



**LEE ABBEY  
LONDON**

## Booking Conditions

**The minimum booking is for the entire academic year totalling 39 weeks. If you arrive after the start of a term or if you depart before the end of a term, you still will be charged for the entire academic year totalling 39 weeks.**

**If you would like to arrive before the start of the academic year on 17 September, email the Accommodation Manager in order to check availability. Please note that you may be required to move rooms at the start of the academic year in order to accommodate you and you will be required to pay any additional fees.**

Your Room Deposit will be kept separate from your fees and held by us for the duration of your stay, and will only be refunded after your departure less any debt on account or damages to your room.

All fees payments must be made in advance. If you pay your fees for the full academic year in advance, you will be eligible for a £50.00 discount. If you are not able to do this, please pay according to the following schedule:

- 16 weeks' fees due before the start of the academic year on 17 September 2022
- 8 weeks' fees due before 7 January 2023
- 15 weeks' fees due before 4 March 2023

If you decide to cancel your stay and leave Lee Abbey London during the academic year, Lee Abbey London reserves the right to hold on to any advance fees payments, and your room deposit may be forfeited. Any returned fees will be less debt on your account or damages to your room.

Lee Abbey London reserves the right to allocate you a different room of the same room type in the event of necessary maintenance work which needs to be completed in your room. The Accommodation Manager will be in contact with you should any moves be necessary.

If you decide to accept this offer, I look forward to hear from you and hope you will enjoy living at Lee Abbey. Please read the [2021-2022 Residents' Handbook](#) (2022-2023 Resident Handbook to be published shortly) and if there is a problem or any other matter of concern, do not hesitate to contact me. If you have made alternative accommodation arrangements, we would appreciate it if you would inform us as soon as possible so that this place may be offered to another applicant.

Yours sincerely,  
Tim Pfeiffer  
Accommodation Manager

## Cancellation Policy

If you cancel your place after paying the deposit, the following conditions will apply:

For cancellation up to 4 weeks before you are due to arrive, the equivalent of 1 week's fees will be non-refundable

For cancellation up to 2 weeks before you are due to arrive, the equivalent of 2 weeks' fees will be non-refundable.

For cancellation up to 1 week before you are due to arrive, the equivalent of 3 weeks' fees will be non-refundable.

For non-arrival or cancellation with less than one week's notice before your arrival, your entire deposit will be non-refundable.

We are pleased to accept payments by the following means:

- Visa or Mastercard (payment made by credit card is normally refunded by credit card)
- Cheque (British Pounds Sterling)
- Bank Credit Transfer (please see below for further details)
- TransferMate Online Payments - [www.leeabbeylondon.paytostudy.com](http://www.leeabbeylondon.paytostudy.com)

## Bank Transfer Details

In order to make a direct payment to Lee Abbey's current account please use the following details:

**NatWest  
Barnstaple Branch  
41 High St.  
Barnstaple  
Devon EX31 1DA**

Bank sort code: **60-02-03**  
Account Name: **Lee Abbey International Students' Club**  
Account Number: **58690484**  
SWIFT BIC: **NWBKGB2L**  
IBAN: **GB74NWBK60020358690484**

The resident's name must be included as the reference. All transaction charges are payable by the sender. Email a copy of the

transfer order to [accommodation@leeabbeylondon.com](mailto:accommodation@leeabbeylondon.com).

## TransferMate Online Payments



We have partnered with Transfermate and now have an online payment facility available for your convenience. International students with an overseas bank account or card can pay their fees and deposits through TransferMate in their own currency with no currency conversion fees and beneficial exchange rates.

- No International sender/receiver fees
- Preferential exchange rates
- 24 hour online tracking of all payments
- 24 hour Customer Service
- Allows you to pay in your local currency & to a local bank account
- PaytoStudy also accept China Union Pay

Please use this link [www.leeabbeylondon.paytostudy.com](http://www.leeabbeylondon.paytostudy.com) to access this service.

*\*\*\*Please note that if your bank is located in Brazil, U.A.E., or South Korea, we are only able to take payments by Credit or Debit card, NOT Bank Transfer, unless you are using the Transfermate online payment facility. I apologize for this inconvenience.*