

GSA Halls of Residence

Summer Vacation Booking/Cancellation Policy

- All bookings will be held as provisional until full payment is received *
 - Bookings must be paid in full 2 weeks prior to arrival
- Bookings not paid for 2 weeks prior to arrival may be cancelled by The Glasgow School of Art and rooms re-sold
- For reservations within 2 weeks of date of arrival full payment must be made at point of booking

Deposits for group bookings:

- If deposit is a **booking deposit** your outstanding total should be calculated by deducting the booking deposit from your total accommodation. The balance of your accommodation cost will be invoiced on arrival.
- If deposit is a **damage deposit** you will require paying this over and above your outstanding total which will be invoiced on arrival. Your damage deposit will then be returned after your group has left – less any attributable damages.

Cancellation charges:

In the event of cancellation guests are requested to contact us as soon as possible in writing or by email (contact details below). Refunds will be arranged as follows:

Notice before 2 weeks – full refund

Notice within 7-13 days of arrival – 75% refund

Notice within 4-7 days of arrival – 50% refund

No notice, non-arrival or notice within 4 days of arrival – NO REFUND

How to pay:

Call 0141 331 1261 to make credit or debit card payment or post cheque made payable to 'The Glasgow School of Art' to Margaret Macdonald House, 89 Buccleuch Street, Glasgow, G3 6QT. We are happy to issue invoices – contact us for more information.

Margaret Macdonald House
89 Buccleuch Street
Glasgow
G3 6QT

Tel/Fax: 0141 331 1261
Email: MargaretMacdonaldHouse@gsa.ac.uk

*Long term guests of 2 weeks+ payment is required fortnightly in advance, group bookings require 25% deposit and balance of payment is invoiced on arrival.

