

**STUDENT ACCOMMODATION
STUDENT MISCONDUCT AND SCHEDULE OF
CHARGES 2023-2024**

A £10 admin fee per tenant will also be applied in addition to the prices below on ALL cleaning, maintenance and replacement for missing or damaged inventory items.

Lost Keys and Locks

Lost key fob replacement	£10
Non return of key fob at end of tenancy	£25
Lost bike storage key	£25
Replacement padlock for under bed storage	£5

Fire Safety

Non-evacuation during a fire alarm	£50
Tampering with fire equipment (e.g. disconnecting door closers; use of door stoppers, fire extinguisher alarms etc)	£50 each offence
Tampering with or misuse of smoke/heat detector heads	£100 each offence
Fire extinguisher replacement	Up to commercial cost for supply and fit
Malicious activation of fire alarm and forcing other students to evacuate (including tampering with break glass points)	£150
Smoking, vaping or permitting guest to smoke, in flat or within building. Includes use of electronic or smokeless cigarettes.	£75 first offence and fire safety awareness £100 second offence
Presence of electrical fairy lights, candles or other fire hazards	£50 each offence

Communal waste and bin store

Abandoned bin bags, improper use of bin store and non-disposal of waste from flats.	£80 per flat
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Breach of Code of Conduct / Tenancy Agreement

Preventable false fire activation (such as excessive shower steam, aerosol use, heat products and cooking)	First offence - Fire Safety awareness and conduct hearing. Second offence – Conduct hearing and £50
Alleged use or possession of illegal substances in accommodation by resident or their guest	Conduct hearing
Evidence of use or possession of illegal substances in accommodation by resident or their guest	£75 and Police Scotland contacted. Conduct hearing.
Cleanliness issues during tenancy or re-inspection checks	3 re-inspections and £25 cost for kitchen clean 3 re-inspections and £20 cost for bedroom clean

Any breach of the Code of Conduct which forms part of your Tenancy Agreement will be formally investigated and you will be invited to a formal conduct hearing. We will investigate all breaches of our Code of Conduct, including any sexual and violent misconduct reported to us and non-academic misconduct.

Depending on the nature or severity of reported misconduct, we may have to relocate the reported resident to another flat, block or another of our accommodation sites. The reported resident will also be sent a mandatory Consent Matters module to complete.

Any breach of Code of Conduct may be reported to the University Appeals, Complaints and Conduct Manager

Other Breaches in the Code of Conduct

Posters on walls	£25 each offence
Any action in direct breach of the terms of the Tenancy Agreement and Code of Conduct including noise complaints such as continuing to play loud music after requests to stop, unruly behaviour, anti-social behaviour including throwing items from windows, behaviour likely to cause injury or disrespectful actions towards staff students, members of the public.	Discretionary Fines £20 – £150

Miscellaneous

Call out charge (Locked out, reporting faults that are incorrect etc., discretionary charge)	£10
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Each of the above matters which also constitute a breach of the terms of your Tenancy may also result in additional investigatory action and a conduct hearing.

Tenancy End, Transfers, Terminations, Inventory Items & Cleaning

Transfer of tenancy	£30 per tenant
Early termination of tenancy (subject to approval)	28 days rent + £50 administration charge
Disposal of items of furniture	Up to Commercial Cost
Disposal of rubbish &/or bedding	£10 per bag (black refuse bag)
Missing inventory items e.g. Bins, chairs, vacuums, dustpans, ironing boards, TV remote control etc	Up to commercial cost
Cleaning – end of tenancy: Bedroom – graded C – no significant cleaning effort made Communal areas – graded C - no significant cleaning effort made	£40 per room £40 per person
'Sparkle' clean bedroom (early termination only) (Including bathroom clean, vacuuming, dusting, cleaning surfaces etc)	Up to commercial cost
Cleaning – mid-term Including excessive soiling of flooring/chairs, graffiti etc	£20 for bedroom £25 for kitchen
Cleaning of curtains, upholstery etc.	Up to commercial cost

Maintenance and damages

Damage – Prices below are indicative and in all cases are subject to change in line with industry costs or price decreases/increases, a £10 admin charge per tenant is also applicable. Where costs are higher than stated below, invoices/receipts can be provided.

Solid door replacement including ironmongery (front door, bedroom, kitchen, toilet doors)	£660
Non fire door replacement (shower room/toilet)	£400
Wardrobe door replacement	£220 per door
Kitchen cabinet doors/drawers replacement	£80
Door handle replacements	£90
Door closer replacements	£260
Door stop replacements	£35
Vinyl flooring replacement	Hall £1440 Lounge £975 Bedroom £615 Shower room £240
Painting of rooms	Hall – up to commercial cost Kitchen/lounge - £435 Bedroom – £290 Shower room - £60 Painting walls (£25-£120)
Silicone replacement (Shower tray)	£85
Plumbing (blocked)	Shower trap £45 WC £45 WHB £45
Replacement Wash Hand Basin	£230
Refit Toilet Seat	£25
Supply and fit toilet seat	£80
Shower Screen / door replacement	£480
Shower pod pvc damage	£140
Small holes (approx fist sized) in walls requiring filling and repainting	£100 - £180
Large holes in walls requiring plaster board and repainting	£240 - £360
Local worktop repair (patch)	£140
Complete replacement of worktop	£480
Replacement sofa	Site specific £300 - £600
Re-upholster sofa	Site Specific £180 - £325
Replacement bar stool	Site Specific £100
Dining Table	Site Specific £145
Coffee Table	Site Specific £120
Other damage to flat and contents	At industry cost
Elevator damage and misuse	Industry cost (circa) £1000 + call out charge

Some maintenance fees may include call out and out of hours charges, depending on the nature of the repair and damage. This can increase the cost.

The above costs are a result of discussions with University contractors. Edinburgh Napier University would prefer not to charge students; your consideration of this document is therefore appreciated