

# Accommodation Extension Request Form

Please complete all information and submit to reception for consideration.  
CCEB will then let you know if your request is approved.

## Student Details

Family Name: ..... Student Number: .....  
First Name: ..... Date of Birth: .....  
Email: ..... Phone Number: .....

## Current Accommodation Details (must be accommodation booked through CCEB)

Homestay Homestay family name: .....  
 Sharehouse Sharehouse address: .....

Original leaving date: ...../...../..... Proposed leaving date: ...../...../.....

**This form MUST be submitted to CCEB as soon as possible so the extension can be arranged**

## Fees (to be completed by CCEB Staff)

HS/ SH Fees \$ .....  
Other (xmas surcharge etc) \$ .....  
Total \$ .....

**Payment MUST be made before accommodation extension is booked**

Student Signature: ..... Date: .....  
Guardian Signature (if student is under 18): .....

<i>Office use only</i>		<i>Date</i>	<i>Initial</i>
<i>Approved?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Received</i>	
<i>Staff member signature:</i>		<i>Changed in Stars</i>	
<i>Date:</i>		<i>Agent informed (if reqd)</i>	