

## Intention to Vacate (ITV)

All student residents of Campion College Accommodation must complete and submit this form at least two weeks prior to the intended departure date. Please complete both sections of the form: **'Departure'** and **'Storage'**.

### Departure

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Residential Status:     Domestic         International    †  Exchange/Study Abroad

Accommodation Type:         House     AW House    †  Dorm room

Room Number: \_\_\_\_\_

Forwarding postal address (for deposit refund cheque)

\_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**Departure date:** \_\_\_\_\_

*I hereby agree to vacate my room by the date specified above. I understand that failure to do so may result in the forfeit of my deposit to the College or in an additional accommodation fee.*

*I agree that on the day prior to my departure, I will complete and submit a Departure Form and keys to the Senior Residential Tutor.*

Signed by resident: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by staff: \_\_\_\_\_ Date: \_\_\_\_\_

### Storage

During breaks between semesters, students may use storage spaces available on campus. The following rules apply:

1. Each resident can use only one cubicle allocated for their room.
2. Residents are allowed to store items of a size that does not exceed the cubical size.
3. No items are allowed to be stored on the floor.

4. Loose items (clothing, towels, books, etc) are not allowed in the storage area. All personal belongings stored in the cubicle must be packed in a bag or box.
5. Food and drinks are not allowed in the storage area.
6. All bags and boxes with residents' belongings must be clearly labeled indicating Resident's FULL NAME and ROOM NUMBER.
7. Residents are allowed to hire an additional cubicle/cubicles subject to availability.
8. The cubicle must be cleared upon termination of residential agreement. A student is not entitled to get their residential bond back until they pick up all their personal belongings from storage and clear their cubicle/s.
9. No valuable items should be stored in the storage area as Items left in storage are not covered by the College's insurance. The insurance of any such items is the sole responsibility of the student.
10. Storage is available for use during the June-July and Dec-Feb. A fee (\$20 per cubicle) applies only during the Dec-Feb break.

Please indicate your intention to use the storage facilities on campus:

- Yes (indicate payment method below). I also hereby agree to abide by the storage rules listed above.
- No †

**Payment Method**

Cash/Cheque/EFTPOS/Other – please specify \_\_\_\_\_

Credit Card - VISA / Mastercard

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

Card Holder Name: \_\_\_\_\_

Direct Debit

BSB: 062-784  
 Account: 2790 5201  
 Account Name: Champion Institute Ltd  
 Reference: Your name

**Signature of Student:** \_\_\_\_\_

**Date** \_\_\_\_\_