

SHORT STAY CONTRACT

APPLICATION FOR UNIVERSITY ACCOMMODATION AND APPLICABLE PARTICULARS OF CONTRACT

(PLEASE USE BLOCK CAPITALS THROUGHOUT)

**TOP TWO COPIES TO BE SIGNED, DETACHED AND RETURNED WITH YOUR DEPOSIT/CREDIT CARD DETAILS –
PLEASE READ THE AGREEMENT CAREFULLY BEFORE SIGNING!**

<p>1. PERSONAL DETAILS MALE/FEMALE</p> <p>TITLE (MR/MRS/MISS/MS)</p> <p>FAMILY NAME:</p> <p>FIRST NAME(S)</p> <p>DATE OF BIRTH</p> <p>COUNTRY OF BIRTH</p> <p>HOME ADDRESS</p> <p>..... POST CODE</p> <p>Telephone No. (including code)</p> <p>Mobile Phone No.</p> <p>e-mail address:</p> <p>ORGANISATION ADDRESS:</p> <p>.....</p> <p>CORRESPONDENCE ADDRESS: .</p> <p>.....</p> <p>2. Please supply details of Next of Kin so we can contact them in an emergency. (For individual bookings)</p> <p>.....</p> <p>..... Relationship</p> <p>Tel: day Evening</p> <p>3. MEDICAL/SPECIAL INFORMATION (if applicable) – attach additional information if necessary (For individual bookings)</p> <p>.....</p> <p>4. COURSE DETAILS – STUDENTS</p> <p>NAME OF COURSE</p> <p>YEAR CAMPUS</p> <p>STUDENT NUMBER (if known)</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> <p>Is your course of study Full Time or Part Time?</p> <p style="text-align: center;">FT <input type="checkbox"/> PT <input type="checkbox"/></p>											<p>Office Use: Room Number: Client No:</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 150px; height: 25px;"></td> <td style="border: 1px solid black; width: 150px; height: 25px;"></td> </tr> </table> <p>5. LOCATION – Where do you want to stay? Which Campus Site –</p> <p style="text-align: right;"><input type="checkbox"/> Compton Park <input type="checkbox"/> Telford <input type="checkbox"/> Walsall <input type="checkbox"/> Wolverhampton</p> <p>6. BEDROOM TYPE</p> <p>Compton Park <input type="checkbox"/> Standard, Single <input type="checkbox"/> Flat</p> <p>Telford, Walsall or Wolverhampton <input type="checkbox"/> En-suite single rooms Wolverhampton <input type="checkbox"/> Standard</p> <p>5. CONTRACT PERIOD</p> <p>Arrival Date: day/ month /year</p> <p>Departure Date: day/month /year</p> <p>Number of people this ___ Adults 18yrs or over booking is for</p> <p style="text-align: right;">___ Child 15-17yrs must be supervised (cannot sign this contract)</p> <p>6. ACCOMMODATION CHARGES See enclosed price list. A £100.00 deposit is payable with this contract to reserve your room and as a damage deposit. If you do not want to pay a deposit, insert your credit card details below.</p> <p>7. EMPLOYED SUMMER STUDENTS (Discounted Rates)</p> <p>Line Manager's Full Name</p> <p><i>I am applying for discounted accommodation as I agree to abide by section 10 of this contract.</i></p> <p>Data Protection The information provided in this Agreement will be retained by the University in accordance with its notifications under the provisions of the Data Protection Act.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPORTANT: PLEASE SIGN AND DATE THE DECLARATION BELOW AS UNSIGNED CONTRACT APPLICATIONS WILL NOT BE ACCEPTED.</p> <p>THIS FORM MUST BE SIGNED BY THE STUDENT/VISITOR/GROUP BOOKING CO-ORDINATOR PERSONALLY</p> </div>		
<p>Office Use Only:</p> <p>RECEIPT NUMBER AMOUNT</p> <p>Date Rec'd CSH/CHQ/CC/BT</p> <p>OTHER SPECIAL CATEGORY</p> <p>PURCHASE ORDER No. (organisations to be invoiced)</p>	<p>7. DECLARATION BY STUDENT/VISITOR/ORGANISATION</p> <p>I apply for a place in University Accommodation for the Contract Period stated above</p> <p>I have read and understand the terms of this Contract and agree to be bound by them.</p> <p>SIGNED</p> <p>DATED</p>												

Credit Card Payment: Visa / Master / Solo / Switch / Delta / JCB

Card Number: / /

Issue Number: Expiry Date: Valid From: Security No. (last 3 digits)

Name on card: Amount to be taken from card £

I authorise this one amount to be taken from my credit card and accept that these card details will be stored on file within Business Services. I accept any damages or monies owed, if not paid in full, will be debited from my credit card.

