



OVERNIGHT ABSENCE FORM FOR UNDER 18's

Name: _____ Room No: _____

I will be leaving my room on ___/___/___ and returning to UniLodge@UNSW on ___/___/___

Will anyone have access to your room while you are away? Yes / No

If 'Yes' please print their name & contact details below.

Name: _____ Phone Number: _____

Address Details:

You must leave us with a contact name, telephone number(s) and full address of with whom and where you are staying so that your absence can be approved, prior to you leaving, and so that we can contact you in case of an emergency.

This form must be submitted to Reception for approval before 5pm on the intended day of your absence.

Contact Name _____ Aged Over 18 years: Yes No

Street: _____ Suburb: _____ Postcode: _____

Home Ph: _____ Mobile Ph: _____

Tick to confirm:

- I understand that my Occupancy Fee must be paid to cover the time I am away from UniLodge @ UNSW.
- I understand that the Under 18 Curfew stipulated by UNSW still applies and that I must stay overnight at the address listed above (unless specific approval has been obtained from UniLodge @ UNSW).

Resident Signature: _____ Date: ___/___/___

Thank you for assisting us, enjoy your time away and we look forward to seeing you on your return.

*** If you are going to be away for more than 2 nights, the following section must be completed and signed by your Parent/Guardian, (to confirm their approval of your absence) and returned to UniLodge @ UNSW prior to your departure.**

Parent / Guardian Name (print): _____

Signature: _____ Date: ___/___/___

(Please return fax to +61 2 9017 6251)

No of Days Away: _____

Office Use Only:

1. Received: ___/___/___ Time: _____ Entered in system ___/___/___ Time: _____
2. Approval Required from Guardian/Parent: Yes No Received: Yes No Date: ___/___/___
3. Resident currently on Restrictions: Yes No
4. Overnight Absence: Approved Declined Notes: _____
5. Approved by: _____

UNSW U18 Approval Only:

1. Name: _____
2. Date: ___/___/___
3. Signature: _____