  
MM032a  
Molineux Street  
Wolverhampton WV1 1SB**

Telephone: (01902) 322621, 321259 Fax: (01902) 321323

**For Telford:**

**University Of Wolverhampton  
Telford Campus  
Conference Department  
SH107, Priorslee Hall, Shifnal Road, Priorslee, Telford,  
Shropshire TF2 9NT**

Telephone Telford: (01902) 323839, 323881 Fax: (01902) 321790

**E-mail:**

All enquiries: [shortstay@wlv.ac.uk](mailto:shortstay@wlv.ac.uk)

## **Who should complete this Short Stay Accommodation Contract?**

- **Students wishing to stay in Halls out of term time and are not actively on a course during the “non term time” period. If you are still on a course contact Residential Services on 01902 321040 / 1268 / 1270**
- **All visitors requiring accommodation, B&B, BBEM.**
- **This contract applies to students, business guests, academics, all University employees, tourists and leisure guests, group bookings and agencies.**
- **If you require additional services (meeting rooms, full catering, sports, AV equipment) you do not need to complete this contract, as you will be classed as a conference client and a separate contract applies. Contact the Conference Department on 01902 321259.**

1. **PARTICULARS**

**This Contract** is made on the date of the Application and is **BETWEEN** the University and the Student or Visitor.

2. **DEFINITIONS AND INTERPRETATION**

2.1 In this Contract and in the Application which forms part of it, and which is appended hereto, the following words are to be interpreted as follows:

<b>"Accommodation Charge"</b>	the fee payable for occupation under this Contract and in accordance with the fees specified in the Application.
<b>"Application"</b>	the application for University accommodation and further particulars of Contract appended to, and which forms part of, this Contract.
<b>"Campus"</b>	either of Wolverhampton City Campus, Compton Park, Telford or Walsall.
<b>"Campus Reception"</b>	the reception area for a Campus which will be situated at either of Wolverhampton City Campus, Compton Park, Telford or Walsall.
<b>"Common Parts"</b>	the corridors, access ways, forecourts, car parks, landscaped areas, entrance halls, corridors, landings, kitchens, lifts, staircases, toilets, bathrooms, common rooms, utility rooms, kitchens and all other areas and the fixtures and fittings, furniture and equipment in them which are provided by the University for the common use by the occupiers of the Premises.
<b>"Conference Department"</b>	head office is situated at Business Services, MM032a, Molineux Street, Wolverhampton, WV1 1SB.
<b>"Contract Period"</b>	the period specified in the Application.
<b>"Deposit"</b>	the deposit specified in the Application.
<b>"Department of Studies"</b>	the department in the University applicable to the course upon which the Student is registered.
<b>"Facilities"</b>	A single occupancy room together with such additional services to be provided by the University from time to time as the University thinks fit.
<b>"Fees"</b>	the Accommodation Charge, the Deposit and any other sums due from the Student/Visitor to the University under this Contract.
<b>"Group"</b>	group bookings made by one organisation or private individual.
<b>"Halls"</b>	the building or group of buildings in which the Premises are situated and which has been separately named, and is separate, from other halls of residence.
<b>"Inventory"</b>	the inventory relating to the Premises and the Common Parts issued to the Student/Visitor at the commencement of this Contract.
<b>"Premises"</b>	The single study bedroom within the Halls which the University allows the student to occupy and which is not shared but which is subject to change during the Contract Period.

"Regulations"	any regulations of the University but in particular those for the general management and security of the Premises including the express regulations forming part of this Contract and any Halls policy applicable.
"Residential Services"	the University residential services office situated at Lomas Street, Wolverhampton, WV1 1QU.
"Student/Visitor"	the persons named in the Application.
"Student Disciplinary Procedures"	the Regulations governing student discipline notified to the Student upon the Student's induction into the University and a further copy of those procedures is available from Residential Services.
"Student's Union"	the University student's union.
"University"	the University of Wolverhampton.
"Visitors"	Non University of Wolverhampton guests – e.g. business people, event organisers, agencies, general public, academic staff, backpackers.

2.2 A reference to any statutory provision includes any statutory amendment howsoever arising.

2.3 The obligations of the Student extend to the Student's visitors and the Student must use all reasonable endeavours to ensure that the Student's visitors behave in a manner consistent with the terms of the Contract. Any breach of Regulations by the Student's visitor will be treated as a breach by the Student.

