



## ACCOMMODATION APPLICATION FORM

NAME: HANAKO YAMADA  MALE  FEMALE

STUDENT ID NUMBER (if known): \_\_\_\_\_ DATE OF BIRTH: 生年月日 日/月/西暦 \_\_\_\_\_ AGE: 年齢 年齢

HOME ADDRESS: 住所  
Heimat Bldg 5F 1-21-3 NIHONBASHI CHUO-KU TOKYO, 103-0027 JAPAN

TELEPHONE: 03-3271-7200 EMAIL: officejpn@aisj.net

ETHNICITY: ASIAN FIRST LANGUAGE: 母国語 JAPANESE

ENGLISH LEVEL:  BEGINNER  ELEMENTARY  INTERMEDIATE  ADVANCED  
入門 初級 中級 上級

ACCOMMODATION REQUIRED FOR: \_\_\_\_\_ (weeks) FROM: / / TO: / /  
お申し込みの週数 宿泊開始日 〇〇〇〇 ~いつまで /

PROGRAMME OF STUDY: 受講コース名  PART-TIME  FULL-TIME

DO YOU REQUIRE AN AIRPORT PICK-UP? (NZ\$80.00)  YES  NO ARRIVAL TIME 到着時刻  
空港送迎サービスを希望しますか?

ARRIVAL DATE: オークランド到着日 INTERNATIONAL FLIGHT NUMBER: 航空便名・キャリア

*If you do not know your flight details, please email us once they are confirmed  
(at least two weeks before your arrival in Auckland).*

航空券予約がまだお済みでない場合、決まり次第早急に日本事務局までメールでお知らせください。

I AM APPLYING FOR:  (A) HOMESTAY ホームステイ  
 (B) AIS ST HELENS MAIN CAMPUS DORMITORY 学生寮

### (A) HOMESTAY (minimum two weeks stay):

Would you like to stay with children?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you smoke?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Would you like to stay with pets?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you have any other preferences?	<u>他に、何か希望する事がありましたらご記入ください</u>		
Do you have any allergies?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, please give details):		
	<u>何かアレルギーをお持ちの場合は、YESにチェックをし、下欄に詳細をご記入ください</u>		
Do you have any special dietary requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, please give details):		
	<u>その他、ホストファミリーに特別な要望等ございましたら詳細をご記入ください。</u>		

Homestay Rate (Students 18 and over) NZ\$260 per week      Caregiver Rate (Students under 18) NZ\$280 per week

### (B) DORMITORY (subject to availability at the time of confirming booking):

Type of room:	<input type="checkbox"/> Single Room <input type="checkbox"/> Twin Share <input type="checkbox"/> Multi-Share (limited availability)
Would you prefer to live with male and female residents on your floor?	<input type="checkbox"/> YES
<u>OR</u> Would you prefer to live with residents of your own gender only on your floor?	<input type="checkbox"/> YES

ON-CAMPUS DORMITORY ACCOMMODATION RATES (Not Including Meals)		
Dormitory Bond (refundable) - payable in advance NZ\$300		
Room Type	Standard Weekly Rate	Advance payment of 12 weeks or more
<b>Multi-Share Room</b> (3-4 students per room)	NZ\$120	NZ\$110
<b>Twin Share Room</b>	NZ\$140	NZ\$130
<b>Single Room</b>	NZ\$160	NZ\$150

## NOTES

1. **Send this application form with your Enrolment Application Form to:** Student Services - Marketing at [enquiry@ais.ac.nz](mailto:enquiry@ais.ac.nz). Please send this form as early as possible (once your flight is confirmed and at least two weeks prior to your arrival in Auckland) to reserve your accommodation.
2. **Dormitory Bond:** Dormitory payments should include the bond of NZ\$300.00, which will be returned to you on departure from the dormitory if you have complied with all requirements.
3. **Dormitory Cancellation Fee:** A NZ\$200.00 fee will be charged for students who cancel dormitory bookings less than two weeks prior to expected check-in. The balance of any amount pre-paid is refundable/transferable.
4. **Dormitory Check-out:** A minimum of two weeks' written notice must be given prior to departure from the dormitory.
5. **Homestay Arrangement Fee:** This fee of NZ\$240.00 (or NZ\$260.00 for students under 18) will cover one homestay arrangement only. If a second homestay is required, a further fee of NZ\$110.00 will be charged. The arrangement fee must be paid in advance.
6. **Homestay Cancellation Fee:** 50% of the Homestay Arrangement Fee will be charged for students who cancel homestay bookings prior to expected arrival. The balance of any amount pre-paid is refundable/transferable.
7. **Homestay Check-Out:** A minimum of one week's written notice must be given prior to departure from a homestay. Payment for the first two weeks' of homestay accommodation is not refundable or transferable after arrival.
8. **Homestay Meals:** Homestay accommodation includes two meals per day plus light lunches at weekends and on public holidays.
9. **All Accommodation Payments Must Be Made In Advance:** Dormitory and homestay accommodation must be paid a minimum of every two weeks in advance.

## DORMITORY/HOMESTAY FEE SUMMARY:

### Dormitory

- Bond \$300.00
- Plus Minimum Five Weeks Advance Payment (and two weeks in advance thereafter)
- Cancellation Fee of \$200.00 applies if accommodation cancelled less than two weeks prior to check-in

### Homestay

- Standard Arrangement Fee \$240.00 (first placement)
- Caregiver Arrangement Fee \$260.00 (first placement)
- Arrangement Fee \$110.00 (for subsequent placements)
- Plus Minimum Two Weeks Advance Payment (and two weeks in advance thereafter)
- Cancellation Fee of 50% of Arrangement Fee applies to all cancellations prior to arrival

### Airport Pickup Fee

- \$80.00

**Disclosure of Health Problems:** Have you ever been, or are you now, affected by a mental or physical condition with the capacity to affect your ability to carry out a programme of study or impact on your ability to access campus facilities? This includes neurological, psychological or medical conditions, including physical deterioration due to injury, disease or degeneration.  YES  NO

If YES, please provide full details of the condition to enable AIS St Helens to provide any on-going assistance that may be required:

APPLICANT'S SIGNATURE: パスポートと同じサイン DATE: サインした日付

*Rates shown apply to all accommodation booked for 2014*

## FOR OFFICE USE ONLY

Dormitory / Homestay Accommodation:  Available  
 Not available until .....  
 Declined

Confirmed to Student or Agent by:

Student Services Officer: ..... Date .....

CANCELLATION NOTIFICATION: Date Received: .....

Accounts Department notified  Dormitory / Homestay notified