

To request Accommodation in the Residence Halls outside the standard operation of each semester.

Complete and submit this form to the Residential Hall Manager:

- Mid –Semester – Submit prior to the break.
- Mid-Year/Year-End - Submit by COB on the last day of official classes as per the Academic Calendar.
- Graduation – Submit by COB Last day of exams as per the Academic Calendar.

For the current years charges please see the [Fees and Charges](#) list on the web.

SECTION 1: PERSONAL DETAILS

SURNAME:	GIVEN NAME/S:
STUDENT ID:	TELEPHONE:

SECTION 2: DATES ACCOMODATION NEEDED IN THE RESIDENTIAL HALLS

Mid-semester break

Date From _____ to and including _____ Number of Nights _____

Mid-year/Year End break

Date From _____ to and including _____ Number of Nights _____

Graduating Students

Accommodation for Thursday, Friday and Saturday nights prior to the Gradation Service is provided at no cost. **ACCOMMODATION NEEDED OUTSIDE THESE DATES REQUIRE UPFRONT PAYMENT AT STUDENT FINANCE.**

I require accommodation on Thursday Friday Saturday night/s

Additional dates **outside of the included Graduation Days** required:

Date From _____ to and including _____ Number of Nights _____

Date From _____ to and including _____ Number of Nights _____

SECTION 3: SIGNATURE

I declare that I understand the following conditions:

- Mid-Semester and Mid-Year Breaks will be invoiced to my General Account.
- Graduation Accommodation outside complementary days is to be paid when booking is approved.

Student Signature: _____ Date: _____

Office Use Only:

Residential Hall Manager
Date Approved: _____ Approved by: _____

Student Finance
Date Received: _____ Processed by: _____