

OPERATIONS DIRECTORATE OFFICE

Payment Terms for Reservations of Halls and Other Areas of the University of Cyprus

External Users:

In accordance with the University of Cyprus Space/Hall management policy for organizing events, you must pay in advance 50% of the invoice value, once of you receive the relevant invoice. The remaining 50% relating to the full payment of the invoice, **must be completed not later than two (2) business days prior to the commencement date of your booking.**

The payment can be processed either by deposit or bank transfer to the University of Cyprus account:

Bank of Cyprus:

Acc: 0128-05-012577

Iban: CY28 0020 0128 0000 0005 0125 7700

SWIFT: BCYPCY2N

Payment Details:

Please give details of payment (i.e Name and invoice no.)

In case you wish to proceed with a different way of payment, you may contact the Financial Services Revenue Office at 22894091/22894096 of email income.office@ucy.ac.cy.

Once your payment is completed, please send the proof payment to the Administrator/Operator of the space/hall, so that your reservation is approved.

IMPORTANT: In case of any change or cancellation of your reservation, you should notify the Administrator/Operator of the space/hall at least three (3) working days before the expected use of the reserved area. Otherwise, you may be charged the full amount of the charge corresponding to the reservation you have made.

Thank you for your cooperation.

From the Administrator/Operator of the space/hall

University of Cyprus