



## Annexure “A” – PAYMENT POLICY

### 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 900 (Shared) / R5 950 (Single) / R7 000 (Studio) – See Payment Schedule.
- Admin Fee + Deposit + 1st Month’s Fee to be paid on Application. Occupation will only be permitted once all the fees have been paid.

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### When you move in:

**Payment is due on / or before 1<sup>st</sup> of each month.** (If you are paid on the 15<sup>th</sup> of each month, you must please pay in advance and not in arrears. E.g. pay on the 15<sup>th</sup> Jan for 1 February’s Fee).

**Please note that the Contract Fee is a FIXED FEE CONTRACT that has been structured into a Monthly Fee to facilitate ease of payment. Please see the Payment Schedule below.**

### PAYMENT SCHEDULE

PAYMENT DUE DATE	SHARED ROOM FEE	SINGLE ROOM FEE	STUDIO FEE
01 Feb	R3,900	R5,950	R7,000
01 Mar	R3,900	R5,950	R7,000
01 Apr	R3,900	R5,950	R7,000
01 May	R3,900	R5,950	R7,000
01 Jun	R3,900	R5,950	R7,000
01 Jul	R7,800	R11,900	R14,000
01 Aug	R3,900	R5,950	R7,000
01 Sep	R3,900	R5,950	R7,000
01 Oct	R3,900	R5,950	R7,000
01 Nov	R3,900	R5,950	R7,000
<b>Annual Fee</b>	<b>R42,900</b>	<b>R65,450</b>	<b>R77,000</b>

- Can you pay full year upfront? Yes, no problem

# Payment Policy

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## When you move out:

- The Breakages Deposit WILL be refunded in full :
  - a. If you remain for the full term of the contract period
  - b. Your account is fully paid up at date of Contract Termination
  - c. There are no breakages in your house for which you are responsible
  - d. Your room has been restored to its original condition
  - e. All keys have been handed into the office

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## **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 prior to taking occupation,

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

### **After Occupation**

The OWNER is setting aside the accommodation specifically for students and cannot change the use thereof during the Contract period.

Therefore:

- If the OCCUPANT cancels after having taken occupation, the Administration Fee and Breakages Deposit will NOT be refunded.
- In addition, the OCCUPANT shall remain wholly liable for payment of the Monthly Fee for the remaining period of the Contract, unless the OCCUPANT is able to find a suitable replacement tenant, and the OWNER, at their sole discretion, is willing to accept the replacement tenant. In such a case, the OCCUPANT shall be charged no less than three months rental penalty. Where no replacement tenant is found by the OCCUPANT, or where the OWNER is not willing to accept the replacement tenant, whatever the reason, the OCCUPANT shall remain wholly liable for payment of the Monthly Fee for the remaining period of the Contract