

Guest Apartment Contract Terms and Conditions of Residency

Accommodation

Charles Darwin University's Office of Accommodation Services operates the on-campus accommodation at International House Darwin (IHD).

Guest apartments are available at International House Darwin for visiting CDU staff and guests of CDU, or staff of partner organisations. The accommodation is not intended for regular student use but may be used by parents visiting students residing at IHD.

A daily room rate will apply for any stay of less than four (4) weeks.

A weekly room rate will apply for any stay of twenty-eight (28) consecutive nights or more.

Application

Applications are subject to availability and approval.

Applications are evaluated in the order they are received, provided all relevant information has been received. Applications for persons under 18 years of age will not be accepted unless for residence together with a parent or legal guardian.

Applicants and continuing residents are required to meet the following criteria:

1. Ability to assimilate in a multicultural community environment;
2. Ability to maintain ongoing financial commitment;
3. Compliance with the Student Residence and the University's Policies and Procedures;
4. A continued relationship with CDU or the partner institution.

Conditions

Acceptance of a place at Charles Darwin University's Student Residences entails a commitment to pay for the entire contract period.

Accommodation may be refused at any time before or during the contract period based on previous and/or current conduct if the resident:

1. Poses a safety risk to themselves or other residents;
2. Has a detrimental effect on the community environment;
3. Has an outstanding debt or does not make payments as required under the conditions of the contract;
4. Ceases to have a professional relationship with CDU or a partner institution.

Requests for specific rooms cannot be guaranteed.

Requests to move rooms will only be granted in extenuating circumstances. If approved the resident will incur a \$100.00 cleaning and administration fee.

Residents who wish to extend their stay beyond the contract period must make a request to the Guest Services Officers at least forty-eight (48) hours prior to the contracted departure date. Extensions cannot be guaranteed and residents may be required to move rooms outside of the contracted dates.

Payments

Approved guests are required to make full payment for the contracted period at the time of accepting an offer of accommodation at International House Darwin. If full payment cannot be made, please contact International House Darwin for alternative arrangements.

Payments can be made through Visa, MasterCard or via bank transfer.

Bookings made by CDU faculties or departments will be paid via internal journal transfer. Cost code and approver's signatures must be provided at the time of application.

For group bookings including 10 or more guests, please refer to the [Group Booking policy](#).

Cancellations

Residents whose agreement is terminated for breach of the terms and conditions of this agreement may also be subject to a cancellation fee.

For group bookings including 10 or more guests, please refer to the [Group Booking policy](#).

Daily Rate Contracts

Cancellations made within forty-eight (48) hours of the contracted arrival date will incur a \$50.00 cancellation fee.

Cancellation on the day of arrival will incur a cancellation fee equivalent to 2 nights' accommodation.

No shows or cancellations after the day of arrival will incur a cancellation fee of accommodation owed up to the point of notification plus 2 nights' accommodation.

Changes to bring forward a contracted departure date are permitted, however, the resident is required to provide 48 hours' notice.

Weekly Rate Contracts

Weekly contracted residents have a minimum commitment of four (4) weeks.

Cancellations made within 1 week of the contracted arrival date will incur a cancellation fee equivalent to 1 week of accommodation.

Cancellation on the day of arrival will incur a cancellation fee equivalent to 2 weeks' of accommodation.

No shows or cancellations after the day of arrival will incur a cancellation fee of accommodation owed up to the point of notification plus 2 weeks' accommodation.

Changes to bring forward a contracted departure date are permitted, however, the resident is required to provide 2 weeks' notice.

Signature

Upon signing these Terms and Conditions the resident is agreeing to adhere to the [Student Residence Code of Conduct](#), the [Charles Darwin University \(Student Residences\) By-laws](#), the [Student Residence Handbook](#) and all other relevant governing documents of the University.

I confirm that I have read and understand the above conditions and agree to abide by them

Name: _____

Signature: _____

Date: _____