



## ACCOMMODATION APPLICATION FORM

NAME: \_\_\_\_\_  MALE  FEMALE

STUDENT ID NUMBER (if known): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ETHNICITY: \_\_\_\_\_ FIRST LANGUAGE: \_\_\_\_\_

ENGLISH LEVEL:  BEGINNER  ELEMENTARY  INTERMEDIATE  ADVANCED

ACCOMMODATION REQUIRED FOR: \_\_\_\_\_ (weeks) FROM: / / TO: / /

PROGRAMME OF STUDY: \_\_\_\_\_  PART-TIME  FULL-TIME

DO YOU REQUIRE AN AIRPORT PICK-UP? (NZ\$80.00)  YES  NO ARRIVAL TIME \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ INTERNATIONAL FLIGHT NUMBER: \_\_\_\_\_

*If you do not know your flight details, please email us once they are confirmed  
(at least two weeks before your arrival in Auckland).*

I AM APPLYING FOR:  (A) HOMESTAY  
 (B) AIS DORMITORY

**(A) HOMESTAY** (minimum two weeks stay):

Would you like to stay with children?  YES  NO Do you smoke?  YES  NO

Would you like to stay with pets?  YES  NO

Do you have any other preferences? .....

Do you have any allergies?  YES  NO (If YES, please give details):  
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Do you have any special dietary requirements?  YES  NO (If YES, please give details):  
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Homestay Rate (Students 18 and over) NZ\$260 per week	Caregiver Rate (Students under 18) NZ\$280 per week
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**(B) DORMITORY** (subject to availability at the time of confirming booking):

Type of room:  Single Room  Twin Share  Multi-Share (limited availability)

Would you prefer to live with male and female residents on your floor?  YES

OR Would you prefer to live with residents of your own gender only on your floor?  YES

ON-CAMPUS DORMITORY ACCOMMODATION RATES (Not Including Meals)		
<b>Dormitory Bond</b> (refundable) - payable in advance <b>NZ\$300</b>		
Room Type	Standard Weekly Rate	Advance payment of 12 weeks or more
<b>Multi-Share Room</b> (3-4 students per room)	NZ\$125	NZ\$115
<b>Twin Share Room</b>	NZ\$145	NZ\$135
<b>Single Room</b>	NZ\$165	NZ\$155

**NOTES**

1. **Send this application form with your Enrolment Application Form to:** Student Services - Marketing at *enquiry@ais.ac.nz*. Please send this form as early as possible (once your flight is confirmed and at least two weeks prior to your arrival in Auckland) to reserve your accommodation.
2. **Dormitory Bond:** Dormitory payments should include the bond of NZ\$300.00, which will be returned to you on departure from the dormitory if you have complied with all requirements.
3. **Dormitory Cancellation Fee:** A NZ\$200.00 fee will be charged for students who cancel dormitory bookings less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
4. **Dormitory Check-out:** A minimum of two weeks' written notice must be given prior to departure from the dormitory.
5. **Homestay Arrangement Fee:** This fee of NZ\$240.00 (or NZ\$260.00 for students under 18) will cover one homestay arrangement only. If a second homestay is required, a further fee of NZ\$110.00 will be charged. The arrangement fee must be paid in advance.
6. **Homestay Cancellation Fee:** 50% of the Homestay Arrangement Fee will be charged for students who cancel homestay bookings prior to expected arrival. The balance of any amount pre-paid is refundable/transferable.
7. **Homestay Check-Out:** A minimum of one week's written notice must be given prior to departure from a homestay. Payment for the first two weeks' of homestay accommodation is not refundable or transferable after arrival.
8. **Homestay Meals:** Homestay accommodation includes two meals per day plus light lunches at weekends and on public holidays.
9. **All Accommodation Payments Must Be Made In Advance:** Dormitory and homestay accommodation must be paid a minimum of every two weeks in advance.

**DORMITORY/HOMESTAY FEE SUMMARY:**

**Dormitory**

- Bond \$300.00
- Plus Minimum Five Weeks Advance Payment (and two weeks in advance thereafter)
- Cancellation Fee of \$200.00 applies if accommodation cancelled less than two weeks prior to check-in

**Homestay**

- Standard Arrangement Fee \$240.00 (first placement)
- Caregiver Arrangement Fee \$260.00 (first placement)
- Arrangement Fee \$110.00 (for subsequent placements)
- Plus Minimum Two Weeks Advance Payment (and two weeks in advance thereafter)
- Cancellation Fee of 50% of Arrangement Fee applies to all cancellations prior to arrival

**Airport Pickup Fee**

- \$80.00

**Disclosure of Health Problems:** Have you ever been, or are you now, affected by a mental or physical condition with the capacity to affect your ability to carry out a programme of study or impact on your ability to access campus facilities? This includes neurological, psychological or medical conditions, including physical deterioration due to injury, disease or degeneration.  YES  NO

**If YES, please provide full details of the condition to enable AIS to provide any on-going assistance that may be required:**

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**APPLICANT'S SIGNATURE:** ..... **DATE:** .....

*Rates shown apply to all accommodation booked for 2015*

**FOR OFFICE USE ONLY**

**Dormitory / Homestay Accommodation:**  Available  
 Not available until .....  
 Declined

Confirmed to Student or Agent by:

Student Services Officer:..... Date .....

**CANCELLATION NOTIFICATION:** Date Received: .....

Accounts Department notified  Dormitory / Homestay notified