



Office use only:

Date Received

Allocation

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**APPLICATION FOR SHORT STAY / EXAM ACCOMMODATION  
TERM TIME 2018-19 SOUTHEND CAMPUS - REGISTERED STUDENTS ONLY**

**PERSONAL DETAILS**

Family Name: .....

First Name(s): .....

PR-ID: .....

Date of Birth: ..... Age: .....

Telephone Number: .....

Male:                      Female:

Move in Date: ..... Move out Date: .....

If you need a room for multiple dates please indicate your initial check-in and ckeck-out dates above. Include any additional dates in the cover email when you submit this form.

We only have single rooms available within Undergraduate areas. You may book for one night only if you wish. Please tick one of the accommodation options below that is applicable to you. Unfortunately there are no studio flats available at this time.

[University Square](#) Single ensuite                      **£21.59 per night**

[University Square](#) Single ensuite including bed linen                      **£25.09 per night**

Do you require accommodation in a single gender flat?    Yes                      No

**Please note that single gender flats are not guaranteed but we will do our best to meet your requirements**

**Please note that ALL our accommodation is no-smoking**

An Invoice and key collection information will be emailed to your @essex email account once the booking has been processed. If tere are any problems with your booking we will also email you.

Signed: ..... Date: .....

To return this form to us electronically, click the **SUBMIT** button below to email the form to **accadmin@essex.ac.uk**. Alternatively, print the completed form and deliver by hand or post to the **Reception Desk, University Square, University of Essex, 36 Queens Road, Southend-on-Sea, SS1 1BF**.

The University of Essex has a notification under the terms of the Data Protection Act 1998 to enable it to hold and process personal data about its students and landlords for the purposes of providing accommodation for its students. Data will be processed in accordance with the provisions of the Act and will only be disclosed within the University to members of staff who need to know it in order to carry out their duties, or to others connected with the University for University-related activities or events. Data will only be disclosed to a third party outside the University in accordance with the Act