

Detailed Rules for Accommodation Provided to Full-Time Students in the 2022/2023 Academic Year – General Requirements (Applicable to students who have concluded the Accommodation Contract)

1 List of abbreviations used

MSI = MSI external accommodation facility, nám. TGM 1281, Zlín;

Garni = Hotel Garni external accommodation facility, nám. T. G. Masaryka 1335, Zlín;

U6 = Residence Hall Antonínova 4379, Zlín;

U7 = Residence Hall Štefánikova 150, Zlín;

U12 = Residence Hall TGM 3050, Zlín;

STAG = Information System for Studies' Administration;

ISKAM = Information System of the Halls of Residence and Refectory;

AY = academic year;

EN = English;

CZ = Czech;

SR = Slovak Republic;

CR = Czech Republic;

HRR = Halls of Residence and Refectory;

HEI = higher education institution;

TBU = Tomas Bata University in Zlín.

2 Contacts

Accommodation Officer for U7 and the MSI, email address: koleje-u7@utb.cz

Accommodation Officer for U6, email address: koleje-u6@utb.cz

Accommodation Officer for U12, email address: koleje-u12@utb.cz

Accommodation Manager for Hotel Garni, email address: garni@utb.cz

3 Accommodation in brief

1. Thoroughly read the Residence Halls and Housing Rules, Detailed Rules for Accommodation, Decisions issued by the HRR Director and currently in force and Price Lists issued by the HRR.
2. Log in to the ISKAM system – enter student's login and password.
3. Confirm the consent to the processing of personal data.
4. In the event that the new international student has not been assigned login details, he/she has to register with the ISKAM system as the first thing.
5. Check the accuracy of personal data (corrections to the personal data can be made in the STAG system).

6. Select the appropriate type of waiting list and submit the application for accommodation (hereinafter referred to as the “application”) – students will receive a confirmation email.
7. Pay the deposit.
8. Check the status of the application; students shall receive a notification – an email message containing information about their application having been granted.
9. Select a bed (applies only to the CR and SR waiting list before the beginning of the AY).
10. Read the Accommodation Contract and confirm it electronically.
11. Book the move-in date through the ISKAM: Accommodation → Information about accommodation → Date of the takeover of the assigned place (applies compulsorily only to the CR + SR waiting list until the beginning of the AY, others according to their options).
12. Pay the rent; print out the Student Registration Card for the relevant building.
13. Move in the accommodation facility = takeover of the assigned place and arrangement of formalities required for accommodation.

4 Types of waiting lists

CR + SR 2022/2023 = a student studying in the Czech language;

International Student 2022/2023 = an international student or a trainee studying in the English language;

Czech Language Course 2022/2023 = an international student taking the Czech language course (preparation for further studies at TBU in CZ);

Erbil – Czech Academic City 2022/2023 = a long-term student from Erbil only.

5 Types of Accommodation Contracts

1. **Accommodation Contract valid until 30 June** of the current AY – intended for all students. Before 30 April, the housing period can be extended by an Amendment to the Accommodation Contract submitted to the Accommodation Officer or the Accommodation Manager of the relevant building until the end of the current AY = 31 August. (Students accommodated in the MSI shall apply for accommodation during summer at the reception of the MSI).
2. **Accommodation Contract valid until 31 January** – intended for international students in Erasmus programmes, Freemovers and students in other degree programmes carried out in EN 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.
3. **Accommodation Contract valid until 31 July** – intended only for students of the Czech language course.

4. **Accommodation Contract concluded for a definite period (with a specified date of termination) – intended for trainees.** The Contract must be concluded for the duration of an entire month.

The Accommodation Contract concluded can only be prematurely terminated in compliance with the provisions specified in the Accommodation Contract. The Accommodation Contract shall stipulate in which cases upon termination of the Contract the deposit will be used to pay the contractual fine.

5.1 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 continue to be provided with accommodation provided that:

- a) The student makes prior agreement with the Accommodation Officer or the Accommodation Manager of the relevant building by email.
- b) The current bed capacity of the TBU Residence Halls allows an extension of the housing period.
- c) 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.
- d) The Internet connection is automatically deactivated once the Accommodation Contract is terminated (it is later automatically reactivated for short-term accommodation).

