



ACCOMMODATION APPLICATION FORM

Rates shown apply to all accommodation booked for 2023

Send this application form with your Enrolment Application Form to **enquiry@ais.ac.nz** as early as possible (once your flight is confirmed and not less than two weeks prior to your arrival in Auckland) to reserve your accommodation. Sections A, D and E must be completed, plus your choice of Section B (Dormitory) or C (Homestay).

SECTION A - PERSONAL DETAILS

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

PROGRAMME OF STUDY: _____ PART-TIME FULL-TIME

DO YOU REQUIRE AN AIRPORT PICK-UP? (NZ\$120.00) YES NO

ARRIVAL DATE: ____/____/____ ARRIVAL TIME: _____ INTERNATIONAL FLIGHT No: _____

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

SECTION B - ON-CAMPUS DORMITORY ACCOMMODATION

Minimum five weeks' stay applies - all room types are subject to availability. Book the maximum period required as extensions are also subject to room availability.

Accommodation required for: _____ (weeks) _____ (days) Check-in Date: ____/____/____

Type of room: Single Room Twin Share Multi-Share

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

DORMITORY ACCOMMODATION RATES (Not Including Meals)

Dormitory Bond (refundable) - payable in advance **NZ\$500**

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\$200	NZ\$160	NZ\$150
Twin Share Room	NZ\$220	NZ\$180	NZ\$170
Single Room	NZ\$245	NZ\$210	NZ\$195

DORMITORY TERMS AND CONDITIONS

- Minimum five-weekly payments must be made in advance.**
- Booking Confirmation:** 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.
- Bond:** Dormitory payments must include the bond of NZ\$500.00 which will be refunded upon departure from the dormitory if all requirements have been complied with.
- 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.
- Extensions:** Requests for extensions must be made not less than two weeks prior to the payment period expiry date.
- Dormitory Check-out:** A minimum of two weeks' written notice must be given prior to departure. Payment for the cancellation notice period is non-refundable/non-transferable. Payment for the first five weeks' dormitory accommodation is non-refundable/non-transferable after arrival.
- Dormitory Residency Agreement:** Following booking confirmation and prior to or upon check-in, students will be required to sign a Dormitory Residency Agreement. The agreement can be viewed on the AIS website (<https://www.ais.ac.nz/student-life/accommodation>).

SECTION C - HOMESTAY ACCOMMODATION

Minimum two weeks' stay applies.

Accommodation required for: _____ (weeks) _____ (days) Check-in Date: ____/____/____

Would you like to stay with children? YES NO (If YES, specify: Under 10s 10 yrs and over)

Would you like to stay with pets? YES NO

Do you have any other preferences?

Do you smoke? YES NO

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

What are your hobbies/interests?

HOMESTAY ACCOMMODATION RATES	
Homestay Rate (Students 18 and over) NZ\$330 per week	Caregiver Rate (Students under 18) NZ\$360 per week

HOMESTAY TERMS AND CONDITIONS

1. **Minimum two-weekly payments must be made in advance.**
2. **Booking Confirmation:** Bookings can only be confirmed if application is made and payment is received, inclusive of the arrangement fee, prior to check-in. Without prior application and/or payment, accommodation cannot be guaranteed.
3. **Arrangement Fee:** This fee of NZ\$300.00 (or NZ\$330.00 for students under 18) will cover one homestay arrangement only. If subsequent homestay arrangements are required, a fee of NZ\$150.00 will be charged for each new arrangement. Arrangement fees must be paid in advance.
4. **Cancellation Fee:** 100% of the Homestay Arrangement Fee will be charged for students who cancel homestay accommodation less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
5. **Homestay Check-Out:** For homestay accommodation of four weeks or more, a minimum of two weeks' written notice must be given prior to departure from the homestay. Where less than four weeks' homestay accommodation is booked, a minimum of one week's written notice must be given. Payment for the first two weeks of homestay accommodation is non-refundable/non-transferable after arrival.
6. **Homestay Meals:** Homestay accommodation includes two meals per day plus light lunches at weekends and on public holidays.

SECTION D - DISCLOSURE

Do you have an allergy, disability, mental health condition, long-term medical condition or other impairment that we should be aware of, to help us facilitate your dormitory or homestay accommodation? **All the information you supply will be held in confidence.**

NO YES If YES, please describe your allergy, disability, mental health condition, long-term medical condition, or other impairment:

Are you fully vaccinated against COVID-19? YES NO

SECTION E - ACCEPTANCE OF TERMS AND CONDITIONS

I have read and accept the terms and conditions of the accommodation I have selected. I understand that information on health and safety, complaints and grievances, and dormitory house rules can be found in the Student Handbook (<https://www.ais.ac.nz/student-life/student-handbook>) and Dormitory Handbook (<https://www.ais.ac.nz/student-life/accommodation>).

APPLICANT'S SIGNATURE: DATE:

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Dormitory / Homestay Accommodation: Available Not available until
 Declined Payment received

Confirmed to Student or Agent by: Student Services Officer Date

CANCELLATION PRIOR TO CHECK-IN: Date Cancellation Received:

Notify to: Accounts Department Dormitory / Homestay Student Services