Signature: Date:

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1. PERSONAL DETAILS MALE/FEMALE

TITLE (MR/MRS/MISS/MS)

FAMILY NAME:

FIRST NAME(S)

DATE OF BIRTH

COUNTRY OF BIRTH

HOME ADDRESS

.....

..... POST CODE

Telephone No. (including code)

Mobile Phone No.

e-mail address:

ORGANISATION ADDRESS:

.....

CORRESPONDENCE ADDRESS: .

.....

2. Please supply details of Next of Kin so we can contact them in an emergency. (For individual bookings)

.....

..... Relationship

Tel: day Evening

3. MEDICAL/SPECIAL INFORMATION (if applicable) – attach additional information if necessary (For individual bookings)

.....

.....

4. COURSE DETAILS – STUDENTS

NAME OF COURSE

YEAR CAMPUS

STUDENT NUMBER (if known)

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Is your course of study Full Time or Part Time?

FT PT

Office Use Only:

RECEIPT NUMBER AMOUNT

Date Rec'd CSH/CHQ/CC/BT

OTHER SPECIAL CATEGORY

PURCHASE ORDER No.

(organisations to be invoiced)

Office Use:	Room Number:	Client No:

5. LOCATION – Where do you want to stay?

Which Campus Site –

Compton Park

Telford

Walsall

Wolverhampton

6. BEDROOM TYPE

Compton Park Standard, Single

Flat

Telford, Walsall or En-suite single rooms

Wolverhampton Standard

5. CONTRACT PERIOD

Arrival Date: day/ month /year

Departure Date: day/month /year

Number of people this ___ Adults 18yrs or over
booking is for

___ Child 15-17yrs must be supervised (cannot sign this contract)

6. ACCOMMODATION CHARGES

See enclosed price list.

A £100.00 deposit is payable with this contract to reserve your room and as a damage deposit. If you do not want to pay a deposit, insert your credit card details below.

7. EMPLOYED SUMMER STUDENTS (Discounted Rates)

Line Manager's Full Name

I am applying for discounted accommodation as I agree to abide by section 10 of this contract.

Data Protection

The information provided in this Agreement will be retained by the University in accordance with its notifications under the provisions of the Data Protection Act.

IMPORTANT: PLEASE SIGN AND DATE THE DECLARATION BELOW AS UNSIGNED CONTRACT APPLICATIONS WILL NOT BE ACCEPTED.

THIS FORM MUST BE SIGNED BY THE STUDENT/VISITOR/GROUP BOOKING CO-ORDINATOR PERSONALLY

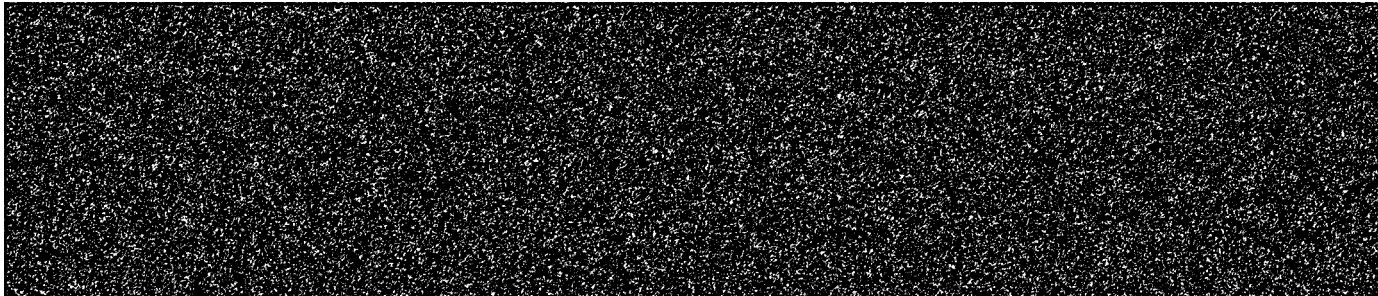
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SIGNED

DATED



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