

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. Facilities include shared kitchens, bathrooms and common area facilities. Kitchen pots and utensils are provided. If guests require cutlery and crockery, they may hire a kitchen kit.

Booking details

Group Name:

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:

DATE:

Guest details

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

First name	Last name	Arrival (Date)	Departure (Date)	Guest contact: phone/email	Gender M/F/O	Date of birth	Covid Vax Y/N	Comments

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](#).



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 a restricted account? No Yes

If 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](#).