

REQUEST FOR ACCOMMODATION

**Accommodation Request form, together with the Airport Transfer Request form, MUST be completed and returned by fax or email
AT LEAST 2 WEEKS BEFORE ARRIVAL**

Return this form at least 2 weeks before you arrive to:

The Accommodation Officer
La Trobe University International College
E: accommodation@latrobe.edu.au
Tel: +613 9479 1543, Fax: +613 9479 3676

Please note the Accommodation Placement fee of \$180 must be paid to the International College before your arrival or your accommodation may not be arranged. You must notify us if you cancel your accommodation booking.

STUDENT DETAILS

Family name: _____ First Name: _____
 Student ID: _____ Sex: ___ Male / ___ Female Date of Birth: ___ / ___ / ___
 Country: _____ Email: _____
 Course: _____ Start Date: ___ / ___ / ___

AGENT'S DETAILS - for correspondence (where applicable):

Agency Name: IEC Online GmbH Counsellor: _____
 Tel: +49-30-20458687 Fax: +49-30-20458688
 Email: info@ieconline.de

ARRIVAL DETAILS

Expected arrival date in Melbourne: ___ / ___ / ___ Expected length of stay: ___ weeks
 Expected date and time of arrival at the Accommodation: _____

ACCOMMODATION PREFERENCE (please select)

1. Temporary Accommodation: Number of nights _____ @ either:

_____ Le Student 8, _____ Parkside Inn, OR _____ BM Guesthouse

2. Homestay _____

With children: _____ Without children: _____ Either: _____

_____ Can eat any kind of food _____ cannot eat: _____

Smoker: _____ Yes _____ No Pets: _____ Like _____ Dislike

Student's hobbies or interests: _____

Do you have any medical conditions or allergies? _____ No _____ Yes

If yes, please specify: _____

Will you be taking prescribed medication after you arrive in Melbourne? _____ No _____ Yes

Please note if there any other special considerations: _____

Conditions

Accommodation Placement fee is non-refundable. Homestay is a minimum of 4 weeks, requires a deposit of \$300, and is paid in instalments (\$215 per week) direct to the Homestay host. Homestay includes a furnished single room with 2 meals per week-day and 3 meals on weekends, and requires 2 weeks notice to vacate. Temporary accommodation options range in price from \$60 to \$90 per night, and do NOT include food. If you are under 18 years of age, any requests or changes to your Homestay arrangements must be made by your Carer/Guardian and approved by the International College or your enrolment may be terminated.

Student's signature: _____ Date: ___ / ___ / ___

If under 18 years of age:
 Parent or Guardian's signature: _____ Date: ___ / ___ / ___