



GHR TERMS AND CONDITIONS

Thank you for your interest in Griffith Halls of Residence. We understand this document is a little dense, but it's all part of ensuring you're as informed as possible when you pull up to the kerb outside campus. Our terms and conditions, together with our Licence to Reside, Community Values document, website and booking journey will ensure you're up to speed on everything GHR.

Please carefully read through the following terms under which the application process and provision of accommodation operate. If you have any queries, you can contact the Accommodation Team via accommodation@griffith.ie or +353-1-4163320, who will be happy to assist.

1. Residents are required to complete our Application Form via our [website](#) in order to stay at GHR. It is important that the Resident as the Applicant personally review and agree to the terms in this document.
2. As part of the application process, Residents will be required to pay an Application Fee of €300. The Application Fee is non-refundable in the event of cancellation or change of mind by the Applicant. Fees (Security Deposit / two instalment fees) must be paid prior to bed space selection. Please note points 4 to 13 in relation to refunds whereby exceptions to these points and further details are highlighted.
3. There are two available payment plans. They are full payment and two instalments.

All Payment Plans – Application Fee / Security Deposit

An Application Fee of €300 is required within 14 days of the booking having commenced. If the Application Fee is not paid within 14 days of booking regrettably the application will need to be cancelled.

Once an Application Fee has been paid and the Resident has moved in, the Application Fee will be held as a Security Deposit. The Security Deposit of €300 is refundable in line with our Terms & Conditions, Licence to Reside and Community Values Charter. Copies of these documents [can be found here](#) under the 'Helpful PDFs' section.

Full Payment

Payment in full is required six weeks prior to contract start date. If payment is not received in- full six weeks prior to the contract start date self-assignment / bedroom selection will regrettably be deleted. If this occurs Residents can select an alternative bed space subject to availability and at the time of selection. Payment in full is required or evidence of a bank transfer uploaded to their [accommodation portal](#).

Full Academic Year Payment Plan Two Instalments

An Administration Fee of €500 is required when selecting a Two Instalment Payment Plan. This is paid together with the Security Deposit prior to bed space selection. Unlike the Security Deposit, this Administration Fee is non-refundable (except in circumstances discussed in this document). The remaining 45% of the booking total is required ten weeks after the contract start date.

55% of booking costs are required six weeks prior to contract start date. If 55% of the booking costs are not received six weeks prior to the contract start date self-assignment / bedroom selection will regrettably be deleted. If this occurs Residents can select an alternative bed space subject to availability. Proof of payment of the 55% first instalment is required. Evidence of a bank transfer can be uploaded to the [accommodation portal](#).

4. GHR provides a full refund only if a learner's visa to study in Ireland is refused seven days before the contract start date. This full refund includes accommodation fees, application fees, the security deposit, and the two-instalment administration fees. Full refunds for visa refusals are not available within seven days of the GHR contract start date. The contract start date is fixed each year, is shown during the booking process, and must not be confused with the arrival date.

If a resident chooses to retain their bed space within seven days of the contract start date, only a partial refund may be possible, and only where the bed space is successfully resold. The contract start date is the official academic intake date set by GHR. The arrival date refers to the resident's preferred date of arrival. Residents may change their arrival date up to two times before the latest permitted arrival date, which is 17/09/2026. This latest arrival date will also continue to apply to residents who are awaiting a visa after the contract start date.

5. GHR requires official confirmation of visa denials to be accompanied by supporting documentation from both the learner and Griffith College International Office. Residents should upload these documents to their [accommodation portal](#) and information should be extended to the accommodation office if they are retaining their Security Deposit for a future booking or they would like the Security Deposit refunded.
6. GHR provides a full refund (accommodation fees, application fees / Security Deposit and two instalment administration fees) to learners in the event that their specific course of choice within our institution is cancelled by the respective academic faculty.
7. If an application is unsuccessful, (i.e. GHR is unable to offer the requested room type for the requested period) the application fees / Security Deposit shall be refunded.
8. Application and Accommodation Fees paid will be refunded in the event of non-arrival before the contract period starts, on the condition that the Resident provides a replacement, to whom their Community Values, Licence to Reside and Terms and Conditions shall be assigned.

The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees and any administration fees for the full booking period.

If the replacement criteria are met, GHR will refund the original Resident the sum of Accommodation Fee equivalent to the fee received from the replacement Resident once in receipt of the replacement residents' funds. Security Deposits are not returned to initial applicants in this scenario.

There will also be an attempt to resell the space under the same criteria as above by the accommodation staff.

9. No refund of Security Deposit and Accommodation Fees paid will be made in the event of early departure. The Resident will have the option to provide a replacement Resident, to whom his/her Community Values, Licence to Reside and Terms and Conditions shall be assigned as outlined in point above within this document.

The replacement Resident must be deemed suitable by GHR and make full payment of the Application and Accommodation Fees for the remainder of the specific period booked by the initial applicant. The replacement must cover the full remaining duration of time which the initial applicant booked. The minimum replacement term of eight weeks or more must be adhered to if the initial applicant has checked in to the halls of residence. There will also be an attempt to resell the space under the same criteria as above by the accommodation staff.

