



Accommodation-Refunds

Accommodation Payment Policy

Once students have applied for accommodation and they have received confirmation that their preference is available they will be required to pay their accommodation fees within 10 working days (some exceptions apply). Once full payment is received accommodation will be confirmed. If payment has not been received prior to the residential stay commencing and if no alternative arrangements have been made directly with the College, the accommodation request will be cancelled and the room will be re-allocated.

Accommodation is only ever offered with full acceptance of the College's Terms and Conditions and the College's House Rules.

Refunds

Refunds for student's accommodation vary from case to case and are not guaranteed in any case.

Enrolment Unsuccessful

Should a student's application for enrolment at the College be unsuccessful, or if accommodation is not available, residential fees will be refunded in full.

Cancellation*

In Case of cancellation of the confirmed booking the following cancellation fees and refunds will apply.

- Cancellation 90 to 30 Days prior to the stated check in date the student will receive a full refund.
- Cancellation 14 to 30 days prior to the stated check in date the student will receive a 75% refund of their accommodation fees.
- Cancellation 0-14 days prior to the stated check in date the student will receive a 50 % refund of their accommodation fees.
- If a student fails to cancel their accommodation 100% of their accommodation fees will be forfeited.

* No Refunds will be offered on the Double term package for the 2nd Term accommodation if cancellation occurs.

Note: all cancellations must be in writing to the House Manager.

Eviction from the College

Should a student be evicted from college due to receiving house rule infringements, they will be refunded 50% of their unused accommodation fees. Should there be any outstanding fees due to damage to the college this amount will be taken from the refund

Checking out Early

Should a student choose to check out early from accommodation (from week 12 of the undergraduate term) they will not receive a refund.

Applying for a refund – Accommodation

To apply for a refund students must fill out the 'Request of Refunds of Fees' form available from the accounts department or from the accommodation coordinator.

If they are a current student of ICMS they are to hand the form to the Operations. The Operations Department will then evaluate their claim and organise any necessary paper work.

Payment of Refunds

Any eligible refund will be processed within 45 days from the date ICMS receives advice that a residential student vacated their room.