

# 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		Given Name/s	
Student ID Number			
Residential Status	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Exchange/Study Abroad
Room Number	<input type="checkbox"/> House	<input type="checkbox"/> AW House	<input type="checkbox"/> Dorm Room

## Forwarding postal address (for deposit refund cheque)

State		Postcode		Country	
Contact mobile 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 Campus Manager.

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 labelled indicating Resident's FULL NAME and ROOM NUMBER.
7. Residents are allowed to hire an additional cubicle/cubicle 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

<b>Payment Details</b>																
<b>Payment Method</b>	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFTPOS <input type="checkbox"/> Other-please specify															
<b>Credit card details</b>																
<b>Card Number</b>																
<b>Card Holders Name</b>																
<b>Expiry Date</b>											<b>Signature</b>					
<b>Direct deposit details</b>																
<b>BSB:</b>	062-784															
<b>Account Number:</b>	2790 5201															
<b>Account Name:</b>	Campion Institute Ltd															
<b>Reference</b>	Your name															
<b>Signed by Resident</b>											<b>Date</b>					