### 3. DURATION AND GRANT OF ACCOMMODATION

3.1 A contractual agreement to occupy the Premises, subject to the other clauses in this Contract, shall be for the Contract Period. The Student/Visitor will be permitted, subject to the other clauses in this Contract, to remain in residence for the Contract Period provided that Fees are paid in accordance with the terms set out in this Contract.

3.2 A right (in common with the University, other students and all others authorised by them) to use the Common Parts, subject to the other clauses in this Contract, shall be for the Contract Period.

3.3 Students/Visitors who accept an offer of accommodation are entering into a Contract for the Contract Period and will be charged accordingly.

3.4 The Student/Visitor is required to vacate the Premises by 10.00am on the date of expiry of the Contract Period. Any request for extension of occupation should be made, in the first instance, to the Conference Department. If rooms are not vacated by 10.00am a charge may be applied.

3.5 At any time during the Contract Period, after due notice and consultation, the Student/Visitor may be required to transfer to alternative University accommodation if the University reasonably requires. This might exceptionally be at another University Campus (particularly for operational expediency). No compensation is applied for accommodation moves.

### 4. OBLIGATIONS OF THE STUDENT/VISITOR

#### 4.1 Deposit

4.1.1 To pay the Deposit prior to the commencement of occupation or as otherwise instructed by the University. Deposits are not required if your credit card details are entered onto the contract application form. Your credit card will act as security in the event of any damages to be charged.

4.1.2 Not to make any deduction from the Accommodation Charge or the Deposit (other than as may be specified on the invoice(s)).

- 4.1.3 To allow the University to deduct monies from or retain the Deposit to offset the University's costs incurred as a consequence of the matters referred to in clauses 4.15 and 7.2. Deductions may be applied to credit card bookings, where a deposit has not been paid.
- 4.1.4 To allow the University to retain the Deposit if the Student/Visitor fails to take up initial occupation of the Premises. If no deposit has been paid and credit card details entered on the contract application form, the deposit equivalent may be deducted at the University's discretion.

Note – Deposits are not required if credit card details are entered on this document.

#### 4.2 **Accommodation Charges**

- 4.2.1 To pay the Accommodation Charges and these are payable in accordance with the payment date which is specified on the invoice which will be supplied to the Student/Visitor.
- 4.2.2 In the event that the Student/Visitor applies to change their room within the Hall (or otherwise) a fee of £20 will be payable at the time of request.
- 4.2.3 For student bookings no reduction in the Accommodation Charge will be allowed for periods of absence unless the University, in its absolute discretion, considers the circumstances for absence to be exceptional and for which confirmation by the Department of Studies is required.
- 4.2.4 For visitor bookings no reduction in the Accommodation Charge will be allowed for periods of absence during the contracted time the accommodation has been booked for. In exceptional circumstances, visitors must apply in writing to the Conference Department, if a reduction in charges is required, each case will be considered.

#### 4.3 **Care of the Premises and the Common Parts**

- 4.3.1 To keep the Premises and the Common Parts in a clean and tidy condition and to leave them in the same condition as is recorded in the Inventory provided.
- 4.3.2 Not to remove any fixtures, fittings, furniture or equipment from the Premises and the Common Parts or to change or damage the decorative finish.
- 4.3.3 Promptly to report any breakage of any item belonging to the University within the Common Parts or the Premises to the Campus Reception or Conference Department and to pay the University the reasonable and proper cost of making good any damage or carrying out any maintenance (fair wear and tear excepted) to the Premises or Common Parts (required due to the actions of the Student/Visitor including a fair and reasonable proportion of such cost where the perpetrator(s) of such loss, breakage or damage cannot be identified (though in circumstances where no perpetrator(s) can be identified the Student/Visitor shall have a right of appeal to the Conference Department if he/she feels that they have been unfairly treated).
- 4.3.4 Not to store bicycles or personal items in the Common Parts.
- 4.3.5 Not to have cut or allow anyone else to have cut a duplicate key(s) to the Premises or the Common Parts. Lost or stolen keys should be paid for and duplicates should only be obtained through the University via Campus Reception or Residential Services.

Note – For group bookings, where one person/organisation has completed this contract on behalf of several visitors, the organisation/individual who has signed this contract is liable for any damages or repairs.

