

## 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 12 January to 22 January 2008**. Students wishing to reside in University accommodation during Semester Two must apply using a separate form available from the International Office **by 2 November 2007**.

## 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 standard rooms per night for QUB Students are £10 (7 nights or more) or £17 (less than 7 nights).

## 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 i.e. departure dates, should contact Ms Sinead Burns, Accommodation Manager (s.burns@qub.ac.uk) at the Elms Village.

**QUEEN'S UNIVERSITY BELFAST**

APPLICATION FOR TEMPORARY RESIDENCE - JANUARY 2008

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

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

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

**JANUARY 2007:** 12 13 14 15 16 17 18 19 20 21 22 23 24\*

\*Students must vacate all rooms by 10.00 am on 22 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:**

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

*Staple Receipt Here*