



# REGENT

INTERNATIONAL GRADUATE SCHOOL

12-14, Sydenham Road, Croydon, Surrey, CR0 2EE

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## ACCOMMODATION REQUEST FORM

If you are student enrolled at REGENT IGS and require accommodation to be provided by the college, please complete, sign and return this form together with the appropriate deposit to the college. An incomplete form may not be processed.

School registration number	:	.....
Student name: First names	:	.....
Surname	:	.....
Date of birth	:	.....
Overseas address	:	..... .....
Telephone	:	..... Fax : .....
Emergency contact: Name	:	..... Number:.....

Course of Study	:	.....
Course Start date	:	..... End date:.....

Accommodation type required	:	.....
Self-catering per week	£100.00	£80.00
Date accommodation required from	:	..... to .....

Do you smoke ?	YES / NO*	
Do you have any allergies ?	YES / NO*	If 'yes', please specify:
Do you object to pets being present ?	YES / NO*	
Do you have any special dietary requirements ?	YES / NO*	If 'yes', please specify:
Are you generally in good health ?	YES / NO*	If 'no', please specify:

### Terms and Conditions:

1. The application form should be accompanied by a deposit of £100.00. This amount will be credited towards the deposit for the accommodation. However, if the student cancels the application, the £100.00 is non-refundable.
2. The accommodation is reserved subject to availability. It is advisable to send this form as soon as possible.
3. One month's rent is payable in advance and should be made payable to 'REGENT IGS' / Land lord. Rent for the subsequent duration of your stay is payable directly to the manager/landlord of the accommodation.
4. A minimum of one week's notice must be given if you wish to change accommodation, or one week's charges may be paid in lieu of notice.
5. In the cases of failure to notify the college of any cancellation, one week's rent will be charged.
6. Wherever you stay, whether it is a hostel or bedsit, there are local conditions and rules that you must become aware of and adhere to.
7. The accommodation is reserved in good faith and no responsibility is taken by the college for acts/defaults caused by third parties.
8. Prices are correct at the time of printing and are subject to change without further notice.
9. Accommodation can only be reserved for those students who are fully enrolled on a course of study at this college.

Student's signature: ..... Date: .....