



## ACCOMMODATION REQUEST FORM

### 1 Personal Details

Name:		Nationality:			
Date of birth: (day/month/year)		Gender:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
Address in home country:					
Telephone:			Email:		
Emergency contact name:			Emergency contact telephone:		
English language ability:	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>	TOEFL/TOEIC scores:	
Health:	poor <input type="checkbox"/>	average <input type="checkbox"/>	excellent <input type="checkbox"/>	Any allergic conditions?	
Other health details if relevant:					
Do you smoke?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Do you mind living with smokers?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Do you like pets?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Do you mind living with young children?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Do you have any special dietary requirements (eg. vegetarian etc.)?					
Hobbies / interests:					

### 2 Education Details

Name of institution:	Major area of study:
Current year of study: 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> Graduated <input type="checkbox"/>	

### 3 Employment Details

Current job:	Date from:	to:
Most recent previous job:	Date from:	to:

### 4 Accommodation Details

Accommodation start date:	finish date:		
Accommodation Type Preference: Home-stay <input type="checkbox"/>	Share-house <input type="checkbox"/>	Apartment <input type="checkbox"/>	House <input type="checkbox"/>
Programme location (where will you study / intern in Australia?):			
Location preference (do you have a preferred suburb?):			
(Optional) Further details of type of accommodation required:			
Do you require airport pickup?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Flight details:
(Optional) Other requests or information to help us make a suitable placement:			

Placement Fees:  
A\$200 Home-stay and Share-house  
A\$600 Rental apartment or house

BY RETURNING THIS FORM, YOU AGREE TO THE ATTACHED TERMS AND CONDITIONS  
Please return your form by email to [manager@mybigplan.com](mailto:manager@mybigplan.com) fax to: 07 3243 3455 or mail to:  
AIS Education Centre GPO Box 437 Brisbane 4001 Australia

Thank You for using our Accommodation Placement Service!

## Terms and Conditions

By returning the above Accommodation Request Form, you acknowledge your agreement with the following terms and conditions.

AIS Education Centre will try to help you as much as possible by selecting a suitable accommodation according to your preferences. However, due to the shortages of accommodation in Australia and the difficulties of locating home-stay hosts, we can NOT guarantee that we can meet your preferences.

Accommodation placement fees must be paid in advance and are **non-refundable** under any circumstance *except* where we are not able to arrange your accommodation.

We require at least 4 weeks notice to arrange accommodation. Please note that if you book rental apartment or house, you may need to begin paying rent to hold the rental property once you agree to accept it.

It is your responsibility to carefully check the information given to you regarding your accommodation to ensure that the location is in the correct city / area for your programme in Australia. You must advise AIS Education Centre immediately of any errors in your placement.

If you book home-stay accommodation, you agree to abide by the home-stay hosts rules specifically including:

- Advise your home-stay if you decide to go home late or if you will miss dinner
- Advise your home-stay if you plan to stay overnight elsewhere or travel
- Ask permission before inviting friends to the home-stay house
- Do not create loud noise such as listening to loud music or other disturbances
- Be polite, friendly and helpful – you are a representative of your country and culture!

It is your responsibility to ask your counsellor if you do not understand any issue regarding your accommodation placement.

AIS Education Centre  
Accommodation Placement Service  
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