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 (e.g. the bed has been booked in advance).

6 Submission of applications for accommodation

1. Applications for accommodation in the TBU Residence Halls, in the MSI and in the Hotel Garni for the current AY shall be submitted by students in electronic form in the ISKAM system from 8 June 2022 for the winter semester and from 5 December 2022 for the summer semester.
2. Applications for accommodation may only be submitted by students who have duly enrolled on a degree course at the relevant TBU Faculty. = The student must be registered in the STAG: ISKAM: Log in → Accommodation → Applications for Accommodation → Waiting List.
3. A student, who has not studied at TBU yet, shall tick the relevant box upon the submission of the application in the ISKAM (applies only to the CR + SR waiting list).
4. A new international student (applies only to studies carried out in EN, CZ course, the student from Erbil, a trainee), who has not been assigned login details to the TBU portal, has to register with the ISKAM system as the first thing, and then submit the

application for accommodation. ISKAM: Get registered → Accommodation → Applications for Accommodation → Waiting List.

5. Upon first login to or registration with the ISKAM, the student shall confirm that he/she agrees with the conditions specified in the Residence Halls and Housing Rules, Detailed Rules for Accommodation and Price Lists issued by the HRR and that he/she will observe the Decisions issued by the HRR Director and currently in force.
6. Booking of a bed in the ISKAM system is allowed from 1 September 2022 for the winter semester and from 1 February 2023 for the summer semester.
7. Immediately after the submission of the application in the ISKAM, the student shall send an email to: koleje-u7@utb.cz and specify the date of commencement of accommodation and termination of traineeship at TBU.
8. After commencement of the AY or after the facilities have been filled to capacity, the booking date may change depending on the availability of beds.
9. Prior payment of a deposit amounting to CZK 3,000 forms part of the submission of the application for accommodation in the ISKAM system.

6.1 Students:

- a) are allowed to have just one registration = 1 account in the ISKAM accommodation system during the entire length of their studies at TBU. Having two registrations causes a duplicate error and the HRR shall bear no liability for the problems with applications and payments which may arise. Repeated registration of the same student and the subsequent removal of the duplicate registration is charged in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín. In the event that a student wants to cancel a duplicate registration, he/she must contact the Head of Accommodation Services by email: (koleje-u7@utb.cz).
- b) During one AY, 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 through the ISKAM system: for a cancellation of an incorrect or dismissed application. ISKAM: Account → Contact forms → Cancellation of the application for accommodation. Students are allowed to submit a new application only after the cancellation of the incorrect application. Submission of multiple applications is considered an infringement of the rules for accommodation.
- c) are responsible for accuracy of their personal data in the STAG system, which must be identical to the data in the ISKAM system: Account → Basic data.
- d) must confirm the consent to the processing of their personal data in the ISKAM system.
- e) A special needs student must immediately after the submission of his/her application for accommodation send a request for a wheelchair accessible room or a single room by email to koleje-u7@utb.cz. In order to meet the requirement, it is necessary to provide evidence of the specific needs in accordance with the Rector's Directive No. 16/2021 on the Support of Special Needs Students.

