

## **Information for TBU Students Accommodated in the External Accommodation Facility MSI - Students Have Concluded their Accommodation Contracts with the Halls of Residence and Refectory**

Students who have been provided accommodation shall contact the Halls of Residence and Refectory (HRR) (= head of accommodation services – the office at U6 = VŠ kolej Antonínova 4379) when dealing with the following issues:

- Application for accommodation (ISKaM electronic registration system) including the deposit refund = Detailed Rules for Accommodation in the Academic Year 2020/21
- Moving in including the arrangement of the necessary formalities (**Necessary to be arranged prior to the student's arrival at the MSI accommodation facility**)
- Change in the date of arrival
- Accommodation Contract including alterations such as earlier termination of the Contract/extension of the Contract until 30 June
- Printed forms: Residence Hall registration card, registration label, Bed Linen Change Card
- Payment of the charge for accommodation (rent)
- Change of the assigned room
- Termination of accommodation
- Deposit refund
- Return of the registration label, submission of the Bed Linen Change Card (= the Card must be signed by a MSI cleaning lady to confirm that the student has handed over the assigned room in a clean and tidy condition, without damages, and returned the items borrowed)
- Payment of outstanding liabilities to the HRR

Students who have been provided accommodation shall contact the external accommodation facility MSI when dealing with the following issues:

- Takeover and handover of the assigned room (moving in and termination of accommodation)
- Receiving the chip card and key after paying the refundable deposit of CZK 300
- International students (including students from the Slovak Republic) are obliged to complete the required printed form - the report for the Aliens' Registration Office upon their arrival (in compliance with the Act No. 326/1999 Coll. on the Residence of Aliens in the Territory of the Czech Republic)!
- Wi-Fi Internet connection
- Borrowing of iron, vacuum cleaner, detergents
- Borrowing of bed linen; bed linen change once per month
- Reporting of damages
- Receiving visitors in daytime hours (Hours of visitation: 08:00 – 23:00)
- Damage to the property of the MSI and settlement of the damage incurred
- Upon termination of accommodation, return of the refundable deposit of CZK 300 paid for the key and chip card borrowed
- Upon termination of accommodation, return of the borrowed bed linen

Services available to students accommodated in the MSI accommodation facility for a fee:

- Use of washing machine: CZK 50
- Use of washing machine + dryer: CZK 70
- Purchase of washing powder: CZK 10
- Purchase of fabric conditioner: CZK 5
- Use of students' own electrical appliances such as fridge, washing machine, electric oven is permissible upon arrangement and for a fee of CZK 200 per month.

Opening hours of the reception of the MSI accommodation facility:

- Monday - Friday 05:30 – 21:30
- Saturday, Sunday, public holiday 07:00 – 15:00