

## Hampstead Studio Information Sheet



The Hampstead  
School of English



### **Check In and Check Out Times**

Please note that you are only able to check in to the studios before 21.00 on Sunday.

If you plan to arrive later than this, you will need to make alternative accommodation plans for your first night.

A member of Hampstead School staff will meet you at the studios on your arrival. You will be given a meeting time by the school or by your agent the week before you arrive. You will also receive detailed information about travelling to the studios and phone numbers to contact us in case you will be early or late for your check in.

Check out time is 10:00 on Saturday. Failure to leave on time will result in a charge of £40.00 per hour for each hour after this time.

### **Deposit**

A £200.00 deposit payable by credit card is required by all studio guests. This is payable on arrival at school on your first day. This deposit is refunded after your departure by credit card or bank transfer. A cleaning fee of £40.00 per person is deducted from the £200.00 refund.

Please ensure that we have your credit card details in order for us to process your refund after your departure.

Extra cleaning charges will be made for rooms left excessively dirty and for damage beyond normal wear and tear to the room. These charges will be deducted from the deposit payment and the view of the management is final.

### **No Smoking**

Please note that **smoking is not permitted** anywhere inside the studios and that if we discover that smoking has taken place there will be no refund of your deposit.

### **Insurance**

You are responsible for your personal belongings. The school accepts no liability or responsibility for damage or loss to students' property in the studios or the school. You are strongly advised to arrange your own insurance cover for health, belongings and cancellation of your course or accommodation.

### **Location**

The studios are a 20 minute walk from the school and on the 113 bus route linking the studios to the school and central London. The closest underground station is Golders Green (northern line, zone 3).

### **Cancellation/Curtailment**

Notice of three full weeks must be given before curtailing or cancelling a booking in any way.



### **Facilities and Provisions**

Each studio has a private ensuite bathroom and guests are provided with towels and bed linen.

Wireless and cable internet is available everywhere in the studio building free of charge and all studios are equipped with a television. There is a washing machine and dryer in the communal areas. Both machines are operated using tokens, which you can obtain from the school reception. Toilet paper and some cleaning products are provided on your arrival and after this, guests are expected to buy their own for the rest of their stay.