#### 4.4 **Cleaning**

Without limiting clause 4.3 the Student/Visitor must on departure ensure that the Premises and Kitchen are left clean and tidy.

#### 4.5 **Refuse**

The Student/Visitor is required to use the refuse facilities provided (including recycling facilities). If the Student/Visitor is found causing litter they may be subject to exclusion from the Hall and may be referred for disciplinary action under the Student Disciplinary Procedures or a charge applied.

#### 4.6 **Local Domestic Arrangements**

The Student/Visitor must be aware of and abide by the Halls domestic arrangements. Details of these can be provided by Campus Reception.

#### 4.7 **Posters**

Not to use adhesive tape, glue, pins, tacks or any other fixing material likely to cause damage to wall finishes when putting up posters in the Premises. Not to put up posters or leaflets in the Common Parts.

#### 4.8 **Behaviour and Noise**

The Student/Visitor agrees:

- 4.8.1 Not to act in a manner which infringes any criminal law or University policies on good conduct, equal opportunities, harassment, offensive weapons or drugs (for the avoidance of any doubt the University operates a "zero tolerance" policy on drugs) or act in any other manner which is likely to bring the Student/Visitor or the University into disrepute.
- 4.8.2 Not to cause other occupiers of the Halls or adjacent buildings, or any other person any injury, disturbance, distress, annoyance, inconvenience or damage to their property.
- 4.8.3 Not to cause any excessive or unnecessary noise in the Premises or the Common Parts and not to play any radio, television or other equipment at a level which might annoy other Students/Visitors in the Halls or others in the vicinity.
- 4.8.4 A failure to respond to the reasonable requests of University staff or Conference Department to reduce noise levels, or regular and repeated request of such a nature, may result in the transfer to alternative accommodation and/or the referral of the matter for action under the University's Student Disciplinary Procedure or request to vacate the accommodation immediately.
- 4.8.5 Not to park cars or motor cycles on Campus except when permitted in the designated student/visitor parking areas and not to invite or allow any visitor so to park (University car parking Regulations apply to designated parking areas and a policy of wheel clamping vehicles parked in breach of these Regulations is in force).
- 4.8.6 To obtain a parking permit where required. To comply with all traffic control measures and to register any vehicle referred to above to be kept on Campus with the University.
- 4.8.7 Not to repair vehicles on Campus except in an emergency.
- 4.8.8 Not to keep any domestic or other animal, mammal, reptile or insect at the Premises or elsewhere on Campus.
- 4.8.9 To exercise proper care when using any equipment on Campus.
- 4.8.10 Not to do anything which would cause the University's insurers to increase the premium or withhold any payment of claim.

- 4.8.11 Any ball game and noisy or reckless activities or any form of horseplay whether inside the building or in areas immediately surrounding Halls and buildings will not be tolerated and may give rise to the withdrawal of facilities from those responsible and/or disciplinary action and charges applied.
- 4.8.12 A failure to respond to the reasonable requests of University staff or Conference Department to reduce noise levels, or regular and repeated request of such a nature, this may result in the transfer to alternative accommodation and/or the referral of the matter for action under the University's Student Disciplinary Procedure, the Student/Visitor to vacate their room and/or charges applied.

#### 4.9 **Guests Visiting students/Visitors whilst staying in Halls**

- 4.9.1 There is no general right of access for members of the public to the Halls, if they have not booked to stay in Halls.
- 4.9.2 Although guests to the Student/Visitor are welcome the Student/Visitor must ensure that the guests complies with the terms of this Contract and show consideration to all members of the community. Guests must be advised that the University accepts no responsibility for the loss or damage to any property brought onto the Halls.
- 4.9.3 The Student/Visitor is responsible and accountable for the behaviour of their guests and for any charges, which may result from damage to University property and facilities caused by those guests.
- 4.9.4 Guests must leave the Hall if asked to do so by a member of University staff.
- 4.9.5 The Student/Visitor must notify University staff immediately of the presence of any uninvited persons including hawkers or any person behaving suspiciously.
- 4.9.6 Non booked overnight guests are not permitted. Any guests found to be staying overnight, the student/visitor will be charged for at least one night's stay. All non booked guests who wish to stay in Halls must contact the Conference Department in the first instance.
- 4.9.7 If the Student wishes to hold a social gathering, permission must first be sought from the Campus manager and such permission will not unreasonably be withheld provided that sufficient advance notice is given and facilities are suitable and available.
- 4.9.8 At social gatherings the Student and his/her guests should consider the needs of the other students and noise levels must not cause nuisance, particularly when persons are entering or leaving building or rooms.

