

ACCOMMODATION OFFICE CHECK OUT FORM

- Return key at counter
- Return key at key drop box
- Return key by courier please provide shipper name and tracking number
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STUDENT ROOM INFORMATION DETAILS

SINGLE ENSUITE BATHROOM WITH AC (SEB A/C)	
SINGLE SHARED ENSUITE BATHROOM WITH AC (SSEB A/C)	
SINGLE ENSUITE BATHROOM (SSEB)	
SINGLE SHARED BATHROOM WITH AC (SSB A/C)	

SINGLE SHARED BATHROOM (SSB)	
TWIN SHARE IN 6 BEDDED FLAT	
FOUR SHARED BATHROOMS	
DELUXE SINGLE ENSUITE BATHROOM (DSEB A/C)	

BLOCK: I1 I2 I3 I4 I5 J1 J2 J3 J4 J5 J6

ROOM NO:

STUDENT INFORMATION DETAILS

NAME:

EXPECTED CHECK OUT DATE:

DO YOU HAVE BELONGINGS KEEP IN THE ROOM: YES NO

If YES we have to transfer your belongings to store room for room cleaning purposes.

PHONE NUMBER (LOCAL/INTERNATIONAL):

PERSONAL EMAIL ADDRESS:

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SIGNATURE

Date: Time:

FOR OFFICE USE:

Check in date: Check out date:
 Update record from: Kinetic Email grouping
 Date received room key: Staff name received key: