



Monash Residential Services, Building 47, Monash University, Victoria 3800
 Telephone: + 61 3 9905 6200 Facsimile: +61 3 9905 6430

SHORT TERM ACCOMMODATION BOOKING REQUEST FORM

For Office Use Only	
DATE OFFERED	UNIT/ HOUSE/MOTEL STYLE ROOM
REQUEST FOR SAP DEBTOR/IDN & DATE	DEBTOR NUMBER

BOOKING DATES In order for your application to be processed ALL questions must be answered. Please tick (✓) where appropriate.

ARRIVAL(3pm)	DEPARTURE(10am)
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PERSONAL DETAILS

TITLE: PROFESSOR ASSOCIATE PROFESSOR DR MR MRS MS MISS

HAVE YOU EVER STAYED AT STA BEFORE? YES NO

FAMILY NAMEGIVEN NAME(S)

NATIONALITY GENDER: MALE FEMALE

PERMANENT HOME ADDRESS

STATEPOST CODECOUNTRY.....

MOBILE PHONE (+.....) (.....)..... HOME PHONE (+.....) (.....).....

FAX (+.....) (.....)..... EMAIL

(Please print clearly as offers are issued by e-mail)

LIST OF DEPENDANTS TRAVELLING WITH ME

NAME

1.

2.

3.

SPECIAL REQUIREMENTS (E.G. COT, ETC.)

EMERGENCY CONTACT DETAILS

NAME..... PHONE NUMBER (+.....) (.....)

MONASH DEPARTMENT/FACULTY CONTACT INFORMATION

DEPARTMENT/FACULTY

CONTACT NAME.....

MOBILE PHONE EXT NUMBER..... FAX

EMAIL

PAYMENT

PAYMENT MADE BY: VISITOR DEPARTMENT/FACULTY (COST CENTREFUND.....)

In cases where the department/faculty is covering the cost of accommodation, MRS will issue an IDN upfront for the accommodation fee and the departure cleaning fee.

I understand that this request for accommodation does not constitute as an agreement by the University to provide me with Short Term accommodation. I undertake to advise an Admissions Officer immediately if there are any changes to my "Request for Short Term Accommodation" or if I no longer require accommodation. I agree that if I need to cancel my accommodation, I will do so four weeks prior to my arrival date or forfeit a total of four weeks rental should another visitor not take over the booking.

SIGNATURE DATE

The information on this form is collected for the primary purpose of registering for accommodation. The secondary use is for the health and welfare of the resident, university administration purposes, correspondence and communication. If you choose not to complete all questions on this form it may not be possible for MRS to assist you with your request. Please refer to the MRS Privacy Collection Statement @ <http://www.mrs.monash.edu.au/> Personal information may also be disclosed to Monash University and its controlled entities. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.