

ACCOMMODATION / AIRPORT FINAL CONFIRMATION FORM

Version; 2.0 Jan - 2010

**THIS FORM MUST BE COMPLETED AND RETURNED
AT LEAST 7 WORKING DAYS PRIOR TO DEPARTURE.**

APPLICATION NUMBER *	
College Name:	
NAME * (Male <input type="checkbox"/> Female <input type="checkbox"/>) tick one	Mr/Mrs/Miss
NATIONALITY *	
DATE OF ARRIVAL *	
DO YOU NEED ACCOMMODATION? ** Single or Double room? (Double room =£100/week (for 2 person or couple) Or £430 PER MONTH Single room = £75/week (for 1 person only. Note: this room for a single use only 2 person are not allowed to live in) Or £325 PER MONTH) (Prices are given based on zones 4/5/6. Prices for basic accommodations)	
Accommodation Term (SHORT <input type="checkbox"/> LONG TERM <input type="checkbox"/>) (Deposit required For Short Term (ST) accommodation = 2 weeks = £150 For Long Term (LT) accommodation = 4 weeks = £400	YES / NO (Circle one) Deposit amount : £
DATE OF ACCOMMODATION * REQUIRED (we recommend you to put your arrival date)	
DO YOU WANT US TO PICK YOU UP FROM THE AIRPORT? * (Airport Pick up £70 needs to be paid to the driver)	
NAME OF AIRPORT & TERMINAL NUMBER * (please clearly specify AIRPORT & Terminal number)	
ARRIVAL DATE AND TIME AS STATED ON YOUR TICKET *	
AIRLINE & FLIGHT NUMBER* (please clearly mention your airline and flight number)	
DEPARTURE AIRPORT	
ACCOMMODATION PAID?*	YES / NO?) TOTAL AMOUNT PAID: ----- * (* total amount = single or double + ST/LT deposit + booking cost)
Booking confirmation and date booked: (By signing this form you agree to abide college's accommodation terms and condition. This form is only valid if you return the completed form within the specified date shown above. Please read terms and conditions attached separate file and confirm your agreement.)	Signature _____ Date: _____ -----
* MANDATORY	** AT LEAST 7 DAYS REQUIRED

Note: Please make sure you have submitted the form at least 1 week prior to confirm your Airport Pick-Up and Accommodation PLACEMENT!

In any emergency upon your arrival please contact the college on 020 8305 8508 between 8.30am and 5.30pm Monday to Friday. IN CASE OF EMERGENCIES regarding accommodation and airport pick up please contact Mr RAM KHAREL on 07861424385 outside of college opening hours (i.e. before 8.30am or after 5.30pm weekdays and at any time during the weekend)

___ PLEASE PRINT THIS PAGE AND RETURN VIA FAX OR SCANNED COPY TO ACCOMMODATION DEPARTMENT ASAP ___

Accommodation department: accommodation@greenwichcollege.co.uk - (RAM KHAREL)