

# Student Accommodation Guest Request

Residents may, in exceptional circumstances, seek authority for a guest to stay for a strictly limited time. Such requests must be submitted with sufficient notice (at least 7 working days) for approval to the respective Dean of the College or the Operations Manager (for the Apartments and University Terraces only). You'll need to organise your own mattress for guests.

**As per your licence agreement, you're responsible for the conduct & behaviour of your guests. Accommodation charges may apply if an unauthorised guest is found to have occupied a room. You must accompany your guests at all times.**

## RESIDENT DETAILS

FULL NAME	zID
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CONTACT PHONE NUMBER

WHICH COLLEGE/APARTMENT DO YOU LIVE IN?

## GUEST DETAILS

FULL NAME	RELATIONSHIP TO RESIDENT	CONTACT PHONE NUMBER
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RESIDENTIAL ADDRESS

DATE/S GUEST IS STAYING (3 NIGHTS MAXIMUM) FROM / UNTIL

REASON FOR STAY

Please attach a copy of your guest's current photo ID (e.g. passport)

## DECLARATION AND APPROVAL

RESIDENT NAME	SIGNATURE	DATE
APPROVED BY	SIGNATURE	DATE