



**APPLICATION FOR SHORT STAY / EXAM ACCOMMODATION TERM TIME 2019-20
SOUTHEND CAMPUS - REGISTERED STUDENTS ONLY**

PERSONAL DETAILS

First Name: Last Name:
Date of Birth: Age:
Mobile No: PRID/SEC ID
Email Address (IN CAPITALS):
Move in Date: Move out Date:

If you need a room for multiple dates please indicate your initial check-in and check-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.

1. [University Square](#) Single Ensuite **£22.21 per night**
2. [University Square](#) Single Ensuite (including bedding) **£25.71 per night**

ADDITIONAL INFORMATION

Would you like to be allocated to a [single gender flat](#)? Note that we cannot guarantee single gender flats. Yes ☐ No ☐

Signed:

Dated:

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. The University works in partnership with Derwent Living & ULiving to provide campus accommodation. Information about students in accommodation is shared with Derwent and ULiving in order to provide a consistent and efficient service to students.

To return this form electronically, click the **SUBMIT** button below which will send the form to accadmin@essex.ac.uk Alternatively, print the completed form and return to Reception Desk, University Square, 36 Queens Road, Southend-on-Sea, SS1 1BF. **It may take up to five working days for your booking request to be processed, so please submit your form a week before you intend to arrive.** An invoice and key collection information will be sent to your @essex email address, once this form has been processed. We will also email you if there are any problems with your booking.