

**Attach
Passport
Photograph**

Print your
name on the
Rear of the
photograph

Application Form 2011-2012 For Residency

Please complete this form in block capitals

Please read the information on the back before completing your application.

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**

Price plan you prefer 2 Payments 4 Payments **Please circle your payment plan (see price list)**

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 please check with An Sean Mhuileann 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: _____

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

Please Turn Over for Important Terms and Conditions

Conditions of Occupancy for 2010 - 2011

A standard lease agreement is entered into between the student & his/her landlord.

The student is required to follow the An Sean Mhuileann rules and code of conduct which outline the health and safety requirements and the code of conduct in place for living at An Sean Mhuileann.

The apartment rooms and kitchen are fully furnished and equipped with crockery and cutlery.

A Multi-channel television and license is provided for all apartments.

All bedrooms have internet connections. (Computer not supplied)

Room inspections are carried out as required through out the student year with prior notification being given Residents are advised to insure their personal belongings as these are not covered in the agreement you will enter into with An Sean Mhuileann.

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 any rental money will be made in the event of early vacation of the room/apartment.

In such events the Landlord will use the deposit & electricity pre payment as required to cover any damage, cleaning or electricity that may be required to the room/apartment.

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 returning all forms correctly completed payment of the deposit and electricity pre payment 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 €50.00 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 lease contract together with proof of the deposit, electricity pre payment and rent being paid the electronic key will be issued; this 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 times we extend the 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.