7 Processing of applications for accommodation

1. Applications for accommodation:
 - a) will be registered according to the date and time of their submission (see also Article 6 Paragraph 9) and must meet the commuting time criterion (applies to the CR + SR waiting list only).
 - b) will be continuously granted depending on the current availability of beds (applies to the CR + SR waiting list only for students in their 2nd and higher years of studies).
 - c) will be gradually processed in accordance with the enrolment to study at relevant Faculties and their proportional allocation of booked beds in accordance with the number of students at relevant Faculties and the availability of beds (only the CR + SR waiting list for 1st-year students).
 - d) will be registered according to the date and time of their submission (see also Article 6 Paragraph 9) and continuously processed in accordance with the availability of beds (except for the CR + SR waiting list).
 - e) 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.
 - f) submitted by special needs students shall be processed taking into account the current availability of beds.
 - g) which do not meet the commuting time criteria will be granted depending on the bed capacity available (only the CR + SR waiting list).
2. Students are required to monitor the status of their application in the ISKAM system: Accommodation, in the email specified in the ISKAM and on the website of the HRR. 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 through the ISKAM system: ISKAM: Account → Contact forms → Cancellation of the application for accommodation. He/she shall subsequently request a refund of the deposit by email to koleje-u7@utb.cz to an account held in the Czech Republic, which he/she shall enter in the ISKAM system or via the payment gateway in the ISKAM system (only if he/she has paid the deposit in such a manner). The provision of Article 14 shall apply to the refund of the deposit.
3. If there are available beds allocated to particular Faculties, they will be reallocated proportionally to the remaining Faculties a week after the enrolment at the last Faculty takes place.

8 Students will receive information to the email address specified in the ISKAM about:

- a) Acceptance of their application for accommodation;
- b) granting of the application;
- c) options for the selection of a bed (applies only to the CR + SR waiting list and granting of the application before the commencement of the AY);
- d) booking of a bed;

- e) cancellation of the application for accommodation;
- f) dismissal of their application for accommodation;
- g) reminders, admonitions, charged penalties;
- h) news related to the operation of the relevant building.

9 Rejection of application

The HRR reserve the right to reject an application submitted by a student in the event that he/she has not covered all liabilities for the past periods, he/she has seriously infringed the Residence Halls and Housing Rules in the preceding period, or failed to observe the Rules for Accommodation or other Decisions issued by the Director of the HRR.

10 Allocation of rooms

1. Students will be allowed to select a room in the ISKAM: Accommodation ➔ Booking, in the assigned building until the facilities have been filled to capacity (applies to the winter semester and to students studying degree courses carried out in CZ = the CR + SR waiting list).
2. The date on which the Residence Halls are filled to capacity for the relevant Faculties and the waiting lists will be posted in the News on the HRR website.
3. Please note: A preferred room chosen in the ISKAM system in the past AY does not automatically include the booking of a bed for the current AY.
4. A bed will be assigned automatically:
 - a) to a student who fails to select a room on his/her own.
 - b) in case of applications granted after the accommodation facilities have been filled to capacity.
 - c) to international students (not included in the CR + SR waiting list), who are not allowed to choose their roommate, the room or the TBU Residence Hall, due to capacity and organizational reasons; the students will be allocated rooms depending on the bed capacity available.
5. Mixed-sex accommodation is allowed only in the event that beds are available in separate double rooms. Each of the students is obliged to submit a written request for shared accommodation on the date of the submission of application for accommodation in the ISKAM, and that by email to: koleje-U7@utb.cz.
6. The HRR reserve the right to change the booking of a preferred bed due to organizational or operational reasons.
7. The bed capacity is limited, i.e. the HRR cannot guarantee that all duly submitted applications will be granted.

11 Commencement of accommodation

11.1 Applications granted before the commencement of the AY– Students are required to:

- a) Book an exact move-in date through the ISKAM system: Accommodation → Information about accommodation → Date of the takeover of the assigned place (applies compulsorily only to the CR + SR waiting list until the beginning of the AY, others according to their options).
- b) Pay the rent for the first month – price in accordance with the Accommodation Contract.
- c) Arrive in the accommodation facility (= take over the assigned room) on the date which he/she has specified in the table of arrivals in the ISKAM system.
- d) Arrive in the accommodation facility no later than 3 working days of the booking date (the booking date included, and this does not apply to the CR + SR waiting list).

11.2 Applications granted after the commencement of the AY– Students are required to:

- a) Arrive in the accommodation facility within 3 working days of the booking date (the booking date included) (the booking date is visible to students in the ISKAM system; they will also receive an email – see Article 8) in the office hours of the Accommodation Officers or the Accommodation Manager (<https://kmz.utb.cz/ubytovani/prehled-koleji/uredni-hodiny-ubytovalek>)
- b) Pay the rent for the first month covering the period from the booking date to the end of the current month, in which the accommodation commenced.

