

ilam apartments

DEPARTURE/REFUND FORM

Name

Flat Room Departure date

- Please depart Ilam Apartments no later than 10am and make sure your room is emptied and left clean.
- In order to avoid a fine, please remember to leave your key and card behind.

My forwarding address for mail will be: _____

I understand that mail will be forwarded to me for four weeks after I depart. After departure I will no longer own anything at Ilam Village.

SIGNED

Date.....

Balance of Rent:

Paid:

Date:

If you belong to a Study Abroad programme, please state which one

Payee: (Full name must be supplied)

Payee Address:

E-Mail Address:

Cell Phone Number:

Payment Instructions (Payment will be made to your bank account, unless otherwise approved by Finance)

Bank Account Details:

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Cr Card Details:

Exp. Date

Signature of Approving Manager

Date Authorised

FOR OFFICE USE

Key Card: Y / N

Room Key: Y / N