**Creswick Campus**

**Residential Services**

**Booking Form for Accommodation – Placement Students**

***PLEASE PROVIDE A COPY OF YOUR STUDENT ID WITH YOUR BOOKING FORM***

**Arrival Date:** Enter arrival date here

**Departure Date:** Enter departure date here

**ETA:** Choose a time

**TITLE:**  Please select

**FIRST NAME:** Enter your first name here

**LAST/FAMILY NAME:** Enter your last name here

**Preferred Name:** If applicable

**Postal Address:** Enter your street address details here

**Town/Suburb:** Enter town here

**State/Territory:** Please select **Postcode:** Enter postcode

**Phone No.:** Enter phone here **Mobile No.:** Enter mobile here

**Email address:** Enter University email address here

**Home Country:** Enter your home country, if not Australia

**Car Registration No.:** Enter rego no. here if applicable

**University Attending:** Enter University here

**Discipline:**  Enter Discipline here

**Year of Study:**  Select year

**Placement start date:** Enter start date here **end date:** Enter end date here

**Placement total number of days:** Enter days here

**International Student:** Please select

**Aboriginal and/or Torres Strait Islander:** Please select

**Have you been overseas in the last 30 days:** Please select

**Placement Town:**  Enter Town Here

**Placement Organisation:** Enter Organisation name here

**Any special requirements:** Please enter special requirements, if any

**PAYMENT METHOD:**

You will be sent an email the week prior to arrival to upload your credit card details into our Accommodation system secure vault. Your first payment (minimum 2 weeks) will be made prior to arrival and further instructions will be emailed to you on how to access your key in the Accommodation Foyer. Weekend arrivals will be processed the Friday prior to arrival.

**All payments will be made fortnightly. Any declined payments will incur a $5 admin fee.**

**PLEASE SAVE THIS FORM AND RETURN BY EMAIL WITH YOUR ID TO:**

creswick-accom@unimelb.edu.au

**Financial assistance for rural placements is available to eligible students. See the website for more information and eligibility criteria:** [**https://goingruralhealth.com.au**](https://goingruralhealth.com.au)

Your information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. You may access any personal information you have provided to the University by emailing [going-ruralhealth@unimelb.edu.au](https://web.archive.org/web/20180310235925/mailto%3Agoing-ruralhealth%40unimelb.edu.au).

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**AVG Student Accommodation: Cutlery, Crockery and cooking utensils provided. Towels, sheets and Mattress Protector Provided. All students must BYO Doona/Blanket and Pillow.**

**$175 per week (excl gst) Minimum 2 week booking (placement students only).**

1. **Check-in time** on day of arrival is 3pm. **Check-out time** on day of departure is 9am (from room and accommodation block otherwise another night will be charged).
2. **Working days** are 9am to 4pm Monday to Friday (closed UoM public holidays). Arrival on Saturday, Sunday or Monday needs to be booked by 4pm on Thursday to avoid late booking fee.
3. **Room Servicing**: no room servicing is provided during your stay. Shared kitchens and bathrooms are serviced daily.
4. **Bookings 6 weeks and longer** will be provided with two sets of bed linen and 2 towels (per person, with access to self-serve laundry facilities. Fresh linen and towels will be provided each 3 months. All rooms to be kept clean and tidy at all times – Inspections will be done quarterly.
5. All students have access to fully equipped student kitchens and must keep cupboards clean as well as wash and dry all equipment used. No items are to be left to ‘drip dry’ on benches. Due to current COVID Restrictions, Maximum persons in a kitchen at one time is 8 – if necessary a Roster system will be generated to accommodate all guests.