

Form	No: AD41
	Name: Accommodation Application

PERSONAL INFORMATION

Last (Family) Name: _____ Given (First) Name(s): _____

Male Female Date of Birth: DD / MM / YYYY Nationality: _____

Level of English Language: Beginner Intermediate Advanced

HOMESTAY / SHARED ACCOMMODATION REQUIREMENTS

Conditions/ (Refund Policy) *:

1. Minimum length of stay is 4 weeks.
2. One time placement fee (\$300, non-refundable)
3. Any cancellation later than 2weeks notice, lose 2weeks stay.
4. **Payment for bookings should be made minimum 4 weeks prior to arrival date**

Home stay – Single (\$400/week)

Share house –Single (\$290/week) Share house - Twin (\$250/week)

Accommodation Start Date: DD / MM / YYYY

AIRPORT PICK UP IN MELBOURNE

Airport Pick-Up: Yes, please. No, thank you.

Arrival Date:

Airport: Tullamarine Avalon

Arrival – Company Flight No: (e.g. QF123) Time of Arrival: _____ (as shown on the flight ticket)

Important Note:

- Please send flight information as soon as possible. **Minimum 72 hours** must be given to guarantee airport pick-up.
- Additional charge will apply for any airport pick-up requests between 10 pm until 6 am.

PERMANENT ADDRESS IN HOME COUNTRY

Street No. & Name: _____ City: Province/State: _____

Country: _____ Postal/Zip Code: _____ Email: _____

Home Telephone No: _____ Mobile No: _____

EMERGENCY CONTACT

Last (Family) Name: _____ Given (First) Name(s): _____

Relationship: _____ Language Spoken: _____

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AGENCY CONTACT

Agency Name: _____

Contact Person's Full Name: Mr/ Ms _____

Tel No: _____ Alternative No: _____

Fax No: _____ Email: _____

PAYMENT DETAILS

Required Services	Fee	Start from (DD / MM / YYYY)	Number of Weeks (Min. 4 weeks)	Cost
<input type="checkbox"/> Homestay Accommodation - Single	\$400 per week			\$
<input type="checkbox"/> Shared Accommodation - Single	\$290 per week			\$
<input type="checkbox"/> Shared Accommodation - Twin	\$250 per week			\$
<input type="checkbox"/> Airport Pick-up Service	\$150(Tullamarine) \$200 (Avalon)	-	-	\$
<input type="checkbox"/> Airport Pick-up Service (10 PM to 6 AM)	\$180(Tullamarine) \$250 (Avalon)	-	-	\$
Total Payment		Placement fee \$300 + \$ _____		
Many Australian families may have pets they will not bother you or enter your bedroom area will this be ok?	Yes	No		
Are you happy to stay with a family with children?	Yes	No		
Do you smoke?	Yes	No		
Do you have any health, dietary (e.g. vegetarian) or allergy concerns we should know about? If so, please provide details:				

*Please note Universal English will try to meet all your requests, however it is always helpful if you can be flexible with your requests.

PAYMENT METHOD

BY CREDIT CARD (Surcharge 2.5%)

Card Type: AMEX Mastercard Visa

Card No.

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CCV No: _____ Expire Date(Month/Year): _____

Cardholder's Signature: _____

Card holder's Name: _____

BY BANK TRANSFER

Bank Name: Commonwealth Bank

SWIFT CODE: CTBAU2S

BANK BSB NO: 063-010

ACCOUNT NO: 13858259

ACCOUNT NAME: UNIVERSAL ENGLISH PTY LTD

PAYMENTS ARE TO BE MADE IN AUSTRALIAN DOLLARS (AUD).

Bank receipt must be e-mailed to: Accounts_group@ulgroup.com.au

IMPORTANT: Please ensure that your bank includes the student's full name and student ID on the Telegraphic Transfer.

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What to expect from your Homestay	Meals (Homestay only)	Internet and telephone usage
<p>Your room will be fully furnished: Study desk, a chair and a bed.</p> <p>You will be provided with bed linen, towels, toilet paper and soap. Students must supply their own shampoo, conditioner and personal toiletries. Laundry facilities are to be made available for students.</p>	<p>Two meals per day being provided (breakfast & dinner) on weekdays, Three meals on weekends only.</p> <p>Breakfast—e.g. Choice of cereal, toast, condiments, eggs, noodles, milk, coffee/tea Lunch— self-serve (weekends only) Dinner— cooked meals e.g. to be consisting of meat, vegetable, noodle or rice.</p> <p>Please ask your Homestay host to take you food shopping, allowing you to make some food choices.</p> <p><i>Note: You need to advise your host when you will be late for meals. This is considered well mannered. Also note snacks between meals are not provided by hosts.</i></p>	<p>Students will need to pay for all local and international calls.</p> <p>- You can also purchase international phone cards if you wish to call your family</p> <p>If internet is available for your usage, students will need to negotiate a rate with the host family. Rate should be \$30-40 per month.</p> <p><i>Note: Internet in Australia differs from most other countries. Be aware of internet limitations and that exceeding usage will incur high costs.</i></p>
Water Usage	Heating and Cooling	
<p>Please be aware to limit your water usage. Please discuss the current water restrictions applied in all states by the government with your host. If your host asks you to have a short shower it is not because they don't want you to shower it is because they are being conscious of the environment.</p>	<p>Hosts are expected to provide adequate heating in the student's bedroom for no extra charge for the time you are occupying your room. A student's average stay in the room is from 5pm-11pm and from 6am-8am (8 hours per day). Please be aware of your usage and respect your Homestay house rules, it is not ok to expect heaters to be on all the time, please make sure you have warm clothing and do not sleep with the heater on as this can be a health risk and can also be very expensive for your host family.</p> <p>Additional charges may apply to supplementary heating beyond the average usage.</p>	
Conditions and Agreement		
<p>Universal English does not warrant or assume any legal liability or responsibility for any damages or loss of income incurred by either the Homestay Host or the student residing in your home.</p> <p>Payments are always upfront and payable to Universal English. If you wish to extend your stay after 4 weeks you must speak to your host and then let Universal English know. We ask you to continue payments to the office and we will arrange payment for host families.</p> <p>A student must:</p> <ul style="list-style-type: none"> - Give 2 weeks' notice to Universal English and his/her Homestay hosts before the day of vacating the room. - Treat their Homestay host with respect. - Keep his/her room in a tidy condition. - Request permission to use telephone and internet and discuss charges with your host. - Try to participate in the preparation at meal times, i.e. Set table, assist in kitchen with dishes, etc. - Advise your host if you are not coming home for dinner or are running late. - Not smoke inside the room, unless agreed upon with host. - Ask to help yourself to food from the refrigerator or the pantry as this is considered well mannered. - Follow your host family's rules. <p>Your Host:</p> <ul style="list-style-type: none"> - Will ensure that you have a clear understanding of the local transport system before sending you out on your own. - Must respect your privacy. Your room is your own private area 		

STUDENT DECLARATION

I have read the above information and I understand and abide by the conditions of Universal English homestay and share house.

Student's full name _____ Signature: _____

Date: _____

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