



Accommodation Booking Form Alice Springs Student Accommodation (ASSA)

Booking type

Individual booking Group booking (please include all guests names at the end of this form)

Booking details

Arrival date: Departure date:

Arrival time: Departure time:

Reason for stay/additional comments:

Total number of overnight guests: Total number of day visitors:

Booking contact

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

Name: Phone:

Organisation/Faculty/Dept.:

Email:

Please agree to the following Group Terms and Conditions

Group Terms & Conditions	Please tick the box to agree to the Group Terms & Conditions
8 weeks prior to the date of arrival, Accommodation Services requires that a 50% deposit is paid with a Purchase Order attached to confirm the booking.	<input type="checkbox"/>
Between 4 and 1 week prior to the date of arrival, reasonable amendments can be made to the booking with a \$50 administration fee charged for any cancellations for group members, but the accommodation charge for each person will be refunded. If the group booking is cancelled during this time, the deposit will be forfeited.	<input type="checkbox"/>
7 days prior to the date of arrival, the final balance payment must be received.	<input type="checkbox"/>

Accommodation Services will email you an invoice once your application has been received. Payment is required within Eight (8) 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 (please provide cost code below)

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

Guest will pay invoice

Guest details

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

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 KSA 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](#).

Alice Springs Student Accommodation
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OFFICE USE ONLY

Group Terms & Conditions	Due date	Amount
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