

# APPLICATION FOR RENT REDUCTION DURING PRACTICAL WORK

Family Name: \_\_\_\_\_ Mr/Mrs/Miss/Ms First Name: \_\_\_\_\_  
(please circle)

ID Number: 

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Campus: AL / BA / DU / OA / WW  
(please circle)

Occupancy Package:  Package One or  Package Two

Current Building No.  
or Name: \_\_\_\_\_

Room No.: \_\_\_\_\_

Course: \_\_\_\_\_

Year of Study: \_\_\_\_\_

First day of practicum: \_\_\_\_\_ Last day of practicum: \_\_\_\_\_

School Practicum Organiser: \_\_\_\_\_ Ph: \_\_\_\_\_

Have you lodged a rent reduction form previously this year?  Yes  No

Could you please supply the location of your practicum and a telephone number in case we need to contact you during this period:

**Time in Residence - Were you in a room in the Halls of Residence for all of:**

	Yes	No		Yes	No
2006 Session 1	<input type="checkbox"/>	<input type="checkbox"/>	Session 2	<input type="checkbox"/>	<input type="checkbox"/>
2005 Session 1	<input type="checkbox"/>	<input type="checkbox"/>	Session 2	<input type="checkbox"/>	<input type="checkbox"/>
2004 Session 1	<input type="checkbox"/>	<input type="checkbox"/>	Session 2	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the above details are correct and agree to reimburse the University for the full amount of my rent should I occupy my residence at any time during the period of my rent reduction as stated above.

I acknowledge I have read the Administration Regulations – section A.6.2 - in relation to absence due to compulsory practicum course work and I understand that Package One occupants are entitled to a maximum of 21 days and Package Two occupants are entitled to a maximum of 28 days practical rent reduction in one full academic calendar year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be returned to the Accommodation Service Centre 21 days before the commencement of your practicum.**

All Package One and Package Two student rooms must be cleared of personal effects before departure (except Hargraves House, MTG, Postgraduate Village and South Campus) or no rent reduction will be given. You can only use the lockable cupboard in your room.

Your room inventory form must be completed and returned to your Residential Adviser along with all room keys. All students from Hargraves House, MTG, Postgraduate Village and South Campus must also do this. Failure to do any of the above will incur a penalty.