#### 4.10 **Television Licences**

- 4.10.1 The Student/Visitor, must obtain their own licence for their television in accordance with The Wireless Telegraphy Act 1949.
- 4.10.2 The Student acknowledges that the University's television licence does NOT cover the Student's own television use and does not extend to the Premises. If the Student uses their own television in a communal area they are responsible for ensuring a licence has been obtained.

Note— Newport and Minsteley Accommodation at Telford has a Public TV Licence for guests.

#### 4.11 **Assignment of Licence**

Not at any time to assign, share or part with possession of all or part of the Premises.

#### 4.12 **Legislation Regulations and Halls Policy**

- 4.12.1 To comply in all aspects with all relevant regulations issued by the University from time to time (including those referred to in clause 4.13.2) and with all legislation and Bye-Laws.

#### 4.13 **Services**

- 4.13.1 Not to exceed the total load capacity of the electric sockets in the Premises or the Common Parts.
- 4.13.2 Not to interfere with any electrical, plumbing or telecommunications installation in the Premises or the Common Parts.
- 4.13.3 Not to use any electrical appliances for heating, cooking, washing or drying, other than those provided by the University.
- 4.13.4 To ensure that any other appliances used by the Student and not belonging to the University complies with all relevant standards or safety (and in the event that any such appliance does not comply with electrical safety requirements the Student/Visitor agrees to remove such item immediately and it shall not be used in the Premises again until the University is satisfied that the item in question is safe and failure to comply with this clause will entitle the University to remove the item in question).
- 4.13.5 Not to erect or install any outdoor aerial/dish.
- 4.13.6 Not to cause blockage or pollution to any drains.

#### 4.14 **Expenses**

- 4.14.1 To pay all reasonable and proper expenses and fees (including legal and bailiff's fees) incurred by the University in collecting arrears of any sums payable under this Contract or arising out of any breach by the Student/Visitor of any of the Student's/Visitor's obligations under this Agreement.
- 4.14.2 If damage is caused to University property and/or facilities and/or costs associated with any breach of this Contract are incurred and it proves impracticable for the University to identify any one of the students/visitors as being responsible, then a proportionate charge may be made to all applicable students of the Hall in question, whether or not they were, or could have been present when the damage took place or the costs incurred. In the event of a group booking, the person who has signed the contract is responsible for the group and any charges applied to the group/individuals.

#### 4.15 **Indemnity**

To indemnify the University against all reasonable and proper costs, damages, losses or expenses suffered or incurred as a result of any breach by the Student/Visitor of the Student's/Visitor's obligations in this Agreement.

#### 4.16 **Fire Safety**

- 4.16.1 Details of the Fire Regulations are posted throughout the Halls. The Student/Visitor MUST be acquainted with these details, noting the location of fire exits and the procedure for safe evacuation of the Halls.
- 4.16.2 For the safety of the Student/Visitor, fire drills will be held from time to time without warning and on such occasions, the Student/Visitor must vacate the Halls.
- 4.16.3 Wilful refusal to respond to a fire alarm may constitute a criminal offence and is a breach of this Contract and a University disciplinary matter, which may result in exclusion from the Premises and the Halls (without a refund of charges or deposit) and/or the withdrawal of other University facilities in accordance with the regulations governing Student discipline.
- 4.16.4 It is a **criminal offence** and a University disciplinary offence to misuse the fire alarm system or fire-fighting equipment and such misuse may result in exclusion from the Hall and/or may result in other University disciplinary action, including suspension or exclusion from the University. Fire charges will be applied and are non negotiable.



