

## Harlow Damage Deposit Policy

All residents of Harlow Campus who will be staying for a period of more than two weeks will be required to pay a damage deposit.

### 1. Students of Memorial University

1.1 All MUN students on a MUN program will be required to pay a \$100CND damage deposit, payable through MUN before they arrive at Harlow Campus.

1.2 Once enrolled in a Harlow program the \$100 will be charged to their student account through the cashier's office at St John's; this will be done directly from the Harlow Campus and applied to the student's account.

1.3 If there are no damage/breakages to the room and all keys returned after the student leaves Harlow Campus the \$100 damage deposit will be credited back to their student account.

1.4 In the event that any of the room is left uncleaned, or a key unreturned the fees below will be deducted from the deposit and the remainder is credited to their student account:

- Uncleared Room \$50.00
- Lost key (apartment, Front door, etc.) \$100.00

1.5 Any unpaid bills will be deducted from the deposit. If the unpaid bill exceeds the deposit amount, the remainder must be paid by the student.

1.6 If a student leaves without reporting any breakages or damage they will forfeit their deposit.

# Harlow Damage Deposit Policy

- 2. All other residents (not enrolled on a MUN program with a MUN ID)**
- 2.1 All students attending Harlow Campus on an external program will be required to provide credit or debit card details upon arrival. Credit/Debit Card details will be taken manually and held securely on campus and will be stored in line within UK legislation guidelines.
- 2.2 If there is no damage when the external student leaves campus, the damage deposit will be returned and the credit or debit card details on file will be destroyed.
- 2.3 In the event that the room is left uncleaned after the external student leaves Harlow Campus, departs without reporting any breakages or damages, or there is a lost key, the fees below will be added to the credit or debit card on file.
- Uncleared Room £35.00
  - Lost key (apartment, Front door, etc.), any breakages or damages £75.00
- 2.4 Any unpaid bills will be added to the credit or debit card on file.

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