

# UNIVERSITY RESIDENCES RESIDENTIAL APPLICATION



**VICTORIA  
UNIVERSITY**

**A NEW  
SCHOOL OF  
THOUGHT**

This application form is for residency at Victoria Place, Student Village, Sunbury Hall or Albert Street Townhouses.

## APPLICATION PROCEDURE

1. Complete all sections in BLOCK LETTERS.
2. Enclose a non-refundable Application/Administration fee for AUD \$50.00 (incl. GST). Cheque, Money Order or International Drafts payable to Victoria University are accepted. Alternatively, complete the Credit Card Payment section on the reverse of this form.
3. Attach two recent (within 12 months) passport sized photographs in the space provided. Alternatively you can e-mail these to [victoria.place@vu.edu.au](mailto:victoria.place@vu.edu.au) or [student.village@vu.edu.au](mailto:student.village@vu.edu.au)
4. Arrange for two Confidential Reference Forms to be completed by your chosen referees. The referees are required to mail these forms directly to Victoria University Residences.
5. Return this form and attachments to:  
Admissions Officer  
University Residences  
Victoria University  
PO Box 14428  
MELBOURNE VIC 8001  
Australia  
T: +61 3 9304 6307  
F: +61 3 9318 5232  
E: [victoria.place@vu.edu.au](mailto:victoria.place@vu.edu.au) or [student.village@vu.edu.au](mailto:student.village@vu.edu.au)

## PERSONAL DETAILS

Family Name/Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

English Name (where applicable): \_\_\_\_\_

Gender: Male  Female  Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Nationality: \_\_\_\_\_  
as stated in your passport

Permanent Australian Resident (please circle): YES/NO International Resident (please circle): YES/NO

## CONTACT DETAILS

Please note that correspondence in relation to your application will be via e-mail. However, if any of your details change during the application process or your residency, please notify Victoria University Residences office immediately so our records can be amended.

Full Year Contract (both semesters)

Casual

Subject to availability

One Semester Contract

Available to students with one

study remaining or international exchange students

Street Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_

Postcode/Zipcode: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Country code area code telephone number

Fax: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
country code area code fax number

Mobile telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_

Postcode/Zipcode: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_

Postcode/Zipcode: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Phone (h): (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Country code area code telephone number

Phone (w): (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
country code area code telephone number

Do you have any medical conditions and/or disability that you would like us to take in to account when allocating your accommodation and if you were a resident at University Residences?

(Examples include asthma, diabetes, medical depression, hearing disability, epilepsy, anaphylaxis)

---

---

---

---

## RESIDENCY REQUIREMENTS

I wish to apply for residency at

- Victoria Place  
 Sunbury Hall

- Student Village  
 Albert Street Townhouses

for the year 20\_\_\_\_.

Preference is given to residents requiring accommodation for the whole academic year. Residents should carefully read the Schedule of Accommodation Fees in relation to completion of the Agreed Minimum Term.

Expected Arrival Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

If you are applying for Victoria Place, please state your preferred living level at Victoria Place (Please rank in your preferred order from one (1) to five (5), number one (1) being the most preferred):

- Ground Level  
 Level 2  
 Level 3  
 Level 4  
 Deluxe Units

## COURSE DETAILS

Institution: \_\_\_\_\_

Faculty: \_\_\_\_\_

Course: \_\_\_\_\_

Campus: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Year/Level of Study: \_\_\_\_\_

TAFE: \_\_\_\_\_

Post Graduate: \_\_\_\_\_

Other: \_\_\_\_\_

Undergraduate: \_\_\_\_\_

Subjects: \_\_\_\_\_

## CURRENT UNIVERSITY OR PREVIOUS EDUCATION

University / School Name: \_\_\_\_\_

Type: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_

Postcode/Zipcode: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Country code area code telephone number country code area code fax number

## HOW DID YOU FIND OUT ABOUT UNIVERSITY RESIDENCES?

- Victoria University                      • Advertising                      • Family or Friends                      (Please circle)  
• Other please specify \_\_\_\_\_

**APPLICATION STATEMENT**

By signing below I (print full name) \_\_\_\_\_ hereby apply for admission to residential accommodation at University Residences. I understand that the application fee of AUD\$50.00 (GST inclusive) is not refundable if I cancel my application, or if it is unsuccessful. Furthermore, I am aware that University Residences does not guarantee accommodation to all applicants. I certify that the information in this Application Form is complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CREDIT CARD PAYMENT**

Please charge my:  VISA /  MasterCard for the amount of AUD \$50.00

Card Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Cardholders Name: \_\_\_\_\_ Cardholders Signature: \_\_\_\_\_

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

**IMPORTANT - PLEASE READ**

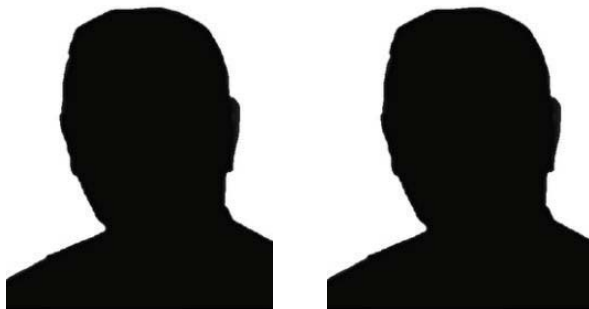
The information that you supply to us in the Application Form is confidential to University Residences and will be used for the purposes of applicant selection, room allocation, and service provision. Decisions made on applicant selection are at the discretion of the Manager, Student Operations or nominee primarily based on the referee statement and application details. University Residences reserves the right to refuse accommodation at the discretion of the Manager, Student Operations, or nominee.

Subject to availability, a student wishing to begin residency before the start of the Academic Year may do so, and a daily rate of accommodation will be charged for the period before the commencement of the contract period.

University Residences cannot guarantee residential accommodation at any facility to every applicant. If accommodation is not available, we can arrange a referral to Victoria University’s Housing Services.

**PASSPORT PHOTOS**

Please attach 2 passport size photographs to this section. Alternatively, you can e-mail an image in JPG format to [victoria.place@vu.edu.au](mailto:victoria.place@vu.edu.au) or [student.village@vu.edu.au](mailto:student.village@vu.edu.au)



**OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION**

Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipt Number: \_\_\_\_\_ Received By: \_\_\_\_\_