

HOW TO APPLY STEP BY STEP GUIDE

We are excited that you want to book your stay at CampusKey, great choice! Start your online application process by following these easy steps.

CHOOSE YOUR ROOM

Visit our website and choose your:

- Campus
- Preferred building
- Click on the **APPLY NOW** button to be re-directed to our secure online booking system

COMPLETE YOUR BOOKING ONLINE

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

Personal information

Add-ons

Room choice

Booking summary

PAY DEPOSIT AND ADMIN FEE

Pay the following fees due online via EFT or credit card 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. Please email your proof of payment to CampusKey.

CREATE YOUR STUDENT PORTAL

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

SIGN THE RESIDENT SRA AGREEMENT ONLINE

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

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.

PAY 1ST INSTALMENT SRA FEE

Pay your first 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. Please email your proof of payment to CampusKey.

Banking details

Payment

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 Residence Agreement online by ticking the relevant boxes

PLEASE NOTE that your room will only be secured once we have received all of the following:

- Admin fee (due upon application)
- Deposit (due upon application)
- First instalment of your SRA Fee (due on signature of the Service and Residence Agreement)
- Signed Resident SRA Agreement (due within 7 business days of receiving your Room Allocation email)
- Signed Guarantor SRA Agreement (due within 7 business days of receiving the Room Allocation email)