- 4.16.5 Where fire prevention equipment or installations are damaged or misused, the Student/Visitor may be charged for repair or replacement. **IT IS A CRIMINAL OFFENCE TO ACTIVATE A FIRE ALARM WITHOUT SUFFICIENT CAUSE.**
- 4.16.6 The Student/Visitor is reminded that the contents of fire extinguishers can cause injury if discharged at a person and such action would be regarded as a disciplinary matter.
- 4.16.7 The Student/Visitor must report any failure of any equipment provided for use in the Halls or losses or damage to equipment, especially where it is suspected that such equipment may have been tampered with.
- 4.16.8 All fire doors, including kitchen/amenity room doors should be kept closed and under no circumstance wedged open. Fire escape routes, especially stairways and corridors must at all times be kept free from obstruction.
- 4.16.9 The use of supplementary heating appliances of any kind in the Premises or the Common Parts is prohibited.
- 4.16.10 No work or assignments involving the use of naked flames and flammable or explosive materials may be undertaken in the Premises or the Common Parts. Flammable or explosive materials such as fuel oil, gases or compressed air cylinders must not be brought into the Premises or the Common Parts. The use of candles, tea-lights or other naked flame devices including incense sticks is also prohibited.
- 4.16.11 Cooking of any kind must not be carried out in any part of the Premises or the Common Parts other than in the kitchen/amenity rooms and then only on equipment provided by the University.
- 4.16.12 The use of chip pans of any kind is strictly prohibited.
- 4.16.13 Not to smoke or permit smoking by any guest in any part of the Halls which have been designated as "no smoking" by the University.

#### 4.17 **Incidents, Accidents and Injury**

- 4.17.1 To report any accident or injury to Campus Reception or Conference Department as soon as possible after it occurs and in any event not more than 48 hours after the incident or accident.
- 4.17.2 If requested by the University, to complete an incident or accident form and return it to the University, Campus Reception.
- 4.17.3 In the event of illness or incapacity exceeding two days, The Student/Visitor **is required** to notify Campus staff and their course tutor if applicable.
- 4.17.4 The University reserves the right to insist that if the Student/Visitor is, or appears to be, ill is seen by a medical practitioner and that the Student's/Visitor's named emergency contact to be informed.

#### 4.18 **Weapons**

Dangerous or offensive weapons shall not be brought onto the Premises or the Common Parts and any breach of this condition shall be dealt with under the Student Disciplinary Procedure that may result in exclusion from the Premises and the Halls and from all University facilities. Visitors will be asked to remove such items off Campus Premises or vacate their accommodation.

#### 4.19 **Storage**

The Student/Visitor must use the refrigeration and other food storage facilities provided in kitchen areas. University staff will remove items that are not stored in the proper manner. For example items hung from doors or windows or placed on windowsills or in corridors may be removed to comply with Health & Safety Regulations by University staff.

#### 4.20 **Furniture and Fittings**

The Student/Visitor must not remove from the Premises or the Common Parts, any part of the furniture, fittings or equipment provided by the University and must not unscrew fittings from walls (i.e. drawers, desks, wardrobes etc) in order to move them to another part of the room. In addition, no bolts, tack screws, pins or other like objects shall be drive into walls, doors or other parts of the premises, other than the notice boards. The University shall either invoice the Student/Visitor for damage to the Premises or the Common Parts, including fixable fittings therein, or deduct the cost of such damage from the Deposit or credit card given.

#### 4.21 **Campus Security**

4.21.1 The Student/Visitor must comply with Campus arrangements for the security of external doors and windows.

4.21.2 All roofs and canopies are strictly out of bounds.

#### 4.22 **University's Right of Entry**

4.22.1 To allow the University to enter to clean, repair or examine the Premises and the Common Parts. Staff on authorised University business have the right of access to all parts of the Premises and the Common Parts at all times. Staff will exercise discretion and courtesy toward the Student/Visitor and will provide advance notice, where practicable, for the need for access to study bedrooms. In cases of emergency no notice is required. In addition to the foregoing general provision and in the interests of the health, safety and welfare of students/visitors, a regular inspection of all rooms will take place.

4.22.2 Should any breach of this Contract occur, authorised staff may take any immediate action deemed necessary for the safety and well-being of the Premises and students including the re-location of the Student/Visitor to another room or to other premises.

4.22.3 The University reserves the right to confiscate or dispose of or retain (as appropriate) until the Student/Visitor has vacated the Premises (without any liability attaching to the University) any article or thing which in the reasonable opinion of the University should not be kept or used within the Premises or the Common Parts (and upon vacation the University will return to the Student/Visitor any such items that it is holding).

### 5. **OBLIGATIONS OF THE UNIVERSITY**

#### 5.1 **Insurance**

Subject to any excess limitations or exclusions from cover the University's insurer may impose to keep the Halls insured in their full reinstatement value against loss or damage by fire and such other risks as the University may think necessary. The University will also, in its absolute discretion, provide the Student with contents insurance up to whatever limit it thinks fit. Visitors must provide their own insurance for any items stored on University premises.

