



ACCOMMODATION APPLICATION FORM

NAME: _____ MALE FEMALE

STUDENT ID NUMBER (if known): _____ DATE OF BIRTH: _____ AGE: _____

HOME ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ETHNICITY: _____ FIRST LANGUAGE: _____

ENGLISH LEVEL: BEGINNER ELEMENTARY INTERMEDIATE ADVANCED

ACCOMMODATION REQUIRED FOR: _____ (weeks) FROM: / / TO: / /
(Book the maximum period required for dormitory accommodation, as extensions are subject to room availability)

PROGRAMME OF STUDY: _____ PART-TIME FULL-TIME

DO YOU REQUIRE AN AIRPORT PICK-UP? (NZ\$80.00) YES NO ARRIVAL TIME _____

ARRIVAL DATE: _____ INTERNATIONAL FLIGHT NUMBER: _____

*If you do not know your flight details, please email us once they are confirmed
(at least two weeks before your arrival in Auckland).*

I AM APPLYING FOR: (✓ the box below to indicate the type of accommodation required)

HOMESTAY ACCOMMODATION (minimum two weeks' stay)

Would you like to stay with children? YES NO Do you smoke? YES NO

Would you like to stay with pets? YES NO

Do you have any other preferences?

Do you have any allergies? YES NO (If YES, please give details):

Do you have any special dietary requirements? YES NO (If YES, please give details):

What are your hobbies/interests?

Homestay Rate (Students 18 and over) NZ\$275 per week	Caregiver Rate (Students under 18) NZ\$290 per week
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DORMITORY ACCOMMODATION (minimum five weeks' stay - subject to room availability)

Type of room: Single Room Twin Share Multi-Share (limited availability)

Would you prefer to live with male and female residents on your floor? YES

OR Would you prefer to live with residents of your own gender only on your floor? YES

ON-CAMPUS DORMITORY ACCOMMODATION RATES (Not Including Meals)

Dormitory Bond (refundable) - payable in advance **NZ\$300**

Room Type	Casual Weekly Rate	Advance payment of 5 to 11 weeks	Advance payment of 12 weeks or more
Multi-Share Room (3-4 students per room)	NZ\$170	NZ\$135	NZ\$125
Twin Share Room	NZ\$190	NZ\$155	NZ\$145
Single Room	NZ\$210	NZ\$175	NZ\$165

Send this application form with your Enrolment Application Form to:

Student Services - Marketing at enquiry@ais.ac.nz.

Please send this form as early as possible (once your flight is confirmed and at least two weeks prior to your arrival in Auckland) to reserve your accommodation.

TERMS AND CONDITIONS

- All Accommodation Payments Must Be Made In Advance:** Dormitory accommodation - minimum five-weekly payments in advance. Homestay accommodation - minimum two-weekly payments in advance.
- Dormitory Bookings:** Bookings can only be confirmed if application is made and payment is received, inclusive of the bond, prior to check-in. Without prior application and/or payment, accommodation cannot be guaranteed, and the casual rate will apply. All bookings and extensions are subject to room availability and will be accepted for a maximum period of 52 weeks.
- Dormitory Bond:** Dormitory payments must include the bond of NZ\$300.00, which will be refunded upon departure from the dormitory if all requirements have been complied with.
- Dormitory Cancellation Fee:** A NZ\$200.00 fee will be charged for students who cancel dormitory bookings less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
- Dormitory Check-out:** A minimum of five weeks' written notice must be given prior to departure. Payment for the cancellation notice period is not refundable or transferable.
- Homestay Arrangement Fee:** This fee of NZ\$260.00 (or NZ\$280.00 for students under 18) will cover one homestay arrangement only. If a second homestay arrangement is required, a fee of NZ\$110.00 will be charged. The arrangement fee must be paid in advance.
- Homestay Cancellation Fee:** 50% of the Homestay Arrangement Fee will be charged for students who cancel homestay bookings prior to expected arrival. The balance of any amount pre-paid is refundable/transferable.
- Homestay Check-Out:** A minimum of one week's written notice must be given prior to departure from a homestay. Payment for the first two weeks' of homestay accommodation is not refundable or transferable after arrival.
- Homestay Meals:** Homestay accommodation includes two meals per day plus light lunches at weekends and on public holidays.

DORMITORY/HOMESTAY SUMMARY:

Dormitory

- \$300.00 Bond plus Minimum Five Weeks' Advance Payment (and minimum five weeks in advance thereafter)
- Cancellation Fee of \$200.00 applies if accommodation is cancelled less than two weeks prior to check-in
- Notice period of five weeks to check-out

Homestay

- Standard Arrangement Fee \$260.00 (first placement)
- Caregiver Arrangement Fee \$280.00 (first placement)
- Subsequent Placement Arrangement Fee \$110.00
- Plus Minimum Two Weeks Advance Payment (and minimum two weeks in advance thereafter)
- Cancellation Fee of 50% of Arrangement Fee applies to all cancellations prior to arrival
- Notice period of one week to check-out

Airport Pickup Fee

- \$80.00

Disclosure of Health Problems: Have you ever been, or are you now, affected by a mental or physical condition with the capacity to affect your ability to carry out a programme of study or impact on your ability to access campus facilities? This includes neurological, psychological or medical conditions, including physical deterioration due to injury, disease or degeneration. YES NO

If YES, please provide full details of the condition to enable AIS to provide any on-going assistance that may be required:

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APPLICANT'S SIGNATURE: **DATE:**

Rates shown apply to all accommodation booked for 2018

FOR OFFICE USE ONLY

Dormitory / Homestay Accommodation: Available
 Not available until
 Declined

Confirmed to Student or Agent by: Student Services Officer Date

CANCELLATION PRIOR TO CHECK-IN: Date Received:

Notifications: Accounts Department Dormitory / Homestay SS - Marketing