



Please complete in CAPITAL LETTERS in black pen and tick the boxes where appropriate (✓). You must complete this form even if you do not require accommodation in the GIC Halls of Residence.

**Personal Information**

Student Number:		Nationality:	
Family Name:		First Name:	
Male/Female:		Date of Birth:	D: ___ M: ___ Year: 19__
Home Address:			
Email Address:			
Telephone Number:			
Course Information:	2 Terms Foundation		3 Terms Foundation
	2 Terms Pre Masters		3 Terms Pre Masters
	Pre-Sessional English (6 weeks)		Pre-Sessional English (12 Weeks)

**Accommodation Guarantor Information**

Please use BLOCK CAPITALS and enter the relevant information for the Accommodation Guarantor. Please note that as Guarantor you are jointly liable and responsible for the accommodation fees.

Name of Guarantor		Signature of Guarantor		Date:	
Address of Guarantor:					
Telephone number of Guarantor:		Email:			

**Emergency contact details**

Name of Emergency contact:					
Telephone number:		Email:			
Relationship to you (circle)	Parent	Friend	Husband/Wife	Brother/Sister	Other



**Accommodation Choice**

More details about the accommodation information can be found in your pre-arrival guide.  
**GIC can only guarantee accommodation requested no later than 13<sup>th</sup> December 2010.**

You must list in order of preference 1 – 5 (1=first choice 5=last choice). **We cannot guarantee you will get your first choice.**

Accommodation	Type	Choice (1 – 5)
Kelvinhaugh Gate	Private bathroom	
Kelvinhaugh Street	Shared bathroom	
Maclay Residences	Private bathroom	
Murano Street	Shared bathroom	
Queen Margaret Residences	Private bathroom	
Gibson Street	Private bathroom	
Buchanan View	Private bathroom	

I want private accommodation. Please send me further details (please tick)	<input type="checkbox"/>
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**Special Requirements**

Give details below or enclose a separate sheet if you have a disability/special requirement to be taken into account when allocating accommodation. Any information will be treated with the strictest confidence.

**Declaration**

I agree to pay my rent and charges for the duration of the accommodation contract. I understand that the 'guarantee of accommodation' is a single offer and that my refusal indicates my intention to find my own accommodation (GIC will assist with information on some of the private providers in Glasgow but that I am free to look at others). I also understand that upon accepting keys for a room, I am legally bound to pay the entire contracted period whether I live there or not.

**Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**Data Protection:** The personal information supplied on this form may be retained for up to seven years for audit and record purposes.

<b>Acknowledgement sent to student:</b> _____ <u>only</u> <b>Room allocated:</b> _____ <b>Confirmation sent to student:</b> _____	<b><u>Office use</u></b>
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**This form must be returned in order for you to receive your Induction Timetable and further information on what you can expect during your time at GIC**