

ARRIVAL NOTICE & ACCOMMODATION APPLICATION – HILLS CAMPUS



Please read the following instructions before completing the form:

If you **do not require** college housing you **still need to fill in section A** of the form and email or fax it to the accommodation team.

If you **do require** college accommodation please note the following:

1. You need to fill in **ALL sections** of the application unless stated otherwise. If there is information missing, your application will not be processed.
2. Accommodation is available from 8th July 2015
3. All housing applicants are required to pay the application fee and utility & maintenance fee. The shuttle is an optional service, although we recommend taking the shuttle as other public modes of transportation are quite difficult if you are not use to the area.
4. The application fee & utility & maintenance fee is per person.
5. We recommend trying to schedule your flight/arrival time on a Mon-Fri before 6pm. We understand that this is not always possible with flight delays and other issues, however it will make your arrival much smoother as we have more staff and volunteers on hand to help you settle in and orientate you with the area.
6. When filling in flight details, please ensure to enter your arrival date rather than your departure date.
7. For international applicants please ensure that your bank is aware that an overseas transaction is going to take place to avoid delays in your application.
8. Once we have processed your application & payments, you will receive a confirmation email which means you will have a place within our accommodation. This email will also include arrival instructions.
9. Hillsong International Leadership College rents residential properties from local Realtors and sub-lets them to its students. Students have an option to apply for accommodation or arrange their own accommodation
10. Rent is charged every two weeks and can vary from \$140 - 160 per week. Utilities are charged quarterly (when received by utility companies) and can vary depending on household usage.
11. If your situation changes in the future for any reason, please do not hesitate to email us with your change of plan, so that we can assist you.

ARRIVAL NOTICE – HILLS CAMPUS

WE REQUEST THAT **ALL** INCOMING STUDENTS COMPLETE THIS ARRIVAL NOTICE.

Please scan and email (or fax) the completed form to the **Accommodation Team**:

Email: collegehousinghills@hillsong.com Fax: +61 2 8853 5298



First Name	
Surname/Last Name	

SECTION A ACCOMMODATION

Please tick the appropriate box and follow instructions

OPTION 1: **I DO NOT REQUIRE COLLEGE ACCOMMODATION** - I will be arranging my own accommodation
(please return form via email to collegehousinghills@hillsong.com or fax +6188535298)

OPTION 2: **I REQUIRE COLLEGE ACCOMMODATION**
(please proceed to the next section & complete form)

SECTION B

THE DAY I WILL MOVE INTO COLLEGE ACCOMMODATION IS
(College accommodation is available from 8th July 2015)

SECTION C TRANSPORTATION DETAILS

Please tick the appropriate box and follow instructions

OPTION 1: **I am taking a flight from overseas/interstate and require a shuttle service from the airport**
(please fill in Section D, then proceed to payment)

OPTION 2: **I am taking a flight from overseas/interstate and will be making my own way to the Hills Campus**
(please fill in Section D & E, then proceed to payment)

OPTION 3: **I will be making my own way to the Hills Campus**
(please fill in Section E, then proceed to payment)

SECTION D FLIGHT DETAILS

1. Flight Arrival Date	D	D	/	M	M	/	Y	Y	2. Flight Arrival Time			:			AM or PM
3. Airline name									4. Flight Number						
5. Arriving at Sydney Kingsford Smith Airport at:															
<input type="checkbox"/> Terminal 1 <input type="checkbox"/> Terminal 2 <input type="checkbox"/> Terminal 3															

SECTION E ARRIVAL DETAILS

6. Arrival Date	D	D	/	M	M	/	Y	Y	7. Estimated Arrival Time			:			AM or PM
-----------------	---	---	---	---	---	---	---	---	---------------------------	--	--	---	--	--	----------------

SECTION F PAYMENT DETAILS

Please select items and complete payment details below as appropriate:

NOTE: ALL applicants are required to pay the application fee & utility & maintenance fee.
All fees are in Australian Dollars

- Accommodation Application Fee** (*application received on or before 18 June 2015*) **\$250.00**
- Accommodation Application Fee** (*application received on or after 19 June 2015*) **\$275.00**
- Utilities & Maintenance Fee** **\$250.00**
- Shuttle Service from airport** (for the student) **\$80.00**
- Shuttle Service from airport additional person/s** (please indicate how many in the space provided) **\$40.00 each**

8. Method of Payment (Credit/Debit card only): Visa MasterCard American Express

9. Name of Cardholder		10. Expiry Date	M	M	/	Y	Y
11. Card Number <small>(14 or 15 - digit security number)</small>							
12. CVV (3 or 4 - digit security number)					13. TOTAL to pay	\$	AUD

SECTION G DECLARATION

I understand that by submitting this form, I am requesting Hillsong International Leadership College to arrange shared accommodation

I understand that I will be required to sign a sub-lease upon arrival in Sydney and that this will require me to adhere to the standard terms and conditions of the lease contract (available upon request)

I understand this leasing arrangement will be for a minimum period of one semester of study and that I will be responsible for payment of this accommodation and all costs in relation to utilities and upkeep of the property, from the date of my arrival as listed above.

I understand that my Accommodation Application Fee is not refundable, unless cancellation of this accommodation application is made more than 21 days before my arrival date as provided above.

I understand that the Utilities and Maintenance fee will be used to off-set the unpaid cost of utilities, essential repairs and any additional cleaning required after my departure from College.

Student Signature: _____ Date: ____ / ____ / ____
(dd/mm/yy)

Please scan and email (or fax) pages 1 and 2 of this form to the Accommodation Team as soon as possible.
Email: collegehousinghills@hillsong.com Fax: +61 2 8853 5298

FOR OFFICE USE ONLY:

Date Received: _____

Method: E / F / P

Payment

C/Worx – Arrival

Confirmation email

[Shuttle]

External

Processed by: _____

Date Processed: _____