

Detailed Rules for Accommodation Provided to Full-Time Students in the Academic Year 2019/2020 – General Requirements (Applicable to students who have concluded the Accommodation Contract)

Submission and processing of applications for accommodation

- Applications for accommodation in the TBU Residence Halls and the external accommodation facility MSI (hereinafter referred to as “MSI”) may only be submitted by students (applies to students studying degree courses carried out in Czech) who have duly enrolled on a degree course at the relevant TBU Faculty. (The student must be registered in the STAG System for Studies Administration).
- International students (applies to students studying degree courses carried out in English and students admitted to the Intensive Czech Language Course) who have not been assigned login details to access the TBU portal yet, shall register in the ISKaM system first and, only afterwards, submit their application for accommodation.
- Applications for accommodation in the TBU Residence Halls shall be submitted by students in electronic form in the [ISKaM](#) accommodation system **from 29 May 2019** for the winter semester and **from 2 December 2019** for the summer semester.
- A student himself/herself shall enter the required date of arrival = booking date in the ISKaM system.
- After the facilities have been filled to capacity, the booking date may change depending on the availability of beds (only in the event that the date of arrival required by a student has been set for a date earlier than the date when a bed becomes available).
- A student is allowed to have **just one registration in the ISKaM accommodation system during the entire length of his/her studies at TBU.**
- During one **academic year**, a student is allowed to submit **no more than 1 application for accommodation.** In the event that an application has been submitted in an incorrect manner it is necessary to apply for a cancellation thereof by e-mail at koleje@kmz.utb.cz and wait for an answer; only afterwards, a new application may be submitted.
- Prior payment of a deposit amounting to CZK 2,000 forms part of the submission of the application for accommodation in the ISKaM system.
- The deposit may be paid as follows:
 - Cashless payment or a cash deposit credited to the account of the accommodation provider No. 107-7297170247/0100. It is necessary to enter the variable code (VS); payments with no variable code cannot be identified! VS: Number generated after logging in to the ISKaM system.
 - Via a payment gateway – after logging in to the ISKaM system: Menu Accounts – Main account – Charge
 - In cash to the Accommodation Officer
 - In cash or using a credit card at the reception of a TBU Residence Hall
 - **Please note: Do not pay the deposit by giro transfer form!**
- Applications for accommodation will be registered according to the date and time of their submission or of the payment of the deposit, whichever is later, and continuously satisfied depending on the currently available capacity of the TBU Residence Halls and the MSI, and also depending on the required date of arrival.
- Applications for accommodation will be granted and beds will be allocated one by one, depending on the availability of beds until all applications are satisfied, and that also during the academic year.
- If a student does not want to wait until a bed in the TBU Residence Hall is available, he/she is required to immediately cancel the accommodation booking in writing and request a refund of the deposit. He/she can do so also in person in the office of the Head of Accommodation

Services in the TBU Residence Hall in Štefánikova, Zlín.

The HRR offers 2 types of Accommodation Contracts:

- **Accommodation Contract valid until 30 June** of the current academic year - intended for all students (Before 30 April, the housing period can be extended by an Amendment to the Accommodation Contract until the end of the academic year = 31 August).
- **Accommodation Contract valid until 31 January** – intended for international students in Erasmus programmes, Freemovers and students in other degree programmes coming to study at TBU in the winter semester. (Before 30 November, the housing period can be extended by an Amendment to the Accommodation Contract until 30 June or as required by studies, however, always for the duration of an entire month.)
- **Accommodation Contract valid until 31 May of the current academic year** – intended for students admitted to the Intensive Czech Language Course.

The Accommodation Contract concluded can only be terminated in compliance with the provisions specified in the Accommodation Contract (by a mutual agreement concluded in writing no less than 2 months in advance or by a written notice of withdrawal).

Processing of the application

- The student shall receive an e-mail message containing information about his/her application having been granted or, directly, about a bed having been booked for him/her.
- The student is able to view the status of his/her application in the ISKaM accommodation system, and is obliged to move in to the Residence Hall no later than within 3 working days of the booking date (the booking date included), and that in the office hours of the Accommodation Officers.
- Students who fail to move in to the Residence Hall on the given dates without an excuse will be automatically excluded from the waiting list, and will lose entitlement to accommodation within the original waiting list; the deposit shall be forfeited in full.
- A student may contact the HRR and apply for a change in his/her booking only until the moment when the application has been granted and the bed has been booked.

