



# Stratford College London

Sentinel House  
1 Ashley Road, London N17 9LP  
Website: [www.sclondon.co.uk](http://www.sclondon.co.uk)

## OFFICE USE ONLY

ID:  
Date Rec:  
Accom Fee:  
Airport Fee:  
Pay Date:  
P\_Method:

## ACCOMMODATION APPLICATION FORM

### Section 1 Applicant details

*Please complete in BLOCK capital letters*

<b>Last Name:</b>	<b>First Name:</b>
<b>Date of Birth:</b>	<b>Nationality:</b>
<b>Gender:</b> <input type="radio"/> Male <input type="radio"/> Female	

### Section 2 Accommodation Requirements

<b>Arrival Date:</b>	<b>Number of Weeks:</b>
What type of accommodation do you require? <input type="checkbox"/> <b>Hotel</b> <input type="checkbox"/> <b>Home stay</b>	
<input type="checkbox"/> Single Room	<input type="checkbox"/> Bed & Breakfast
<input type="checkbox"/> Double Room (applies when 2 people are coming together)	<input type="checkbox"/> B&B + 4 evening meals
<input type="checkbox"/> Triple Room (applies when 3 people are coming together)	<input type="checkbox"/> B&B + 7 evening meals
	<input type="checkbox"/> En-suite superior ( <i>please specify</i> ) _____
Do you have any special dietary requirements? <i>Please give details:</i>	
Do you have any allergies? <input type="checkbox"/> Yes; <i>please specify:</i> _____ <input type="checkbox"/> No	
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No                      (Smoking homes are limited)	
Do you have any disabilities/illnesses (diabetes, epilepsy etc..) requiring special support? <i>Please give details:</i>	

### Section 3 Airport Pickup

Do you require an airport transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Airport Meeting Details</b>	<b>Flight Number:</b> .....	<b>Airline:</b> .....	<b>Airport Terminal:</b> .....
	<b>Flight Arrival Date:</b> .....	<b>Flight Arrival Time:</b> .....	<b>Airport:</b> .....
<b>Airport Transfer Prices:</b> Gatwick £65    Heathrow £55    Luton £65    Stansted £55			

#### TRANSFERS

The driver will be at the arrivals hall holding a Stratford College London signboard with your name. If you do not see him please go to the airport information desk in the arrivals hall to seek help.

## Section 4 Terms & Conditions

1. A non-refundable deposit of £50 is to be set with this application form together with Accommodation Booking Fee of £35, thereafter the accommodation address and an invoice for the balance will be sent to you. The balance must be received by Stratford College London 14 days prior to arrival.
2. A minimum of 2 (two) weeks notice must be given if you wish to change accommodation or 2 (two) week's charge will be paid in lieu of notice.
3. Minimum stay at a Home stay accommodation is 4 (four) weeks.
4. Any breakages or damages caused must be paid for.
5. Stratford College London reserves the right to cancel accommodation if there are any concerns about the guest's behavior.
6. Guests wishing to extend their accommodation beyond the date may do so but must contact the College first. For extended periods shorter than a week, accommodation will be charged on a per night basis.
7. If cancellation is received with more than 2 (two) weeks notice, the balance of the accommodation will be refunded apart from the accommodation booking fee (£35) and a deposit (£50).
8. If cancellation is less than 2 weeks (14 days) notice, the cancellation charge will be equivalent to two weeks accommodation fees. The balance of the accommodation will be refunded.
9. Students staying in the hotel should also take into consideration the following rules:
  - a. No alcohol is allowed in the premises.
  - b. No animals or pets are allowed in the premises.
  - c. No gambling is allowed in the premises.
  - d. It is against fire regulations to use fires or cookers other than those installed by the management.
  - e. Each room is to be occupied by the person listed on the registration. No other persons are permitted to stay overnight or to use facilities of this establishment.
  - f. Goods left behind and not reclaimed within 4 weeks will be disposed of.
  - g. Any valuable possessions should not be left in the room unsupervised.

### I enclose:

Accommodation Deposit            £ .....

Booking Fee                            £ .....

I have read, understood and accepted the above Terms and Conditions.

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

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