

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 – Short-term Student Groups

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.

Booking details

Arrival date: Departure date:

Organisation/Faculty/Dept.:

No. of people: Kitchen kit hire: If yes, how many:

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:

Guest details

Please list details for all guests in the group including date of birth.

First name	Last name	Contact no.	Guest email	Gender	Date of birth

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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Payment options

Organisation will pay invoice

Organisation:

Purchase order number (if applicable):

Accounts contact: Phone:

Accounts email:

Postal address:

CDU internal booking

Financial delegate name:

Financial delegate signature:

Is this booking funded by an external entity: No Yes (*please provide cost code below*)

Cost code: ____ / ____ / 375 / ____ / ____

Guest will pay invoice

Conditions of Residence

All residents/guests are required to adhere to the *Terms and Conditions of Residency*, the *Student Residence Code of Conduct*, the *Charles Darwin University (Student Residences) By-laws*, the *IHD Resident Handbook* and all other relevant governing documents of the University. Upon arrival, residents/guests will be required to sign and accept these documents. If you are booking on behalf of another person please ensure you forward a copy of them to each resident/guest prior to arrival. These documents can be found on our [website](#).

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