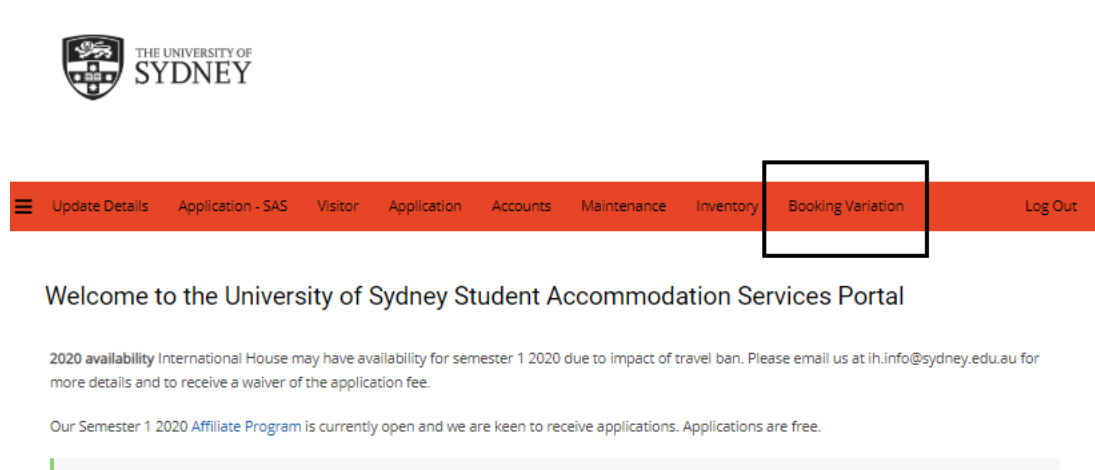




# How to submit a booking variation request

Step 1: Log on to your accommodation portal and click on Booking Variation.



Step 2: Choose a booking variation option, key in your intended booking variation date, write a reason as to why you are requesting for this and upload files to support your request (if necessary). Click Save & Continue.

Information Confirmation

How would you like to vary your booking?

You can choose to extend your current contract, terminate your current contract, or transfer to another room. Please select your option below:

Booking Variation Option

Contract Extension

Contract Termination

Suspension of Agreement

If you plan to extend your current contract or terminate your current contract, please enter your desired check out date.

If you plan to transfer to another room, please enter your desired room transfer date.

Important information to take note of before submitting your request for extension, termination, or transfer:

- All booking variation requests are subject to approval by Student Accommodation Services at the University of Sydney.
- All contract extension requests must be submitted at least 4 weeks prior to the current contract end date.
- All contract termination requests must be submitted at least 4 weeks prior to the intended check out date.
- All room transfer requests must be submitted at least 4 weeks prior to the intended room transfer date.
- For all approved contract extension requests, residents will be liable to pay rent up until the new check out date.
- For all approved contract termination requests, residents will have to continue paying rent until the end of the current contract, or until a replacement student has accepted a contract. Please refer to clause 14 of the Residential Agreement Terms and Conditions for details. Residents may be liable for a \$200 Termination Fee.
- For all approved room transfer requests, residents must complete the physical move on the same day of the approved date.
- Residents will be liable for a \$100 room move fee as per schedule 1 of the Residential Agreement.



Intended Booking Variation Date

 ⓘ 1

Why would you like to vary your booking?

Please enter your reasons for requesting the booking variation. If you require any assistance, please do not hesitate to contact Student Accommodation Services.

If you are terminating your contract and wish to nominate a replacement, please also enter the replacement's name and contact information. Please note that your nominated replacement is not guaranteed a room.

If you are requesting to transfer to another room, please also enter your desired room type or room number. Please note that your requested room type may not always be available.


Booking Variation Reason and Nominated Replacement/Room Number (if applicable)

 ⓘ 2

If required, you can also upload a supporting document for your request.

File Upload

3

  
Choose a file, or drag it here

SAVE & CONTINUE

**Step 3: You will receive a confirmation that your booking variation request has been submitted. You will be contacted if this has been approved/rejected.**

Information

Confirmation



## Confirmation

You have submitted a booking variation request, as follows:

How would you like to vary your booking? Contract Termination

When would you like to vary your booking? 14/05/2020

Why would you like to vary your booking? Moving to another accommodation.

You will be contacted once your request is processed. If any of the information above needs to be updated, please do not hesitate to contact Student Accommodation Services at [accommodation.info@sydney.edu.au](mailto:accommodation.info@sydney.edu.au).