11.3 General information about commencement of accommodation

1. Before arrival, students are obliged to:
 - a) Check the accuracy of personal data in the STAG and, if there are any discrepancies, correct them without delay in cooperation with the relevant Student Affairs Office. The data from the STAG are imported to the ISKAM in accordance with the student's consent to the processing of personal data. The resident agrees to receive documents relating to the accommodation to his/her email address specified in the ISKAM. The document is deemed as delivered after 3 working days have passed.
 - b) Read and electronically confirm (tick the relevant box in the ISKAM) the consent to the Accommodation Contract in the ISKAM. The Contract must be confirmed no later than the last day before the booking date.
 - c) Complete and print out the form "Student Registration Card" available on the website of the HRR.
 - d) Enter and check the number of the bank account held in the CR in the ISKAM: Account → Accounts, and allow direct debit payments (tick the relevant box in the ISKAM), if the resident intends to pay the rent by direct debit payments in the following months.
2. Upon arrival, students are obliged to:

- a) Present an ID card and a TBU student card or the ISIC card (if the card has not been issued yet, he/she is allowed to submit it later).
 - b) Present a printed and completed Student Registration Card.
 - c) Submit the printed Accommodation Contract for visa purposes (students who need visa permit only).
3. 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 or the Accommodation Manager.
4. If a student cannot move in the accommodation facility due to serious reasons (e.g. illness), he/she shall inform the Accommodation Officer of the relevant TBU Residence Hall or the Accommodation Manager of the relevant building by email about this fact, and that no later than on 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. A bed is booked only for the period for which the charge for accommodation (rent) = rent advance payment has been paid. The rent already paid shall not be refunded. In the event that a student fails to move in the accommodation facility, a booking deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll., Civil Code, as amended.
5. Students who fail to move in to the Residence Hall on the given date 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 deposit which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll.
6. 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 or the Accommodation Manager no later than the following working day during the office hours to arrange the necessary formalities.
7. Students moving in the MSI are obliged to present themselves in the office of the Accommodation Officer or the receptionist in the U7 building in advance.
8. **Student:**
 - a) Upon arrival, they will receive: Bed linen, room keys or a room key card, and Bed Linen Change Card, which they shall complete according to instructions, sign and, subsequently, submit to the Accommodation Officer or to the Accommodation Manager at the reception of the relevant building.
 - b) 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, and on alterations and amendments to other Acts, as amended.**
 - c) shall arrange all the formalities necessary for accommodation in the relevant accommodation facility with the Accommodation Officer or the Accommodation

Manager of the relevant building. They shall obtain the registration label specifying the relevant building. 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 building (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 a Temporary Residence Hall Card.)

- d) who has missed the deadline for adding his/her electronic signature to the Accommodation Contract, fails to submit the Accommodation Contract for visa purposes or needs to present the Contract to the Aliens' Registration Office, shall receive and sign the Accommodation Contract in printed form.
- e) 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.
- f) After arranging all formalities with the Accommodation Officer or the Accommodation Manager and entering data in the STAG information system by the relevant Faculty, the student must log in to the ISKAM system using his/her university login and password within 5 working days at the latest. Moreover, residents in the U12 building must contact the IT staff of the HRR (this does not apply to the CR + SR waiting list) and may have the Internet connection in his/her room activated.
- g) shall check all the equipment at the assigned accommodation place in the ISKAM: Accommodation → Information about accommodation → **Handover of the assigned place (inventory control)**.
- h) shall report all detected defects or missing inventory items no later than 24 hours of moving in through the Register of Damages in the ISKAM: Accommodation → Register of Damages → A new defect. In the event that he/she does not report any defect, it is assumed that he/she took over the assigned place in a perfect condition; and later complaints will not be considered.

