

ACCOMMODATION APPLICATION FORM

Rates shown apply to all accommodation booked for 2020

Send this application form with your Enrolment Application Form to:

Student Services at enquiry@ais.ac.nz as early as possible (once your flight is confirmed and at least two weeks prior to your arrival in Auckland) to reserve your accommodation.

Sections A, D and E must be completed, plus your choice of Section B (Dormitory) or C (Homestay).

SECTION A - PERSONAL DETAILS

NAME: _____ MALE FEMALE

STUDENT ID NUMBER (if known): _____ DATE OF BIRTH: _____ AGE: _____

HOME ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ETHNICITY: _____ FIRST LANGUAGE: _____

ENGLISH LEVEL: BEGINNER ELEMENTARY INTERMEDIATE ADVANCED

PROGRAMME OF STUDY: _____ PART-TIME FULL-TIME

DO YOU REQUIRE AN AIRPORT PICK-UP? (NZ\$80.00) YES NO ARRIVAL DATE: _____

ARRIVAL TIME: _____ INTERNATIONAL FLIGHT NUMBER: _____

If you do not know your flight details, please email us once they are confirmed (at least two weeks before your arrival in Auckland).

SECTION B - ON-CAMPUS DORMITORY ACCOMMODATION

Minimum five weeks' stay applies - all room types are subject to availability

Accommodation required for: _____ (weeks) _____ (days) Check-in Date: / /
(Book the maximum period required for dormitory accommodation, as extensions are subject to room availability)

Type of room: Single Room Twin Share Multi-Share

Would you prefer to live with male and female residents on your floor? YES

OR Would you prefer to live with residents of your own gender only on your floor? YES

DORMITORY ACCOMMODATION RATES (Not Including Meals)			
Dormitory Bond (refundable) - payable in advance NZ\$300			
Room Type	Casual Weekly Rate	Advance payment of 5 to 11 weeks	Advance payment of 12 weeks or more
Multi-Share Room (3-4 students per room)	NZ\$200	NZ\$160	NZ\$150
Twin Share Room	NZ\$220	NZ\$180	NZ\$170
Single Room	NZ\$245	NZ\$210	NZ\$195

DORMITORY TERMS AND CONDITIONS

- Minimum five-weekly payments must be made in advance.**
- Booking Confirmation:** Bookings can only be confirmed if application is made and payment is received, inclusive of the bond, prior to check-in. Without prior application and/or payment, accommodation cannot be guaranteed and the casual rate will apply. All bookings and extensions are subject to room availability and will be accepted for a maximum period of 52 weeks.
- Bond:** Dormitory payments must include the bond of NZ\$300.00, which will be refunded upon departure from the dormitory if all requirements have been complied with.
- Cancellation Fee:** A NZ\$200.00 fee will be charged for students who cancel dormitory bookings less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
- Dormitory Check-out:** A minimum of two weeks' written notice must be given prior to departure. Payment for the cancellation notice period is not refundable or transferable. Payment for the first five weeks' dormitory accommodation is not refundable or transferable after arrival.
- Extensions:** Requests for extensions must be made not less than two weeks prior to the payment period expiry date.

SECTION C - HOMESTAY ACCOMMODATION

Minimum two weeks' stay applies

Accommodation required for: _____ (weeks) _____ (days) Check-in Date: / /

Would you like to stay with children? YES NO (IF YES, specify: Under 10s 10 yrs and over)

Would you like to stay with pets? YES NO

Do you have any other preferences?

Do you smoke? YES NO

Do you have any special dietary requirements? YES NO (IF YES, please give details):

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What are your hobbies/interests?

HOMESTAY ACCOMMODATION RATES	
Homestay Rate (Students 18 and over) NZ\$300 per week	Caregiver Rate (Students under 18) NZ\$310 per week

HOMESTAY TERMS AND CONDITIONS

- 1. Minimum two-weekly payments must be made in advance.**
- 2. Booking Confirmation:** Bookings can only be confirmed if application is made and payment is received, inclusive of the arrangement fee, prior to check-in. Without prior application and/or payment, accommodation cannot be guaranteed.
- 3. Arrangement Fee:** This fee of NZ\$260.00 (or NZ\$300.00 for students under 18) will cover one homestay arrangement only. If second and subsequent homestay arrangements are required, a fee of NZ\$110.00 will be charged. Arrangement fees must be paid in advance.
- 4. Cancellation Fee:** 100% of the Homestay Arrangement Fee will be charged for students who cancel homestay accommodation less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
- 5. Homestay Check-Out:** A minimum of one week's written notice must be given prior to departure from a homestay. Payment for the first two weeks of homestay accommodation is not refundable or transferable after arrival.
- 6. Homestay Meals:** Homestay accommodation includes two meals per day plus light lunches at weekends and on public holidays.

SECTION D - DISCLOSURE OF HEALTH PROBLEMS

Do you have an allergy, disability, mental health condition, long-term medical condition, or other impairment that we should be aware of, to facilitate your studies at AIS? The information you supply is confidential.

NO YES If YES, please describe your allergy, disability, mental health condition, long-term medical condition, or other impairment:

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SECTION E - ACCEPTANCE OF TERMS AND CONDITIONS

I have read and accept the terms and conditions of the accommodation I have selected:

APPLICANT'S SIGNATURE: DATE:

FOR OFFICE USE ONLY

Dormitory / Homestay Accommodation: Payment received
 Available
 Not available until
 Declined

Confirmed to Student or Agent by: Student Services Officer Date

CANCELLATION PRIOR TO CHECK-IN: Date Cancellation Received:

Notifications: Accounts Department Dormitory / Homestay Student Services