GHR will provide a pro-rata refund if the above terms are met and GHR is fully sold for the semester/academic year to which your booking applies.

10. No refund of Security Deposit and Accommodation Fees paid will be made in the event of lease termination.
11. The two-instalment administration fee payable under two-installment payment plans is refundable under the same terms and conditions as the application fee prior to arrival and is not refundable once occupation of the lease has commenced.
12. There will be no refund of accommodation fees once occupation of the lease occurs.
13. Security Deposits are refunded by bank transfer or credit card only. It is the Resident's responsibility to ensure the accommodation office has the appropriate information associated with Residents' bank details. Any international bank transfer charges experienced during the refund process of the Security Deposit shall be borne by the beneficiary. The refund of the Security Deposit is only permitted if the Resident fills out their Check-Out Form and books their Check-Out Inspection a minimum of seven days prior to departure and reroutes all post to their new address. Check-Out forms and inspections can be dealt with via the [accommodation portal](#). If these criteria are not met, the Security Deposit will be reduced by €75.
14. Paid linen and crockery/cutlery packs fees will be refunded in accordance with the same terms as accommodation fees.
15. 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 3rd party charges will be the responsibility of the Applicant. If the Applicant proceeds with an application they will be emailed further details on how to make payment. We cannot accept cash payment under any circumstances.
16. In the unlikely event a Resident is not happy with their self-assigned allocation, he/she may request, subject to availability, a room change. This change, if approved by GHR, will carry the charge of €75 to cover the administration/reset costs.
17. Residents may request their arrival date changed a maximum of twice prior to their arrival. Date changes thereafter will carry an administration cost of €25, which must be paid by the Resident prior to arrival. GHR require a minimum seven days' notice prior to arrival to effect date changes. Changes within seven days cannot be considered. No arrivals are permitted after 17/09/2026.
18. At GHR our primary concern is for the safety and comfort of our Residents and staff. Residents are required to abide by the Community Values, outlined in the lease agreement sent to them upon payment. Applicants will be required to sign this agreement prior to arrival. An example of this

agreement can be found on our [website](#) (listed under 'Helpful PDFs').

19. All Residents must comply with fire and safety regulations. Failure to do so, or interference with the safety equipment, may impact their ability to reside - as outlined in the Community Values and Licence to Reside documents.
20. Residents are responsible for the actions of their visitor(s) at all times. Residents must accompany guests when they are in the GHR complex, and ensure they abide by the rules. Overnight guests are allowed, upon authorisation by GHR.
21. Smoking / Vaping is not permitted anywhere inside the accommodation complex e.g. buildings, rooms, corridors or car park. Candles and incense are not allowed at GHR for safety reasons. Evidence of smoking/vaping or incendiary items will carry a mandatory fine of €100 and if determined required by maintenance personnel, the cost of re-painting the full apartment, which may result in costs in excess of €1,000.
22. Residents should report any misconduct in their apartment and/or the complex. This can be done by email, phone or in person at the Accommodation Office or through Security staff.

Residents are required to keep their personal and communal areas tidy and hygienic and to ensure their refuse is disposed of correctly at the bin station located to the side of Block 2B. If an apartment is found in a bad condition, at any stage of the lease agreement, and the condition is not rectified, GHR reserves the right to apply a cleaning charge, typically €100 per person but amount can vary depending on the condition of the living space.

If rooms are found to be in an unsatisfactory condition, disciplinary action may ensue, with verbal/written warnings, fines and/or lease termination possible. This action is based on a graduated scale of severity.

23. Access to the campus at nighttime (between 11pm and 7am) is restricted to pedestrians via the turnstile. Residents are not allowed to give unauthorised access to other Residents/Guests, etc.
24. Residents should keep their key fob or key card on their person and not lend this to anyone else. If a Resident should lose a Key Fob they should report this to the Accommodation Office. There is a charge of €30 for each replacement key/€10 for replacement key card.
25. Residents are required to produce identification to Security and GHR Staff, while on GHR premises, upon request.
26. Residents are not permitted to keep pets. Management understand that many residents may come from pet-loving homes, however GHR is not a suitable living space for animals. If Residents ignore this policy management will initiate community values proceedings, levy deep cleaning fees up to €1000 dependent on the damage caused and contact the relevant organisations for the immediate removal of the animal from the premises.
27. A fair usage policy applies to utility use within each apartment. Each apartment is equipped with their own meter that will record the amount of energy usage within the apartment, each month. Each meter will be checked on the 1st of every month and will then be calculated against the unit cost. This will be divided by each person within the apartment depending on the length of stay of the resident within the apartment. An average usage will then be calculated for the overall usage of GHR. Should your energy usage be deemed excessive, 20% more than the average usage of all residents, this will result in initially a letter of warning being issued. Further instances could result in

a community values hearing being scheduled and fees being required to cover costs of excessive usage, which will be at management's discretion.

28. If a Resident has received a warning or fine as a result of community values hearing this could impact their ability to apply for future stays, which will be at management's discretion.
29. If an in-house Resident's payment is overdue (i.e. a fine, instalment or other cost incurred) this could impact their ability to apply for future stays, which will be at management's discretion.