Allocation of rooms

- In case of applications granted before the Residence Halls/MSI have been filled to capacity, a student (applies to the winter semester and to students studying degree courses carried out in Czech) will be provided access in the ISKaM accommodation system, enabling them to choose a bed in a particular room in the allocated Hall/at the MSI.
- The date on which the Residence Halls are filled to capacity will be posted in the News on the TBU website.
- Please note: Choosing a preferred room does not automatically include the booking of a bed.
- A student who fails to select a room on his/her own, will be assigned a particular bed automatically.
- International students (applies to students studying degree courses carried out in English and students admitted to the Intensive Czech Language Course) are not allowed to choose a room in the TBU Residence Halls, due to capacity and organizational reasons. International students are allocated rooms depending on the bed capacity available.
- Mixed-sex accommodation is allowed only at the MSI in double rooms with no sanitary facilities, depending on the availability of beds, and that upon a written request sent to the e mail address: koleje@kmz.utb.cz.
- In case of applications satisfied after the Residence Halls/MSI have been filled to capacity,

a student will be allocated a bed depending on the availability of beds.

- The HRR reserve the right to change the booking of a bed due to organizational or operational reasons.
- The bed capacity of the TBU Residence Halls and the MSI is limited, i.e. the HRR cannot guarantee that all duly submitted applications will be granted. When the TBU Residence Halls and the MSI are filled to capacity, accommodation in hostels in Zlín and in the surroundings shall be offered, depending on the current availability.

Ineligible for accommodation are the following persons

- Students who owe the charge for accommodation (rent) for preceding periods. Students who have seriously violated the Residence Halls and Housing Rules in the preceding period may also be ineligible for accommodation.

Deposit

- The obligatory deposit forms part of the accommodation application and has been set in the amount of CZK 2,000.
- By paying the deposit, the student confirms his/her interest in being provided with accommodation in the Residence Halls of TBU in Zlín.
- After moving in, the booking deposit is automatically converted into the accommodation deposit.
- The deposit cannot be transferred to another person.

Deposit refund policy

- The student who has not been allocated accommodation in the TBU Residence Halls yet and requests a cancellation of the application in writing applying for a refund of the deposit, will be refunded CZK 2,000.
- The student who cancels the allocated and booked accommodation in the Residence Halls in writing no later than 11 days prior to the original booking date will be refunded CZK 1,500.
- The student who cancels the allocated and booked accommodation in the Residence Halls in writing no later than 10 - 4 days prior to the original booking date will be refunded CZK 700.
- The student who cancels the allocated and booked accommodation in the Residence Halls 3 days - 1 day prior to the date of arrival, on the date of arrival, or fails to arrive in the Residence Halls on the specified date is not entitled to be refunded the deposit.
- The student who cancels the allocated and booked accommodation in the Residence Halls in writing no later than 11:00 (11 a.m.) of the day following after the e-mail confirming the booking of a bed was sent, shall be refunded CZK 1,500. This only applies to bookings granted after 16 September 2019 = winter semester and after 3 February 2020 = summer semester.

The full amount of the deposit is refundable in the following exceptional cases

- Students who have booked their accommodation and have already moved in to the Residence Halls but who cease their studies at TBU and who submit a confirmation on the termination of studies no later than 30 September of the current year will be refunded CZK 1,500.
- The full amount of the deposit shall be refunded to students who have booked their accommodation and already moved in to the Residence Halls but who plan to cease their studies at TBU due to objective and substantiated reasons – e.g. a serious illness, an injury

(confirmed by a specialist doctor no later than within 10 days of the termination of the accommodation).

Use of deposit

- The deposit is kept on the account of the student (resident) throughout the whole housing period and shall be returned as calculated on the date of the termination of the contractual relationship.
- After the termination of the accommodation, the accommodation provider is entitled to use the deposit to offset claims - amounts owed by the resident, if the resident fails to duly pay such claims in time. The deposit shall be used for settling the claims in the following order: 1. Contractual fines (default charges), 2. Compensation for damage, 3. Rent and 4. Other payments in accordance with the Price List. The remaining amount of the deposit will be refunded in cash or, upon request, transferred to the resident's bank account held in the Czech Republic after the housing period was terminated, provided that the rented premises were duly returned to the accommodation provider and all the rules laid down were observed. The resident is not entitled to receive any interest accrued from the deposit paid.
- After the accommodation was duly terminated, the student interested in accommodation in the next academic year may leave the deposit on his/her account; the deposit will automatically be transferred to the following academic year.

