

PLEASE NOTE

- This form is only to be used by Erasmus and Study Abroad students to apply for temporary accommodation.
- Temporary residence must be booked, preferably giving seven days' notice, and paid for in full on arrival.
- **No refunds will be given for accommodation booked, paid for, and not used.**
- Please note that on your day of departure you must hand your keys in by 10.00 am.
- Extensions to bookings must be made by 10.00 am on the original day of departure. Weekend booking extensions must be made by 10.00 am on Fridays.
- Non-residents will be asked to supply some form of identification e.g. Passport, driving licence, before a room will be allocated.

1. TEMPORARY RESIDENCE PERIOD

Temporary residence may be requested **for the period 11 January to 26 January 2010**. Students wishing to reside in University accommodation during Semester Two must apply using a separate form available from the International Office **by 6 November 2009**.

2. ACCOMMODATION

It is hoped that a number of rooms in halls will be bookable as temporary accommodation for the period stated above. **Reservations are subject to availability.**

3. CHARGES

Current charges for rooms per night for Queen's students are as follows:

Standard Room: £10.90 (7 nights or more, room only)
 or £20.70 (less than 7 nights, including breakfast)

Ensuite Room: £12.95 (7 nights or more, room only)
 or £24.45 (less than 7 nights, including breakfast)

4. AVAILABILITY

The allocation of temporary residence will depend upon the availability of accommodation, and residents are advised to apply in good time. Accommodation in temporary residence is only available during the allotted times stated above. **STUDENTS MUST NOTE THE FOLLOWING: Any room found to be illegally occupied i.e. the student has not received permission to stay on, or has not left on their due date, may be cleared of all belongings by University staff supervised by Management.**

5. INSURANCE

Please note that you are required to arrange your own insurance for personal effects, as there is no University cover provided.

6. QUERIES

Students who have any queries about their accommodation, ie departure dates, should contact the Elms Village Reception (accommodation@qub.ac.uk).

QUEEN'S UNIVERSITY BELFAST

APPLICATION FOR TEMPORARY RESIDENCE - JANUARY 2010

1. Please read the notes on the reverse before completing the form.
2. Please return this form to the **International Office, Queen's University Belfast.**
3. All residents will be asked to supply some form of identification before a room will be allocated ie Queen's students – student card, Non-Queen's students – passport or driving licence.

Surname:		Full Address:
Other Names:		
Contact Telephone Number:		
E-mail Address:		
Home University		
Study Programme <i>(please tick one box)</i>	Erasmus <input type="checkbox"/> Study Abroad/Exchange <input type="checkbox"/> Pre-semester† <input type="checkbox"/>	
Passport No. OR		Country of Origin:
Driving Licence No.		

Please reserve accommodation for the following nights *(please circle date)*

JANUARY 2009: 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26*

*Students must vacate all rooms by 10.00 am on 26 January

†If you are attending a pre-semester course, additional dates will be available. Please indicate the exact dates that you will require accommodation below:

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OFFICE USE ONLY:

Booking taken by:	Hall	Room allocated:	Rate Payable:
	Date	Student signature	Staff Signature
Keys collected:			
Keys returned:			

Staple Receipt Here