

**Attach
Passport
Photograph**
Print your name
on the
Rear of the
photograph

Application Form 2018/19 For Residency

Please read and complete this form in block capitals

Surname _____ First name _____

Permanent Address _____

Telephone Number _____ Mobile Number _____

Email Address _____

PPS Number _____ **required by legislation for all Irish students before you move in.**

Please circle gender Male Female Nationality _____ Date of Birth _____

Do you smoke? Yes No Please circle

Course being studied _____ Campus _____

Entering study year 1st 2nd 3rd 4th Other Please circle

Type of room required: Single en-suite Twin en-suite (single occupancy) Twin en-suite (sharing) **Please Circle**

If you wish to share an apartment with other students please specify their names.

In the case of a twin room being shared application forms from both applicants must be filled in and returned together
Note; we will endeavor to satisfy your requirements but due to availability this cannot be guaranteed

Please give the name and phone number of the person you would like us to contact in the unlikely event of emergency

Date of Arrival: _____ Date of Departure: _____
Please fill out both of these dates if you are unsure check with Oakfield Court staff.

Do you require parking? _____ Car parking will be available on a first come first served basis.

Car registration: _____ NB: You **must** inform us if you are changing your car.

Students Signature _____ Date Signed _____

Parent/Guardian/Guarantor Signature if you are under 18: _____

The apartments/rooms are available to students of the Institute of Technology Tralee or approved institutions under the section 50 finance act covering 3rd level students

PLEASE TURN OVER AND READ FOR IMPORTANT TERMS AND CONDITIONS

Conditions of Occupancy 2018/19

A standard lease agreement is entered into between the student & his/her landlord. The student is required to follow the rules and code of conduct which outline the health and safety requirements and the code of conduct in place for living at Oakfield Court

The rooms and kitchens are fully furnished and equipped with crockery and cutlery. A Multi-channel television is provided. Access to Wifi is available and all bedrooms have Internet connections. Room inspections are carried out as required. Residents are advised to insure their personal belongings as these are not covered in the agreement you will enter into with Oakfield Court

Please note bedding and bed linen is not provided with any room and is not part of any agreement.

Please note that applications will be accepted only for the entire occupancy period of your lease agreement. No refunds of rental will be made in the event of early vacation. In such events the Landlord will also retain the booking, cancellation, damage & utility deposits. Landlords are entitled to pursue any outstanding money owed by the tenant for rent, damages and utility charges.

Application Procedure

Rooms will be offered in order of application and allocated to those who secure their booking by payment of the deposit in full. If CAO applicants do not receive a first round offer from I.T.T, the booking will automatically be cancelled and the deposit of €300.00 returned minus a €100.00 administration fee. All others may apply once they have been accepted on a full- time course. Rooms will be offered in order of application, subject to availability. Rooming preference will be accommodated where possible

Acceptance of Offer

In all cases a lease contract will be issued when you arrive to move in, this must be signed by both the student and their guarantor if the student is under 18, this must be returned together with the rent shown on the price list. On receipt of the signed contract together with proof of the rental and deposit payments being made the keys will be issued, these will permit access to your allocated room and common parts of the complex.

Please confirm the office opening hours before you make plans for moving in. During busy periods we extend our hours but you will not be able to move in unless the office is open.

The information given here and on the Application form is for the information of applicants and may be subject to change. It does not constitute a contract or part thereof between Oakfield court and a student or any third party.