

Kings Court Apartments Deposit Policy Academic Year 2019-2020

Deposits

A booking/security deposit of €350.00 is required to make an application to stay in Kings Court Apartments.

How do I make a deposit payment?

Payment of the deposit can be made on/post submission of the required documentation. Applications submitted without a deposit payment will be held until 4pm the following day, after being contacted. Please note a place will not be held in Kings Court Apartments unless a full Application is submitted (including a deposit payment). Payments can be made by cash (in person only), cheque or debit card.

What is the deposit for?

The deposit is initially used to secure a place in Kings Court Apartments and used as a damage deposit thereafter throughout the Academic Year.

What does the deposit cover throughout the academic year?

The Deposit will be held by the Licensor and will be refunded to the Licensee at the end of the Period but after deduction of any costs or losses reasonably incurred by the Licensor as a result of any breach of the Licensee's obligations.

The Licensor is not bound to return the Deposit until he is satisfied that no money is outstanding for rent, bills, breakages, cleaning or painting which may be required and until after they are has had a reasonable opportunity to assess the cost of any repairs required as a result of any breaches of his obligations by the Licensee or other sums properly due to the Licensor.

When and how will I get my deposit back?

The Deposit will be returned to the Licensee, within eight weeks after the academic year end. The Licensor is not bound to return the Deposit until he is satisfied that no money is outstanding for rent, bills, breakages, cleaning or painting which may be required and until after they are has had a reasonable opportunity to assess the cost of any repairs required as a result of any breaches of his obligations by the Licensee or other sums properly due to the Licensor.

Up to what date can I withdraw my application and receive a refund of my deposit?

If you wish to withdraw your application and receive your deposit back you can do so by submitting an email outlining your details (name, date of birth, address, course of study and year of study) along with a short email to say you wish to withdraw your place by Friday 2nd August 2019 by 11am. No other method of communication will be accepted regarding a withdrawal. Please note an administration fee of €25.00 will apply and it can take up to eight weeks to return the deposit as standard policy.

What do I do if I wish to defer a year?

If it is the case that you wish to defer a year of study and you have already paid a deposit for accommodation to Kings Court then the following must be adhered to.

Procedure

1. Notification of your deferral must be submitted by email only by Friday 16th August 2019 by 11am. No other method of communication will be accepted regarding a deferral.
2. In the email you will need to provide your details (name, date of birth, address, course of study and year of study) along with a short email to say you wish to withdraw your place. You will also need to attach a copy of letter from IT Tralee confirming that you have been granted the deferral. This MUST BE submitted to us prior to 11am on 16th August 2019.

Payments made and refunds

- Once all requested elements have been submitted prior to Friday 16th August 2019 by 11am, then a refund of the deposit will be returned to you. Please note an administration fee of €25.00 will apply and this can take up to eight weeks to return the deposit as standard policy.
- If it is a case you are notifying us with the relevant details post deadline of Friday 16th August 2019 by 11am then you will not receive a refund of your deposit.

What do I do if I have changed my mind and want to live elsewhere?

If you wish to live elsewhere and would like to receive your deposit back you can do so by submitting an email outlining your details (name, date of birth, address, course of study and year of study) along with a short email to say you wish to withdraw your place by Friday 2nd August 2019 by 11am. No other method of communication will be accepted regarding a withdrawal. Please note an administration fee of €25.00 will apply.

If you wish to live elsewhere after the outlined date then no refund will be given.

What do I do if I fail my repeat exams?

If you have failed your repeat exams and wish to withdraw your place in Kings Court Apartments then the following must be adhered to:

Submit an email outlining your details (name, date of birth, address, course of study and year of study) along with a short email to say you wish to withdraw your place. This must be done within 24 hours of receiving your results. No other method of communication will be accepted regarding a withdrawal. Withdrawal of your place in Kings Court following the failure of examinations will result in the forfeit of your deposit.

What do I do if I want withdraw from IT Tralee and Kings Court Apartments?

Unfortunately it does happen that people do not settle into college life and opt to withdraw their application from IT Tralee. We would advise students to speak with relevant bodies in IT Tralee as an aid to get to the root of the problem that may cause you to withdraw your application. Please find a list of these relevant bodies at www.ittralee.ie. If you wish to go ahead with your withdrawal we advise speaking with Management. You will then need to submit an email with the following:

1. Outline your name, date of birth, address, apartment number and room number.
2. Confirmation letter from the IT Tralee outlining that you have withdrawn from your course of study.
3. The room must be left in a clean manner with the bedroom door locked (i.e. like when you moved in).

Please note that the withdrawal of your place in Kings Court will result in the forfeit of both rent and utility payments as well as the deposit payment.

CAO students

First Year: What if I do not get offered a place in IT Tralee in Round One in the CAO?

It is sometimes the case that prospective students that have applied to stay in Kings Court Apartments do not end up attending IT Tralee thus do not need accommodation in Kings following Round One CAO offers.

We understand that should this can happen to you then, you will be required to submit an email outlining your details listed below .No other method of communication will be accepted regarding a withdrawal:

- Outline your name, date of birth, address and the course that you had intended to study in IT Tralee.
- To provide us with your CAO offer attached to the email.

These details must be submitted to the management office by 11am on Friday 23rd August 2019 to receive a refund of the booking deposit. Please note an administration fee of €25.00 will apply and it can take up to eight weeks to return the deposit as standard policy.

Failure to notify management of the above will result in the forfeit of your booking deposit.

I waited on Round Two and Round Three of the CAO but did not get a place in IT Tralee. What do I do?

Although it has passed the date of submission of details for withdrawal of Friday 23rd August 2019 at 11am, we would still ask you to submit the following details within twenty four hours of Round Two and Round Three offers become available.

- Outline your name, date of birth, address and the course that you had intended to study in IT Tralee.
- To provide us with your CAO offer attached to the email.

A review will be carried out by Management and you will be notified if you have received a refund of your deposit. Please note if the review is successful then an administration fee of €25.00 will apply and it can take up to eight weeks to return the deposit as standard policy.

Move Third Level Institute

Sometimes it can happen that after a few weeks in college life in Tralee you may be offered a place in alternative third level institutes. This can be the case after Leaving Certificate rechecks, or second and third round CAO offers. If this is the case with you then the following must be completed.

Procedure

1. If you are moving third level institutes then you must submit an email stating your name, date of birth, address, course of study, apartment number and room number.
2. We would also require proof from the college/CAO that you are taking a place in an alternative third level institution.
3. We would require you to return both bedroom and front door keys as soon as possible.
4. The room must be left in a clean manner with the bedroom door locked (i.e. like when you moved in).

Payments made and refunds

- Regarding payments made and refunds, each case is assessed individually and in standard policy it can take up to eight weeks before contact is made with you.