

- Complete, sign and return this form to the Residential Hall Manager.
- Please check your ingoing condition report that you have completed all tasks to ensure your room is left in the condition you found it and avoid any extra charges being applied.

## SECTION 1: PERSONAL DETAILS

SURNAME:	GIVEN NAME/S:
DATE OF BIRTH: __/__/__	
STUDENT ID:	MOBILE:
ROOM NUMBER:	DATE VACATING RESIDENCE HALL: __/__/__
<b>Note:</b> You must maintain a current address in Student Connect in order for Avondale to make contact with you	

## SECTION 2: SIGNATURE

I declare that I understand the following conditions:

- I must return my Room Key (if applicable)
- I must leave the room in the same state that I originally occupied it in
- The cost of any cleaning and/or damages to the room will be deducted from my Room Bond
- I must arrange for my accommodation account to be finalised prior to vacating my room
- Bond amounts are not refunded to my Avondale Student Account until the Residential Hall Manager has processed the room clearance
- If I have any outstanding fees, the Room Bond will be applied to those fees first before any refund (if applicable) is processed to my nominated bank account

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Hall Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: BANK ACCOUNT DETAILS FOR REFUNDS

Payments (AUD) will be refunded back to the nominated bank account in the weekly (Wed) processing.

<input type="checkbox"/> <b>Direct Deposit into Bank Account.</b> <b>Note: Overseas Transfers may take up to 4 weeks (Bank Fees apply)</b>			
BSB No:		Bank Name:	
Account No:		Branch Address (Overseas):	
Account Name:		Swift Code (Overseas):	
Contact Details for Account Holder (Overseas):			

Office Use Only:		
Account Balance:	Bank Fees:	Refund Amount:
Prepared by:	Authorised by:	Date: