



Short-term accommodation

Making a Booking: Direct Bookings Terms and Conditions

1. Introduction

These terms and conditions govern room reservations at Kellogg College, applicable to those individuals who book directly through our online portal or by liaising with the Kellogg College accommodation team.

2. Accommodation basis

Accommodation is provided on a short-term basis, not exceeding 3 weeks per booking. Please note that breakfast is not included, and parking facilities are regrettably unavailable. While every effort will be made to honour your room selection, we reserve the right to alter room allocations at our discretion during your stay.

To make a reservation, you must be at least 18 years old, as we do not accommodate guests under this age. We reserve the right to request valid photographic proof of identity and age.

The maximum room occupancy is as follows:

- Single room (one single bed): Single occupancy
- Double room (one double bed): Double occupancy

3. Booking Cancellation and Change Policy

Booking Cancellation

For Single Room Bookings:

Cancellation of any nights of your stay must be made at least 15 days before your booking arrival date.

Refunds for cancelled nights will be processed as follows:

- Nights cancelled 14–11 days prior to the booking arrival date: 75% of the booking cost for the cancelled nights will be refunded.
- Nights cancelled 10–8 days prior to the booking arrival date: 50% of the booking cost for the cancelled nights will be refunded.
- Nights cancelled 7 days or less prior to the booking arrival date: No refund will be given for the cancelled nights.

For large bookings made directly through the booking portal:

If you have made a booking for MORE THAN ONE ROOM, any cancellations for any nights booked must be made at least 21 days before the scheduled arrival date.

Any cancellation requests for bookings of more than one room requested within 21 days of the booking arrival date will not be eligible for a refund and will incur full charges.

All requests for cancellations or changes **must** be sent in writing to the Accommodation Office at accommodation@kellogg.ox.ac.uk

Large bookings

Should you wish to make a large booking for an event, please do get in touch with us directly at accommodation@kellogg.ox.ac.uk - different terms and conditions will apply based on your booking type.

Booking Changes

Requests for cancellations or changes must be sent in writing to the Accommodation Office at accommodation@kellogg.ox.ac.uk.

Please refer to the cancellation policy for details of charges incurred for the cancellation of any nights of your booking

4. Access key cards

Upon arrival, a key card will be issued for access to entrance doors and your assigned room. Loss or damage to the key card will incur a £15.00 charge. Failure to return the key card within five working days will also result in a £15.00 charge.

5. Damage

As the person making the booking, you are liable for any damage or loss caused to the accommodation by you or your group. Payment to cover the cost of repairs or replacement shall be made promptly upon the College's request.

6. Check-in and check-out time

Check-in is from 1:00 pm on your scheduled arrival date, and check-out is required by 10:00 am on your departure date. Failure to vacate on time may result in an additional night's charge at the standard booking rate.