Payment of the charge for the accommodation (rent)

- Students shall pay the proportional amount of the charge for accommodation for the current month in cash no later than upon arrival in the Residence Hall.
- In the following months, the resident is required to pay a **monthly charge for accommodation, i.e. rent (= from the first to the last day of the current calendar month)** for the accommodation and related services by direct debit payment debited from his/her own bank account held in the Czech Republic and credited to the HRR account. In order to make a direct debit payment, it is necessary to fill in the bank account number in electronic form and allow direct debit payments in the ISKaM system. The collection orders for a direct debit payment of the rent are entered once per month, no later than the fifth day of the relevant month.
- The resident is required to check the overview of payments in the ISKaM system in order to see whether his/her charge for accommodation has been paid. In the event that the payment has not been duly made by direct debit payment, **it is possible to pay the rent in cash no later than the 10th day of the relevant month – see information on the payment of the deposit.**
- **If the payment of the charge is in arrears** for longer than until the tenth day of the particular month due to be paid for, the resident is obliged to pay a **default charge amounting to CZK 300** to the HRR.
- **If the total amount of the charge for the accommodation (rent) including default charges has not been paid by the resident until the fifteenth day** of the particular month due to be paid for, the accommodation provider is entitled to terminate the Accommodation Contract by **giving a notice**, and the resident's **deposit shall not be refunded**. The student is obliged to pay the total outstanding amount and move out from the TBU Residence Halls within 5 days.
- **If a student terminates his/her accommodation before the end of the relevant month, he/she is not entitled to a reimbursement of the proportional part of the charge paid for the accommodation (rent).**
- If a student's Accommodation Contract concluded is still valid, and the student intends to leave the Czech Republic for a short period of time, he/she is required to arrange for his/her

rent to be paid in advance.

- Students are allowed to pay the rent for several months in advance.

A student, whose Accommodation Contract, Amendment or Agreement is close to the expiry date and who needs to extend his/her housing period by one or more nights in the following month, may be further accommodated provided that:

- The student makes prior agreement with the Accommodation Officer.
- The current bed capacity of the TBU Residence Halls allows an extension of the housing period.
- On the date of the termination of the Accommodation Contract, the student pays for the relevant number of nights in accordance with the Price List – Temporary Accommodation Available to the Public (including the night when the Accommodation Contract terminates) at the reception.
- The HRR reserve the right to move the student to a room intended for the public, if necessary due to current circumstances in the TBU Residence Halls.
- The Internet connection is automatically deactivated once the Accommodation Contract is terminated.

Bank details for payments of deposit and of the charge for accommodation (rent):

Komerční banka, a.s.

Name of recipient: UTB-KMZ

Account number: 107-7297170247/0100

IBAN: CZ94 0100 0001 0772 9717 0247, Swift code: KOMBCZP

It is necessary to enter the variable code (VS); payments with no variable code cannot be identified!

VS: Number generated after the registration in the ISKaM accommodation system.

Moving in

- **Students are required to arrive in the TBU Residence Hall within 3 working days of the booking date (the booking date included)** in the office hours of the Accommodation Officers.
- Students who fail to do so **will lose the right to be provided accommodation and the deposit paid** will not be returned. (Applicable also in cases when he/she has already added his/her electronic signature to his/her Accommodation Contract in the ISKaM system).
- Students are only allowed to arrive in the Residence Halls on a day other than that stated in the booking after prior arrangement with the Accommodation Officer of the relevant Residence Hall.
- **Students allocated a bed at the MSI are required to come to the office of the Accommodation Officer first or, if applicable, come to the reception of the Štefánikova Residence Hall.**
- If a student cannot arrive in the TBU Residence Hall within three working days of the booking date (the booking date included) due to serious reasons (e.g. illness), he/she shall inform the HRR by e-mail (koleje@kmz.utb.cz) about this fact, and that no later than before the booking date. In such a case, the relevant bed continues to be booked and the student shall pay the rent starting from the original booking date (In the event that the booking is extended by more than 7 days, the student is required to pay the rent by bank transfer or using a credit card – via the payment gateway in the ISKaM system, and that no later than the booking date; otherwise, his/her claim for the booking of accommodation and for the refund of the deposit shall be forfeited.). A bed is booked only for the period of time for which the charge for

accommodation (rent) has been paid. The rent already paid is non-refundable.

