

# Payment Policy and Schedule

**2022**

**ANNEXURE "A" - Forms part of the Residence Contract (PLEASE READ CAREFULLY)**

**WHEN YOU COMPLETE THE APPLICATION:**

Please note that the Contract is a ANNUAL FIXED FEE CONTRACT and is payable whether in residence or not.

- Admin Fee (Once-off). Payable on completion of Application.
- Refundable Breakages Deposit (Once-off) Payable on completion of Application
- Fee Payable : See Payment Policy and Schedule.

**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 1 February's Fee).

**THE CONTRACT PERIOD IS 1 FEBRUARY 2022 TO 30 NOVEMBER 2022. PRO-RATA RATES APPLY PRIOR TO 1 FEBRUARY AND AFTER 30 NOVEMBER**

<b>WESTWOOD LODGE PAYMENT SCHEDULE - 2022</b>					
<b>PLEASE READ ALL DOCUMENTS CAREFULLY AS THEY ARE BINDING ONCE SUBMITTED</b>					
<b>SHARING ROOM @ R 45,100 PER ANNUM EXCLUDING DEPOSIT AND ADMIN FEE</b>	<b>REFUNDABLE BREAKAGES DEPOSIT</b>	<b>ADMIN FEE</b>	<b>FEE PAYABLE</b>	<b>TOTAL PAYABLE per month</b>	
PER PERSON					
PRIOR TO OCCUPATION	R5,000	R1,000	R8,200	<b>R14,200</b>	<b>PAYABLE PRIOR TO OCCUPATION</b>
ON THE 1 <sup>ST</sup> DAY OF EACH MONTH IN ADVANCE THEREAFTER. 1 <sup>ST</sup> MARCH / APRIL / MAY / JUNE / JULY / AUGUST / SEPT / OCT / NOV			R4,100	<b>R4,100</b>	PER MONTH IN ADVANCE FOR CONTRACT PERIOD
<b>SINGLE ROOM @ R 68,750 PER ANNUM EXCLUDING DEPOSIT AND ADMIN FEE</b>	<b>REFUNDABLE BREAKAGES DEPOSIT</b>	<b>ADMIN FEE</b>	<b>FEE PAYABLE</b>	<b>TOTAL PAYABLE per month</b>	
SINGLE PERSON					
PRIOR TO OCCUPATION	R7,000	R1,000	R12,500	<b>R20,500</b>	<b>PAYABLE PRIOR TO OCCUPATION</b>
ON THE 1 <sup>ST</sup> DAY OF EACH MONTH IN ADVANCE THEREAFTER. 1 <sup>ST</sup> MARCH / APRIL / MAY / JUNE / JULY / AUGUST / SEPT / OCT / NOV			R6,250	<b>R6,250</b>	PER MONTH IN ADVANCE FOR CONTRACT PERIOD

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STUDIO ROOM @ R 80,850 PER ANNUM EXCLUDING DEPOSIT AND ADMIN FEE	REFUNDABLE BREAKAGES DEPOSIT	ADMIN FEE	FEE PAYABLE	TOTAL PAYABLE per month	
SINGLE PERSON					
PRIOR TO OCCUPATION	R10,000	R1,000	R14,700	<b>R25,700</b>	<b>PAYABLE PRIOR TO OCCUPATION</b>
ON THE 1 <sup>ST</sup> DAY OF EACH MONTH IN ADVANCE THEREAFTER. 1 <sup>ST</sup> MARCH / APRIL / MAY / JUNE / JULY / AUGUST / SEPT / OCT / NOV			R7,350	<b>R7,350</b>	PER MONTH IN ADVANCE FOR CONTRACT PERIOD
SECOND PERSON ADD			R 1,500	R 1,500	

## WHEN YOU MOVE OUT :

- The Breakages Deposit WILL be refunded in full :
  - If you remain for the full term of the Contract Period
  - Your account is fully paid up at date of Contract Termination
  - There are no breakages in your house for which you are responsible
  - Your room has been restored to its original condition
  - All keys have been handed into the office
  - You have removed ALL of your items. Storage is NOT permitted at WWL.
- Please note that ALL items that are not removed will be removed by the OWNER and no liability will be accepted by the OWNER for such removal. It is your SOLE responsibility to pack and remove your own items and if you do not, you will lose them.

## 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

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## 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.