12 Stay in the TBU Residence Halls, in the MSI accommodation facility and in the Hotel Garni

1. Students are required to:
 - a) Pay the rent in a timely manner in accordance with the Accommodation Contract.
 - b) Keep the assigned accommodation place in a clean and tidy condition.
 - c) Use own appliances only if their use is permitted.
 - d) Sort waste and later transfer it to marked containers.
 - e) Report any detected defects immediately through the ISKAM: Accommodation → Register of Damages → A new defect. Defects whose removal cannot be postponed must be reported without delay at the reception of the relevant building.
2. Every second Tuesday of each month in the building U7 and Hotel Garni, and every second Wednesday of each month in the building U6, U12 and the MSI, the authorized staff of the HRR (staff of the MSI in the MSI accommodation facility) carry out regular checks as to whether the rooms, kitchenettes and sanitary facilities are kept in a clean

and tidy condition. Detected deficiencies charged according to the Charges for Damage must always be paid by the student by the end of the current month.

3. The HRR reserve the right to change the booking of a bed (building, room) due to organizational or operational reasons. A student shall be informed about a change of the place assigned to him/her at least 7 days in advance. In the event that the student refuses to change the place assigned to him/her due to operational or technical reasons, the agreed rent will be automatically increased to 1.5 times the existing rent starting from the first day of the month following such refusal.

13 Termination of accommodation in the Residence Halls

The accommodation shall be terminated no later than on the date set out in the Accommodation Contract (or in the Amendment to the Accommodation Contract/Agreement on the Termination of the Accommodation Contract or a written notice of termination of the Contract, or other cases specified in the Accommodation Contract). The exact date of the handover of the assigned accommodation place must be agreed upon by prior arrangement with the Accommodation Officer or the Accommodation Manager in the relevant building by email – by agreement with the Deputy Accommodation Officer in the absence of the Accommodation Officer or the Accommodation Manager.

13.1 When terminating the accommodation, students (in person) are required to:

1. **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.
 - a) The chambermaid must confirm that the room and shared facilities have been duly returned by signing the student's Bed Linen Change Card.
2. Return all borrowed equipment at the reception (bed linen). The person taking over the borrowed equipment (cleaning staff or the receptionist) shall confirm the return of the equipment by signing the student's Bed Linen Change Card.
3. In the event of damage to the property of the MSI, settle the liabilities at the reception of the MSI.
4. **Check out, i.e. inform the respective Accommodation Officer or the Accommodation Manager 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 HRR, return the identification label, Bed Linen Change Card and the keys or the room key card). Please note: When leaving the accommodation on a weekend day, the keys or the room key card and the bed linen shall be returned to the reception upon departure. This must be arranged with the relevant Accommodation Officer or the Accommodation Manager in advance.

5. Move out all items that are not property of the HRR or the MSI no later than the day of departure.

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.

All assigned areas handed over must be returned by the student in a condition as at the time when occupied, taking into consideration the normal wear and tear, without damages and losses, and in the original layout.

If a student fails to observe all the rules mentioned above and 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 which will not be refunded to the student due to his/her failure to observe the contractual conditions in the Accommodation Contract = fine, will not be used to cover other outstanding liabilities (damages, rent and the relevant fees as set in the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín).

A deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll.

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.

14 Deposit

1. The obligatory deposit forms part of the accommodation application.
2. By paying the deposit, the student confirms his/her interest in being provided with accommodation in the Residence Halls of TBU in Zlín, in the MSI or in the Hotel Garni.
3. After moving in, the booking deposit is automatically converted into the accommodation deposit.
4. The deposit cannot be transferred to another person.

14.1 Deposit refund policy applicable to TBU students

1. The student who has not been allocated accommodation yet and requests a cancellation of the application for accommodation through the ISKAM: Account ➔ Contact forms ➔ Cancellation of the application for accommodation; will be refunded **CZK 3,000**.
2. The student who requests the cancellation of the allocated and booked accommodation no later than 6 days prior to the original booking date in the ISKAM system: Account

➔ Contact forms ➔ Cancellation of a booked bed; will be refunded **CZK 2,000**.