- Students can contact the HRR and request a change of their booking no later than the moment when they were allocated and booked a bed.
- Students are only exceptionally allowed to arrive earlier in the Residence Halls than stated in the booking, by prior arrangement with the HRR, provided that accommodation is available in the TBU Residence Halls at that particular moment.
- The charge for accommodation (rent) shall be paid from the date of the original booking or from the date of arrival onwards, whichever is earlier.
- **Upon their arrival, students are required to present their passport, pay the proportional amount of the rent for the current month in CZK in cash or using a credit card** (unless the rent has been already paid and credited to the HRR account).
- **Students failing to fulfil the above-mentioned requirements will not be provided accommodation!**
- Students who, in exceptional cases, arrive in the Residence Hall on weekend days or outside office hours of the Accommodation Officer are obliged to present themselves in the office of the Accommodation Officer no later than the following working day during the office hours to arrange the necessary formalities.
- Upon arrival, the student will receive: Bed linen, room keys, and printed forms which the student shall complete according to instructions, sign and, subsequently, submit to the Accommodation Officer (Residence Hall registration card, Handover of the Assigned Place, Bed Linen Change Card).
- **A student moving in to the MSI shall receive a chip card and the key after paying a refundable deposit of CZK 300.**
- International students (including students from the Slovak Republic) are obliged to complete a report for the Aliens' Registration Office in person upon their arrival (in compliance with the Act No. 326/1999 Coll. on the Residence of Aliens in the Territory of the Czech Republic)!
- Students shall arrange all the formalities necessary for accommodation in the TBU Residence Halls with the Accommodation Officer. They shall obtain the registration label specifying the relevant building of the TBU Residence Halls. The registration label shall be stuck onto the TBU student card, or onto the ISIC card and it shall entitle the student to enter the building of the relevant TBU Residence Hall (In the event that the student has not been issued with a TBU student card or the ISIC card yet, he/she shall be provisionally issued with the Temporary Residence Hall card).
- Students who have missed the deadline for adding their electronic signatures to the Accommodation Contract and own no Contract for visa purposes, shall receive and sign the Accommodation Contract in printed form.
- Students coming from countries requiring visas shall, after submitting the Accommodation Contract for visa purposes to the Accommodation Officer, receive and sign the Amendment to the Accommodation Contract in printed form.
- After arranging all formalities with the Accommodation Officer and entering data in the STAG information system by the relevant Faculty, the student may have the Internet connection in his/her room activated (applies only to students studying degree courses carried out in English).

Termination of accommodation in the Residence Halls

The accommodation is terminated in accordance with the date set out in the Accommodation Contract (or in the Amendment to the Accommodation Contract/Agreement on the Termination

of the Accommodation Contract). If they intend to terminate their accommodation on another day, the residents may do so by prior arrangement with the Accommodation Officer in the relevant TBU Residence Hall (by agreement with the Deputy Accommodation Officer of the Residence Halls of TBU in Zlín in the absence of the Accommodation Officer).

When terminating the accommodation, students are required to:

- Collect the Bed Linen Change Card at the reception.
- **Return the assigned room** and the shared facilities (sanitary facilities, kitchen) of the dormitory incl. the stove, all of them **in a clean and tidy condition, to the chambermaid between 7:00 and 13:00 on working days**, and that also in the event that one of the residents moves out earlier than his/her roommates. The last student leaving the dormitory must return a cleaned and defrosted fridge. This is also applicable if the student intends to leave the housing on a weekend day or on a public holiday.
- The chambermaid must confirm that the room and shared facilities have been duly returned by signing the student's Bed Linen Change Card.
- Return all borrowed equipment at the reception (bed linen). The person taking over the borrowed equipment shall confirm the return of the equipment by signing the student's Bed Linen Change Card.
- Return the chip card and the key and collect the deposit of CZK 300 (applies to students accommodated at the MSI only).
- In the event of damage to the property of the MSI, settle the liabilities at the reception of the MSI.
- **Check out, i.e. inform the respective Accommodation Officer in the office hours when leaving the accommodation**, and that also if the student intends to leave the housing on a weekend day or on a public holiday (settle the account = pay in cash all the resident's liabilities to the Residence Halls of TBU in Zlín, return the identification label, Bed Linen Change Card and the keys). The deposit or the remaining amount of the deposit shall be refunded to the student upon departure provided that all the rules of the HRR have been observed.
- Move out all items that are not property of the HRR no later than the day of departure.
- **All assigned areas handed over must be returned by the student in a condition as at the time when occupied, without damages and losses and in the original layout.**
- If a student fails to observe all the rules laid down for a termination of the accommodation, he/she must pay the relevant fee as set in the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín.
- The deposit that will not be refunded due to the student's failure to observe the provisions of the Accommodation Contract (= default charge) shall not be used to settle other outstanding liabilities (damages, rent, and other fees as specified in the Price List).

Students who fail to hand over the assigned place in accordance with the regulations or fail to pay all charges to the HRR, will not have the Report on the Settlement of Liabilities to the HRR confirmed. The aforementioned Report must be submitted to the Student Affairs Office/International Office upon termination of studies at TBU.