

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 are 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 rooms are left uncleaned, or a key is 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.

2. All other residents (not enrolled in 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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