

APRIL 2007 RESIDENTIAL SCHOOL ACCOMMODATION BOOKING FORM

If you require college accommodation for your forthcoming residential school at the University of New England, please complete this form and either fax or post it with full payment (please make cheques/money order payable to University of New England) to the: **External Students' Accommodation Office, UNE, Armidale NSW 2351, tel: 02 6773 3370 fax: 02 6773 3535 email: eao@une.edu.au**

Please note that payment must be received before you arrive.

[If you prefer to book on-line, please do so at: <http://www.une.edu.au/eao/externals.html>]

On receipt of your booking a confirmation will be mailed to you (allow 2-3 weeks).

TO TAKE ADVANTAGE OF THE EARLY BIRD DISCOUNT RATE, BOOKINGS with FULL PAYMENT MUST BE RECEIVED AT OUR OFFICE NO LATER THAN 5.00pm, Friday 16TH March 2007 – DON'T MISS OUT!

TITLE	SURNAME	FIRSTNAME	STUDENT NUMBER	UNIT CODE

ADDRESS

TELEPHONE	FAX	EMAIL

All colleges provide single, lockable bedrooms with shared bathroom facilities (usually unisex) on each floor.

Please tick appropriate box:	EARLY BIRD RATE per night (rate up to 16 th March)	STANDARD RATE per night (rate after 16 th March)
MARY WHITE COLLEGE (tariff includes dinner, breakfast and lunch)	<input type="checkbox"/> \$69.00	<input type="checkbox"/> \$74.00
OTHER COLLEGES (tariff includes dinner & breakfast) (To be allocated with your course group - vacancies permitting)	<input type="checkbox"/> \$52.00	<input type="checkbox"/> \$57.00
ST ALBERT'S COLLEGE (tariff includes dinner & breakfast)	<input type="checkbox"/> \$52.00	<input type="checkbox"/> \$57.00

IN DATE	OUT DATE	NO. OF NIGHTS	\$ COST PER NIGHT	\$ COST PER STAY	MODE of TRANSPORT	ARRIVAL TIME*
<u>TOTAL COST:</u>				\$		Dinner is served: 5.30pm-6.45pm.

For credit card payment please enter all details below:

Tick Credit Card Type:			
Bankcard <input type="checkbox"/>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	
Credit Card Number	\$ Amount	Expiry	Name on Card
Cardholder's Signature:			

Fax or Post form to: External Students' Accommodation Office, UNE, Armidale, NSW, 2351
 Phone: 02 6773 3370 Fax: 02 6773 3535 Email: eao@une.edu.au ABN: 757 924 543 15
 Hours of Opening: Monday-Friday, 9.00am – 5.00pm (closed public holidays)
 Book accommodation on-line: <http://www.une.edu.au/eao/externals.html>
All Tariffs Include GST

UNE RESIDENTIAL SCHOOL ACCOMMODATION BOOKING FORM
Additional Requests (Complete only if necessary)

NON-STUDENT PARTNER / RELATIVE / FRIEND: If you require accommodation for an accompanying person/s, please enter the details below.

SURNAME	FIRSTNAME	IN DATE	OUT DATE	No. of NIGHTS

I enclose payment to cover the extra accommodation as totalled overleaf: Amount \$

CARER: ➤ **No Fee applicable for Carer.** If a student with a disability, who is registered with the Disability Unit, Equity Office, needs to bring a carer to provide support, please enter the details in the space below. There is **no charge** for the carer's accommodation. Please outline special needs for accommodation below.

SURNAME	FIRSTNAME	IN DATE	OUT DATE	No. of NIGHTS

SPECIAL NEEDS (eg ground floor room/special diet etc.):

CHILDREN: Parents are urged, if possible, to make alternative arrangements for the accommodation of their children, as family style accommodation is **not** available and college premises are generally unsuitable. Parents must be responsible for the supervision of their children at all times and under no circumstances must children be left on college premises without adult supervision.

Child's Age	Tariff per night (GST inclusive)
Baby up to 12 months:	free
1 year to 4 years:	\$11.00
5 years to 10 years:	\$24.00

CHILD'S NAME	AGE	IN DATE	OUT DATE	No. of NIGHTS

I enclose payment to cover the extra accommodation as totalled overleaf: Amount \$

CANCELLATION POLICY: To cancel all or part of your college accommodation booking as requested on this form please notify the **External Students' Accommodation Office** as soon as possible. Full cancellations should also be confirmed **in writing**. The following cancellation fee applies to full or part accommodation cancellations:

- **Three working days' notice received:** No cancellation Fee
- **Less than three working days' notice received:** 1 night's accommodation
- **When no notification at all is received:** No refund (or fee at discretion of College)

ADDITIONAL INFORMATION:

All bedrooms in UNE Colleges are provided with: linen, pillow, blankets, towel, writing desk, chair and desk light, bookcase and cupboard, central heating, adequate ventilation and natural lighting & telephone access (soap, toiletries and hairdryers are not provided). Washing machines, clothes-dryers, electric irons and ironing boards are available in each Residence. Dinner is served 5.30pm-6.45pm. If you are arriving 6.45pm-9.00pm and would like a meal to be kept for you, please ring the college direct. Meals will not be kept after 9.00pm.

PARKING: If you are parking at UNE, **you will need to purchase a parking coupon** from one of the ticket machines located on campus (\$4.00/day). A \$10.00 weekly ticket is also available from the machines. Parking restrictions apply only on weekdays, 8.00 am – 4.30 pm. For further information, please take the 'Parking at UNE' link on the UNE Facilities Management website: <http://www.une.edu.au/fms/>

STUDENT ID CARD: If you have not applied for a Student ID Card you must apply and obtain your card **prior** to your arrival on campus. If you do not have an ID Card you will not be provided with access to on campus facilities, such as Dixon Library, Computer Labs, Colleges, etc. Application forms may be obtained from the following web link: <http://www.une.edu.au/studentcentre/IDCardslink.htm>

PRIVACY: By completing this form you are supplying the University of New England with personal information about yourself. The University needs this information so that you can be booked into residential college accommodation.

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