3. The student who requests through the ISKAM the cancellation of the allocated and booked accommodation in the Residence Halls 5 days - 1 day prior to the booked date of arrival in the ISKAM system, on the date of arrival in the ISKAM: Account ➔ Contact forms ➔ Cancellation of a booked bed; or fails to arrive in the accommodation facility on the specified date **is not entitled to be refunded the deposit**.
4. The student who requests the cancellation of the allocated and booked accommodation no later than 11:00 (11 a.m.) of the day following the date on which an email confirming the booking of a bed was sent through the ISKAM: Account ➔ Contact forms ➔ Cancellation of a booked bed; will be refunded **CZK 2,500**. This only applies to bookings granted after 12 September 2022 = winter semester, and after 6 February 2023 = summer semester.
5. The return of a deposit or a part thereof must be requested by email to: koleje-u7@utb.cz.
6. A deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll.

14.2 The deposit is refundable in the following exceptional cases:

The full amount of the deposit shall be refunded to students who have already moved in to the accommodation facility but who plan to terminate or suspend 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).

14.3 Use of deposit

1. The deposit is kept on the ISKAM 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.
2. After the termination of the accommodation, the HRR are 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 in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín, 3. Rent and 4. Other payments in accordance with the Price List. The remaining amount of the deposit will be refunded to the student 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.
3. After the accommodation was duly terminated, the student interested in accommodation in the next AY may leave the deposit on his/her account; the deposit will automatically be transferred to the following AY.

4. After due termination of the accommodation, the student shall request the refund of the deposit or a part thereof or of the overpayment to the resident's bank account held in the CR, which he/she shall enter in the ISKAM system, or via the payment gateway (only if he/she has paid the deposit in such a manner, and that no later than within 6 months of the termination of the accommodation). International students may request the refund of the deposit in cash.
5. If the student does not request the refund of the deposit, the deposit shall remain on the account in the ISKAM system.

15 Payments

15.1 Rent

1. The following services are included in the rent:
 - Supply of heat, electricity, water, sewage disposal
 - Cleaning of common areas
 - Collection of household waste
 - Security services
 - Access to the Internet
 - Change of bed linen – once per month
2. In the event of a temporary outage of water, electricity and heat supply, Internet outage caused by the suppliers for the HRR, Garni and the MSI, or any interruption in the provision of the abovementioned services due to a breakdown or force majeure, no discounts, reimbursement or compensations shall be provided to the student.

15.2 Payment of the charge for the accommodation (rent) for the first month

1. The payment must be credited to the account in the ISKAM no later than the booking date. The manners in which the payment may be made are described under Options for the payment of the deposit and the rent.
2. If the student arrives earlier than stated in the booking, he/she will be charged for accommodation in accordance with the Price List – Temporary Accommodation Available to the Public.
3. Payment of the rent shall be made from the date of the original booking of accommodation or from the date of commencement of accommodation, whichever occurred earlier.

15.3 Payment of the charge for the accommodation (rent) for the following months

1. The payment must be credited to the account in the ISKAM system no later than the tenth day of the particular month – see Options for the payment of the deposit and the rent.
2. **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.
3. **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 be used for settling the claims** (to pay the contractual fine). **The student is obliged to pay the total outstanding amount** and move out from the accommodation facility within 5 days.

4. **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).**
5. 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.
6. Students are allowed to pay the rent for several months in advance.

15.4 Options for the payment of the deposit and the rent:

1. Using the payment gateway – after logging in to the ISKAM system: Account → Main account → Charge (the payment is credited immediately to the account in the ISKAM system).
2. 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.
3. In cash to the Accommodation Officer – the student must be registered in the ISKAM system.
4. In cash or using a credit card at the reception of a TBU Residence Hall – the student must be registered in the ISKAM system.
5. By direct debit payment – can be used only for the payment of the rent from the month following the date of the commencement of accommodation (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).

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

Komerční banka, a.s.

Beneficiary name:

UTB-KMZ

Bank account number:

107-7297170247/0100

IBAN:

CZ94 0100 0001 0772 9717 0247

Swift code:

KOMBCZPP

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.