

Office of Accommodation Services  
T: +61 8 8946 6591  
E: accommodation@cdu.edu.au  
Casuarina Campus, Brown Precinct  
Charles Darwin University  
Brinkin NT 0815

## ACCOMMODATION BOOKING FORM – Visiting student groups

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### Location

#### *International House Darwin (IHD)*

Single standard

Single standard  
with shared ensuite

Kitchen kit hire

#### *Alice Springs Student Accommodation (ASSA)*

Twin share

Single occupancy

IHD offers standard size single rooms to visiting students enrolled in courses at CDU or partner institutions. Unless otherwise stated, facilities include shared kitchens, bathrooms and common area facilities. Kitchen utensils are not provided, however guests may hire a kitchen kit.

ASSA offers twin share rooms with ensuite bathrooms and access to shared kitchen and dining facilities. Kitchen utensils are supplied. Rooms may be booked for use by visiting students or staff of CDU or partner institutions. If preferred, you may book out the entire twin room for single occupancy.

### Booking details

Arrival date:  Departure date:

Organisation/Faculty/Dept.:

No. of people:

Comments:

### Booking contact

If you are booking a room on behalf of the group, please provide your contact details:

Name:  Phone:

Organisation/Faculty/Dept.:

Email:

OAS will email you an invoice once your application has been received. Payment is required within two (2) weeks of the arrival date to confirm the booking. If the arrival date is within two (2) weeks of the booking being confirmed, then payment is required within two (2) business days. For group bookings, please read the [Group Bookings Confirmation and Cancellation Terms and Conditions](#).

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### Group leader

Name:  Phone:

Organisation/Faculty/Dept.:

Email:

### Payment options

*Organisation will pay invoice*

Organisation:

Purchase order number (if applicable):

Accounts contact:  Phone:

Accounts email:

Postal address:

*Cost code journal transfer*

15 digit cost code: \_\_\_\_ / \_\_\_\_ / 375 / \_\_\_\_ / \_\_\_\_

Approver name:

Approver signature:

*Guest will pay invoice*

### Guest details

OAS will email you an invoice once your application has been received. Payment is required within two (2) weeks of the arrival date to confirm the booking. If the arrival date is within two (2) weeks of the booking being confirmed, then payment is required within two (2) business days. For group bookings, please read the [Group Bookings Confirmation and Cancellation Terms and Conditions](#).

