

# GHR TERMS AND CONDITIONS

Please carefully read through the following terms under which the application process and provision of accommodation operate and is offered. If you have any queries, please contact the Accommodation Team via [accommodation@ghr.ie](mailto:accommodation@ghr.ie) or +353-1-4163320.

**Please do not proceed with this application unless you fully understand and agree to abide by the terms herein and as set out in the Lease Agreement and Price Sheet (both of which are available at [www.ghr.ie](http://www.ghr.ie)).**

The information we collect from you is solely used for the purpose of accommodation booking, i.e. allocation of room, contacting your parents/guardian in case of emergency, and refund of security deposit. We will not disclose your personal data to third parties. Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, we will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law and regulation.

You personally must complete the Application Form in order to apply to stay in GHR. It is very important that you review, understand and agree to the terms as the Applicant. Nobody can apply on your behalf.

Please make sure to fill in all details correctly: e.g. date of birth, home address, email address, room type, and room share - please make sure to name your friends that you would like to share with and get them to name you in their applications in the Room Share section (we cannot guarantee who your roommates will be) and carefully read what needs to be done in order to share a room/apartment, etc.

To update personal data submitted to us, you may email us at [accommodation@ghr.ie](mailto:accommodation@ghr.ie). Once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

1. As part of the application process, you will be required to pay an Application Fee (typically €300). The Application Fee is non-refundable in the event of cancellation, change of mind, non-arrival, etc. by the Applicant. As a result, GHR advises all Applicants to make certain of their choice of accommodation and educational institution before paying this fee.
2. If an application is unsuccessful e.g. GHR is unable to offer the requested room type for the requested period; the Application Fee shall be refunded (less any transaction charges).
3. If an application is successful, the Application Fee becomes the Security Deposit (as defined in the Lease Agreement) and is separate to the Accommodation Fee (as defined in the Lease Agreement and Price Sheet).
4. Applicants, dependant on their Leaving Certificate results, who have specified a place in a Dublin college as their 1st choice in their CAO application, should be aware that if they subsequently do not receive a corresponding 1st choice in the 1st round CAO offer, they may make a submission to GHR for a "CAO credit". To apply for this, the Applicant must email [accommodation@ghr.ie](mailto:accommodation@ghr.ie) within 48 hours of the 1st round CAO offer issue, providing written proof that they did not get an offer of their 1st choice college in Dublin. If the submission meets the criteria, GHR shall refund the Applicant's monies (less any transaction charges) within 7 working days of receipt of the submission.

Submissions received after this timeframe will not be considered and shall result in the loss of all monies paid by the Applicant.

5. If you are dependent on a visa to study in Ireland and are refused it, you must provide written proof of same within 48 hours and at least 1 week before the Academic Term commences to [accommodation@ghr.ie](mailto:accommodation@ghr.ie) so the Accommodation Office may assess your eligibility for a credit, subject to a suitable replacement (see 8c)

6. Accommodation is subject to availability and cannot be secured until payment of the Accommodation Fees is received. The spaces are sold on a **first come first served basis**.

7. Payment can be made by Bank Transfer, Cheque, Postal Order, Debit Card or Credit Card. If payment is made by Bank Transfer, all resulting foreign exchange banking and 3<sup>rd</sup> party charges will be the responsibility of the Applicant. If you proceed with this application you will be emailed further details on how to make payment.

8a. Applications are for the entire Lease Agreement duration. Successful Applicants are responsible for paying all the rental and utility charges i.e. the Accommodation Fee for the entire duration of the Lease Agreement e.g. in the event a Resident, having applied for the full Academic Year (September to June), fails to pay the 2nd instalment by the specified payment date as per Price Sheet, typically by 1<sup>st</sup> December (in the year of the Lease Agreement start date) they will have their Lease Agreement terminated – this means expulsion from GHR, typically with 7 days' notice, and loss of all monies paid including the Security Deposit

Legal proceedings may ensue to recover all monies due under the Lease Agreement.

Full payment for the full Academic Year i.e. September to June should be made before the date specified in the Price Sheet in order to be considered for a Full Payment Discount. Applicants for the full Academic Year may opt to pay in two instalments. The first instalment must be paid as early as possible either before or at the start of the summer to be in with a chance of securing accommodation in GHR. The 2nd instalment must be paid by the specified date as per Price Sheet, typically by 1<sup>st</sup> December (in the year of the Lease Agreement start date). This rule does not apply to Summer Term.

