

HOW TO APPLY ONLINE

We are excited that you want to book your stay at CampusKey! Start your online Application process by following these easy steps below. Join CampusKey and become part of something great! Remember, your room is only confirmed once you have signed the SRA and paid the 1st instalment of your SRA Fee.

APPLY FOR YOUR ROOM

SECURE YOUR ROOM



STEP 1 : CHOOSE YOUR ROOM

Visit our website to choose your:

- Campus
- Room type and
- Preferred building

You will be re-directed to our secure online booking system.



STEP 2 : COMPLETE YOUR BOOKING ONLINE

- Enter your Security Code that you received via email;
- Follow the prompts to complete the following sections:

- Personal information
- Room choice
- Add-ons
- Booking summary



STEP 3 : PAY AMOUNT DUE

Payment

Pay the following fees due online per credit card or EFT to complete your application:

- Admin Fee (non-refundable);
- Deposit (refundable).

Please note that your application will only be secured once we receive the admin fee and deposit.

NEARLY THERE!
Wait for your room offer email.



STEP 4 : CREATE YOUR STUDENT PORTAL ONLINE

- Receive your 'Room Offer' email;
- Click on the link to create your online Student Portal Login.



STEP 5 : SIGN YOUR AGREEMENT ONLINE

Sign your Service and Residence Agreement online on your Student Portal by following the prompts.

- Address
- Guarantor
- Online Agreement

Please note that you will need to sign your Agreement within 7 business days of receiving your 'Room Offer' email. Otherwise we will assume that you are no longer interested in staying with CampusKey.



STEP 6 : PAY AMOUNT DUE

Pay your 1st instalment of your SRA Fee due online through your Student Portal or EFT to secure your room by following the prompts on your Student Portal.

- Banking detail
- Payment

Please note that your room will only be secured once we receive your SRA Fee.



STEP 7 : YOUR GUARANTOR/PARENT MUST CREATE A GUARANTOR PORTAL ONLINE AND ACCEPT THE SRA

- Your elected guarantor will receive a 'Guarantor' email;
- Your guarantor must click on the link to create a online Guarantor Portal Login;
- Your guarantor must complete the steps and sign the Service and Resident Agreement online.

DONE!
Get ready to Check-In at CampusKey!