#### 5.2 **Facilities**

To provide the Facilities during the Contract Period.

#### 5.3 **Deposit**

To return the Deposit, to the Student/Visitor, within a reasonable period after the Student/Visitor has terminated their stay at the University (after deduction of any sums properly payable) which in any event will be within 3 months of the date of termination.

Note – If credit card details are entered onto this document, a deposit will not be required.

## 6. EXPIRY OF THE CONTRACT PERIOD

- 6.1 To yield up the Premises with vacant possession in the state and condition required by the Student's/Visitor's obligations in this Contract, to return to the University all keys to the Premises and to sign the register held by Campus management who may be contacted through Campus Reception.
- 6.1.1 The Student/Visitor must seek permission from the Conference Department if they intend to occupy the Premises for a longer period than originally stated on this contract. Room availability cannot be guaranteed.
- 6.1.2 To pay additional charges at the rate stated in the Application for each week or part of a week that the Student/Visitor occupies the Premises during the vacation.
- 6.1.3 If the Student/Visitor fails to return keys/cards or remove personal possessions from the Premises or the Common Parts at the end of any Contract Period they will be deemed to remain in residence and will be charged accordingly. Nothing in this clause shall be taken to infer permission granted by the University in respect of such continued occupation. Lost keys/cards will be charged for if not returned.

## 7. PROVISOS

### 7.1 Termination

- 7.1.1 This Contract and all the Student's/Visitor's rights under it determine(s) automatically at the end of the Contract Period.
- 7.1.2 If and whenever during the Contract Period:
- (a) any Accommodation Charge or additional charge(s) remains unpaid for 30 days (whether formally demanded or not);
  - (b) the Student/Visitor fails to perform or observe any of his/her obligations in this Contract;
  - (c) the University imposes a penalty of suspension or exclusion from Campus; or
  - (d) there are any other circumstances where, in the unfettered discretion of the University it is reasonably necessary for the protection or welfare of other students/visitors on Campus.

the University may subject to clause 7.1.3 seek possession of the Premises from the Student/Visitor and his or her exclusion from all Common Parts, re-enter as necessary and bring to an end the Student's/Visitor's rights under this Contract (without prejudice to any right of action by the University in respect of any breach of the Student's/Visitor's obligations under this Contract).

- 7.1.3 The University may seek possession of the Premises in accordance with clause 7.1.1 subject:
- (a) in the case of unpaid Accommodation Charges, to any right to relief on payment of the arrears and costs;
  - (b) in the case of paragraphs (a) to (d) 7.1.2 and (a) 7.1.3, to the service of a notice on the Student/Visitor specifying the matter complained of, requiring its remedy if it is capable of remedy and requiring the Student/Visitor to pay compensation in any case, and to allow the Student/Visitor a reasonable time to remedy a breach that is capable of remedy.

but in either event, mentioned in paragraph 7.1.3(a) and 7.1.3(b), without prejudice to the University's rights to claim against the Student/Visitor for any loss or damage or outstanding sums owed to it by the Student/Visitor.

## 8. CANCELLATIONS

<b>Cancellation Period</b>	<b>For individual bookings Groups up to 10 people</b>	<b>Group bookings of 11 to 50 people</b>	<b>Group bookings 51 to 150 people</b>	<b>Group bookings 151 to 300 people</b>
Within 14 days of contract start date	No refund for the first 7 days booked. Discretionary refund up to 100% may be given on remaining days booked.	80% of current booking value at the time of cancelling	80% of current booking value at the time of cancelling	80% of current booking value at the time of cancelling
Up to 1 month prior to contract start date	Full Refund	50% of current booking value at the time of cancelling	40% of current booking value at the time of cancelling	50% of current booking value at the time of cancelling
Up to 2 months prior to contract start date	Full Refund	30% of current booking value at the time of cancelling	20% of current booking value at the time of cancelling	30% of current booking value at the time of cancelling
Up to 3 months prior to contract start date	Full Refund	Full Refund	15% of current booking value at the time of cancelling	20% of current booking value at the time of cancelling
Up to 6 months prior to contract start date	Full Refund	Full Refund	10% of current booking value at the time of cancelling	15% of current booking value at the time of cancelling
Up to 12 months prior to contract start date	Full Refund	Full Refund	Full Refund	Full Refund

## 9. MISCELLANEOUS

### 9.1 Occupier Liability for Damage

Subject to the provisions of the Occupiers Liability Act 1957 and the Defective Premises Act 1972, the University shall not in any circumstances incur any liability in respect of loss or damage to Premises unless the Student/Visitor proves that such loss or damage was caused by negligence on the part of the University.

