

Payment Policy



Westwood Lodge
Live well, Study well

2019

Annexure A

When you complete the application:

- Admin Fee (Once-off) - R1 000 paid on submission of Application
- Breakages Deposit (Once-off) - R5 000 (Shared) / R7 000 (Single) / R10 000 (Studio)
- Monthly Fee - R3 450 (Shared) / R5 750 (Single) / R7 000 (Studio)
- Admin Fee + Deposit + 1st Month's Fee to be paid on Application. Occupation will only be permitted once all the fees have been paid.

When you move in:

- **Payment is due on / or before 1st of each month.** (If you are paid on the 15th of each month, you must please pay in advance and not in arrears. E.g. pay on the 15th Jan for February's Fee).
- **9 equal monthly payments (Feb to Oct) + 1 double payment (November 2019)**
- Can you pay full year upfront? Yes, no problem

When you move out:

- The Breakages Deposit WILL be refunded in full if you remain for the term of the agreement, you are paid up in full, and there are no breakages in your house for which you are responsible.

WESTWOOD LODGE STUDENT CANCELLATION POLICY: (Please read carefully)

***Terms and Conditions:**

All cancellations are to be advised in writing with reason for the cancellation and intended date of exit.

Prior to Occupation

If you are not accepted by the Institution where you wish to study

- The Admin Fee will NOT be refunded
- The Breakages Deposit WILL be refunded but you will need to provide a rejection letter from the University on their letterhead as proof

If you do not provide the rejection letter or if you elect to cancel the agreement

- The Admin fee will NOT be refunded
- The Breakages Deposit will NOT be refunded

After Occupation

- Once you have taken occupation, there will be NO refund of the Admin Fee or Breakages Deposit. You will be breaking the agreement (whether in writing or verbal) and the Owner is entitled to charge a reasonable penalty of no less than 3 (THREE) calendar month's accommodation fee over and above the admin fee and deposit.
- The Breakages Deposit WILL NOT be refunded.