Single Semester accommodation is **available to students from any college**.

Standard Single and Single Ensuite Rooms are only available for full Academic Year term.

8b. No refund of Application and Accommodation Fees paid will be made in the event of non-arrival after the Lease Agreement term started. The Resident has the option to provide a replacement Resident, to whom his/her Lease Agreement shall be assigned, to mitigate their financial loss. The replacement Resident must be deemed suitable by GHR and make full payment of the Application and the Accommodation Fees for the remainder of the Lease Agreement term, at least 1 week in advance of their proposed arrival date. If the replacement criteria are met, GHR will refund to the Resident a sum of the Accommodation Fee equivalent to the Accommodation Fee received from the replacement Resident.

8c. Application and Accommodation Fees paid will be refunded in the event of non-arrival before the Lease Agreement term started on the condition that the Resident provides a replacement Resident, to whom his/her Lease Agreement shall be assigned, to mitigate their financial loss. The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees for the remainder of the Lease Agreement term, at least 1 week in advance of their proposed arrival date. If the replacement criteria are met, GHR will refund to the Resident a sum of the Accommodation Fee equivalent to the Accommodation Fee received from the replacement Resident.

8d. No refund of Application and Accommodation Fees paid will be made in the event of early vacation. The Resident has the option to provide a replacement Resident, to whom his/her Lease Agreement shall be assigned, to mitigate their financial loss. The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees for the remainder of the Lease Agreement term, at least 1 week in advance of their proposed arrival date. If the replacement criteria are met, GHR will refund to the Resident a sum of the Accommodation Fee equivalent to the Accommodation Fee received from the replacement Resident.

8e. No refund of Application and Accommodation Fees paid will be made in the event of terminating the Lease Agreement (e.g. eviction). The Resident has the option to provide a replacement Resident, to whom his/her Lease Agreement shall be assigned, to mitigate their financial loss. The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees for the remainder of the Lease Agreement term, at least 1 week in advance of their proposed arrival date. If the replacement criteria are met, GHR will refund to the Resident a sum of Accommodation Fee equivalent to the Accommodation Fee received from the replacement Resident.

9. If the payments which are to be refunded were made by credit/debit card, the same card will be refunded. If they were made by the bank transfer/cheque, the refund will be transferred to the bank account.

At Griffith Halls of Residence (GHR) our primary concern is for the safety and comfort of all our Residents and staff. Residents are required to abide the House Rules and Regulations of the facility, which are stated in the Lease Agreement and corresponding Code of Conduct and Disciplinary Documents (available at [www.ghr.ie](http://www.ghr.ie)). Failure to do so shall result in disciplinary action up to and including Termination of the Lease Agreement. Termination of the Lease Agreement means expulsion from GHR, typically with 7 days' notice and loss of all monies paid (including the Security Deposit). Please familiarise yourself with these documents in the Important Document section of the website, [www.ghr.ie](http://www.ghr.ie).

**Please do not proceed with this application unless you familiarise yourself with these terms, understand them and are in agreement with them and their consequences.**

Successful Applicants will also be required to sign a Lease Agreement, in advance of moving in, agreeing to abide by these terms. This document is legally binding and it is advised that Applicants receive legal advice. The Applicant will receive their copy of the Lease Agreement by email In advance of the arrival.

**By submitting the application form, you, the Applicant agree to comply with all rules, terms, conditions and agreements as outlined in the Lease Agreement.**

GHR is only available to full time students during the Academic Year term (September to June). Applicants must be 18 years or older by the first day of term. GHR is unable to accommodate any Residents under the age of 18 years.

The following list of rules has been compiled to ensure that you are clear on the general rules of GHR. For a full list of terms and rules, please refer to the Lease Agreement in the House Rules section of [www.ghr.ie](http://www.ghr.ie). Any breach of the House Rules may result in a minimum of a €100 fine per Resident(s). Repeated breaches of the Rules and Lease Agreement may result in further €100 fines per Resident(s) and may lead to Termination of the Lease Agreement depending on the frequency and severity of the misconduct.