### 9.2 Interruption to Facilities

The University shall not in any circumstances incur any liability for any failure or interruption to the Facilities or for any loss arising from such failure or interruption.

### 9.3 Notices

Any notices to be served in connection with this Contract must be in writing and will be effectively served (unless proved to the contrary) if (in the case of notices given by the Student) it is delivered by hand (or recorded delivery post) to Conference Department or (in the case of notices served by the University) delivered by hand to the Premises.

### 9.4 Jurisdiction

9.4.1 This Contract shall be governed in accordance with the laws of England and Wales.

9.4.2 All enquiries relating to this Contract should be addressed to the Conference Department at the University.

### 9.5 Third Party Rights

The parties agree that the Contract (Rights of Third Parties) Act 1999 shall not apply to this Contract and it is not intended that the terms of it shall be enforceable by any person who is not a party to it.

## 10. **TERMS AND CONDITIONS FOR DISCOUNTED EMPLOYED STUDENT RATES**

If you are a University of Wolverhampton Student and apply to work in residences, catering, operations department, you are entitled to discounted Summer accommodation rates. All terms and conditions in this contract apply.

### **Conditions to Qualify for the above discounted rates:**

1. You must be employed by the University of Wolverhampton.
2. You must be available to work as required by your line manager for a set period (eg June through to September).
3. If you fail to meet the terms and conditions of your temporary employment (eg you only work for June and July and resign from the job) you will be charged standard University Short Stay accommodation rates, which will be back-dated from the start of your employment, (eg if you started work on 12<sup>th</sup> June for the catering manager and resigned in August, you will be charged full accommodation rates from 12<sup>th</sup> June).
4. By signing this contract, you are accepting these terms and conditions. Your line manager will notify the Conference Department if you default your contract.
5. For the Summer vacation period, when employed by the University of Wolverhampton during this period (June to September) the discounts apply for the whole vacation period, regardless of whether you are employed for June and July only or from June to September. The minimum employment contract period is for two months during (June to September).

### **How do you qualify and book for the discounted rate?**

1. You must apply to work on a temporary basis at one of the University campus sites and be a current University of Wolverhampton student.
2. Once you have been offered work (eg in the catering department or in operations) take this contract to your new line manager.
3. Your line manager must sign this contract to approve the discounted rate.
4. Once this contract is signed, take it to the Conference Department listed on the front of this contract and they will book you into accommodation and process payment.

## BREACH OF UNIVERSITY REGULATIONS

1. The Regulations are designed for the mutual benefit and well being of all persons living and working in the Premises and the co-operation of all the Student/Visitor is expected.
2. Any breach of the Contract will be dealt with by the relevant University staff in the first instance. Any serious incident or breach, persistent breaches of the Contract, or any actual or suspected criminal activity, may result in immediate exclusion from the Premises and the suspension of all of the University facilities and/or where necessary, notification to the police.

## APPEALS

1. Any disputes should, in the first instance, be referred to the Conference Department.
2. Where the dispute cannot be resolved between the Student/Visitor and Conference Department, the matter shall be referred to the Director of Facilities having regard to the University's complaints procedure.

## IMPORTANT!

**IN ORDER TO SECURE YOUR PLACE, PLEASE ENCLOSE YOUR DEPOSIT OF £100.00 or insert your credit card details on the contract to act as security for your booking. COMPLETE AND SIGN APPLICATION FOR UNIVERSITY ACCOMMODATION AND FURTHER PARTICULARS OF CONTRACT OVERLEAF AND RETURN TO:**

**For Wolverhampton,  
Walsall or  
Compton Park:-**

**University of Wolverhampton  
Conference Department  
MM032a  
Molineux Street  
Wolverhampton  
WV1 1SB**

**For Telford:-**

**University of Wolverhampton  
Telford Campus  
Conference Department  
SH107  
Priorslee Hall  
Shifnall Road  
Priorslee  
Telford  
Shropshire TF2 9NT**