

PLEASE NOTE

- Vacation residence must be booked, preferably giving seven days' notice, and paid for in advance.
- **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. VACATION RESIDENCE PERIOD

Vacation residence will be available for the period 27 June to 7 September 2007 (inclusive).

2. ACCOMMODATION

A number of houses and halls will be open during the summer vacation for a limited period. A list of what is available and when, will be available from the Elms Village from Mid-June. Students may write their preferences on their form.

3. CHARGES

Current charges for standard rooms per night are £10.00 for QUB students (7 nights or more) or £17.00 (less than 7 nights).

4. AVAILABILITY

The allocation of vacation residence will depend upon the availability of accommodation, and residents are advised to apply in good time. Accommodation in Vacation 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.

BOOKING REF. NO:

**QUEEN'S UNIVERSITY BELFAST
APPLICATION FOR VACATION RESIDENCE – SUMMER VACATION 2007**

- 1 Please read the notes on the reverse before completing the form.
- 2 This form is only to be used by Erasmus and Study Abroad students to apply for vacation residence.
- 3 Please return this form to **Queen's International**.
- 4 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.

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"/>	
Passport No. OR		Country of Origin:
Driving Licence No.		

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

June 27 28 29 30

July 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 27 28
29 30 31

August 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
28 29 30 31

September 1 2 3 4 5 6 7

OFFICE USE ONLY:

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

**Staple
Receipt
Here**