1. **FIRE ALARM:** GHR operates a “**zero tolerance**” approach to any Resident (and/or their Visitor(s)) interfering with fire detectors or pressing the Red or Yellow fire alarm buttons in the absence of a fire. Such misconduct **will result in the termination of the Lease Agreement of any associated Resident(s)**. Termination of the Lease Agreement means expulsion from GHR and loss of all monies paid.

All Residents must comply with fire and other safety regulations and evacuate/exit the building immediately if a fire alarm sounds and go to the relevant assembly point.

2. **PERSONAL SAFETY & HOUSE RULES:** Dublin is a busy city so, as in all cities, you should take steps to ensure your safety and the safety of others. Keep family/friends/housemates informed of your whereabouts, travel in groups of two or more (especially late at night) and ensure you use busy and well-lit routes to and from places. Please keep your phone out of sight.

**Please ensure you read and fully understand the House Rules in the Lease Agreement**, in particular the Third Schedule, and the Disciplinary Procedure & Code of Conduct (in the House Rules section of [www.ghr.ie](http://www.ghr.ie)).

Familiarise yourself with local laws in Ireland to ensure you are behaving in an appropriate way, e.g. contrary to some other countries, **drug use/possession (including marijuana, “weed”) is illegal and any involvement will result in termination of the Lease Agreement and the police being contacted.**

3. **VISITORS:** Visitors are welcome in GHR until **10.30pm** but no later, as this tends to disrupt others. This includes GHR Residents from other apartments; they too should not be in your apartment after 10.30pm. **You are responsible for the actions of your Visitor(s) at all times.** Please accompany them when they are in GHR complex and/or on the campus and ensure they are aware of and abide by the rules e.g. smoking, fire alarm, etc.

4. **COOKING:** When using the cooking facilities, **Residents must give their full attention to their actions and not leave the cooking facilities unattended at any time.** Ensure the room is ventilated (window open, extractor on). Cooking with large quantities of oil is not allowed due to the risk of fire. If you accidentally activate a fire alarm, please turn off the cooking facility and contact the Security staff so they may best assist you.

5. **SMOKING/VAPING:** Smoking and / or Vaping is not allowed anywhere in GHR complex e.g. accommodation buildings, rooms, corridors, stairwells, laundry or underground car park. Candles and incense are also not allowed for safety reasons.

6. **REPORTING ISSUES:** **You must distance yourself from any misconduct by immediately reporting issues/misconduct or damage/interfering with safety equipment**, including fire equipment, in your apartment and/or the complex/campus. This can be done by email, by phone or in person at the Accommodation Office, or through our 24 hour/7 day a week Security staff.

7. **CLEANING:** Residents are required to keep their personal and communal space within their apartment in a tidy and hygienic manner. Residents are responsible for the correct disposal of their rubbish. The bin station is located to the side of Block 2. There are separate general waste and recycling bins (paper, cardboard, glass, and drink cans, plastic bottles, and juice cartons). When transferring items to the bin station, please ensure bin bags are secure and not leaking.

8. **ACCESS:** Access to the campus at night-time (between 11pm and 7am) is restricted to pedestrians via the electric gate / pedestrian turnstile registration form and photo ID when registering. The map below shows you where the registration takes place.

9. **RESPECT:** Residents **are required to show respect** to their fellow Residents, campus Staff, Visitors, neighbours and campus property at all times. Residents should follow the instruction of Staff and assist with any queries for the safety and security of all.

10. **KEY FOB:** Please keep your key fob on your person and do not loan it to anyone else. If you lose it, please report this immediately to the Accommodation Office. There is a charge of €30 for each replacement key, which may be deducted from your Security Deposit subject to terms and conditions.

11. **€5,000 FIRE INSURANCE:** You are liable for any damages due to fire caused by you and/or your Visitor(s)' actions. Please ensure you have taken out insurance against damage to GHR property (with respect to fire, up to the value of €5,000) and for your own personal property.

12. **GUARANTEE FORM:** Residents must provide a scan of an appropriately completed Guarantee Form in advance of their arrival date, otherwise they will not be permitted access to GHR.

**If any of the above or Lease Agreement terms are unclear or are not agreeable to you, please do not proceed with this application.**

**By proceeding with this application you confirm you agree with all GHR, Application Form and Lease Agreement Terms and Conditions.**