

Detailed Rules for Accommodation Provided to Full-Time Students in the 2023/2024 Academic Year – General Requirements (Applicable to students who have concluded the Accommodation Contract)

1 List of abbreviations used:

MSI = MSI external accommodation facility, nám. T. G. Masaryka 1281, Zlín;
Garni = Garni Hotel 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, e-mail: koleje-u7@utb.cz
Accommodation Officer for U6, e-mail: koleje-u6@utb.cz
Accommodation Officer for U12, e-mail: koleje-u12@utb.cz
Accommodation Manager for Garni Hotel, e-mail: garni@utb.cz

3 Accommodation in brief

- 1) Thoroughly read the Residence Halls and Housing Rules and Information for Consumers (hereinafter referred to as "HR"), Detailed Rules for Accommodation Provided to Full-Time Students, including the Payment Gateway Business Terms and Conditions, Binding Rules for Use of Student Computer Rooms Situated in the HRR, List of Permissible Electrical Appliances and Decrees 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 a 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 before the beginning of the AY, others according to their options).
- 12) Pay the rent applicable to the relevant building¹;
- 13) Move in the accommodation facility = takeover of the assigned place and arrangement of formalities required for accommodation.

4 Types of waiting lists

- 1) CR + SR 2023/2024 = a student studying in the Czech language;
- 2) International Student 2023/2024 = an international student or a trainee studying in the English language;
- 3) Czech Language Course 2023/2024 = an international student taking the Czech language course (preparation for further studies at TBU in CZ);

5 Types of Accommodation Contracts and duration of Accommodation Contracts

- 1) Accommodation Contract:
 - a) valid until 30 June of the current AY – intended for all full-time students. Before 30 April, the resident can request an extension of the housing period until the end of the current AY, i.e. to 31 August, however, always until the end of a full calendar month, and submit the request to the Accommodation Officer or the Accommodation Manager of the relevant building. If the request for an extension of the housing period is granted, a numbered Amendment to the Accommodation Contract must be signed.
 - b) valid until 31 January – intended for international students in Erasmus and Freemover programmes, and students in other degree programmes carried out in EN coming to study at TBU in the winter semester. Before 30 November, the resident can request an extension of the housing period until 30 June or as required by his/her studies, however, always until the end of a full calendar month. If the request for an extension of the housing period is granted, a numbered Amendment to the Accommodation Contract must be signed.
 - c) valid until 31 July – intended only for students of the Czech language course.
 - d) 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.

¹ The building refers to U6 = Residence Hall Antonínova 4379, Zlín, U7 = Residence Hall Štefánikova 150, Zlín, and U12 = Residence Hall TGM 3050, Zlín, and the Garni Hotel external accommodation facility, nám. T. G. Masaryka 1335, Zlín, and the MSI external accommodation facility, nám. TGM 1281, Zlín.

In selected cases, where the Accommodation Contract is in the printed version, it is drawn up in two copies, one of which is in Czech and English, and each contracting party shall receive one copy. In selected cases, when the Accommodation Contract for students from the Czech Republic and Slovak Republic is in printed version, it is drawn up in the Czech language, in two copies, and each contracting party shall receive one copy thereof. In cases where the Accommodation Contract is signed in paper form, it shall not be signed electronically in the ISKAM.

- 2) Expiry, or termination of the Accommodation Contract is specified in detail in Article 6 of the HR and Part 13 of these Detailed Rules for Accommodation Provided to Full-Time Students.
- 3) A student, whose Accommodation Contract is close to the expiry date and who needs to extend his/her housing period by one or more nights in the following calendar 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 e-mail.
 - 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 at the latest, the student pays at the reception for the relevant number of nights in accordance with the Price List – Temporary Accommodation Available to the Public, TBU Students and Employees (including the night when the Accommodation Contract terminates).
- 4) The Internet connection is automatically deactivated once the Accommodation Contract is terminated.
- 5) If the request submitted by the student is granted in accordance with Paragraph 3, 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 or for any other operational or technical reasons on the side of the HRR). In such a case, the rent shall be charged in compliance with the Price List – Temporary Accommodation Available to the Public, TBU Students and Employees.

6 Submission of applications for accommodation

- 1) Applications for accommodation in the TBU Residence Halls, in the MSI and in the Garni Hotel for the relevant AY shall be submitted by students in electronic form in the ISKAM system from 19 June 2023 for the winter semester and from 4 December 2023 for the summer semester.
- 2) Applications for accommodation may only be submitted by students who have duly enrolled on a degree course taught at the relevant TBU Faculty, or at the University Institute or Centre of Polymer Systems = 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 check box upon the submission of the application in the ISKAM (applies only to the CR + SR waiting list).
- 4) **A new foreign admitted applicant who will be enrolling in a study program** (applies only to AJ, CJ, and a trainee) and who does not yet have login data to the UTB portal for this reason (not yet properly enrolled - Article 6 paragraph 2), will first register in

ISKAM and then apply 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 HR, Detailed Rules for Accommodation Provided to Full-Time Students, including the Payment Gateway Business Terms and Conditions, Binding Rules for Use of Student Computer Rooms Situated in the HRR, List of Permissible Electrical Appliances and Price Lists issued by the HRR, and that he/she will observe the Decrees issued by the HRR Director and currently in force.
- 6) Booking of a bed in the ISKAM system is allowed from 1 September 2023 to 30 June 2024 for the winter semester and from 1 February 2024 to 30 June 2024 for the summer semester. A student coming to study at TBU within the ERASMUS programme only in winter semester is obliged to set the departure date in the ISKAM at no later than 31 January 2024.
- 7) Immediately after the submission of the application in the ISKAM, the trainee shall send an email to: koleje-u7@utb.cz and specify the date of commencement of accommodation and termination of traineeship at TBU (The Accommodation Contract must be concluded only until the end of the calendar month.).
- 8) After commencement of the AY or after the facilities have been filled to capacity, the booked date may change depending on the availability of beds.
- 9) Prior payment of a deposit amounting to CZK 3,900 forms part of the submission of the application for accommodation in the ISKAM system.
- 10) 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 IT Office by e-mail: IT@kmz.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 or has been rejected, it is necessary to apply for a cancellation of an incorrect or dismissed application through the ISKAM system. 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 and is charged in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín (as a duplicate registration).
 - 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, otherwise they are obliged to complete the registration form, where they must

fill in the same personal data that are specified in the consent to the processing of personal data in order to identify them as a student, grant their application for accommodation and grant them access to other services that would be provided to them, if they give consent. If a student does not provide in the registration form the same personal data as specified in the IS/STAG, the HRR does not guarantee the processing of his/her application for accommodation or the possible allocation of the place assigned to the resident.

- 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 e-mail 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 on the Support of Special Needs Students at Tomas Bata University in Zlín.

7 Processing of applications for accommodation

1) Applications for accommodation:

a) for the CR and SR waiting list

- (i) will be registered according to the date and time of their submission, must meet the commuting time criterion; and the booking deposit must be paid. Applications for accommodation which do not meet the commuting time criteria will be granted depending on the bed capacity available.
- (ii) will be continuously processed in accordance with the availability of beds.
- (iii) submitted by first-year students will be continuously processed depending on the enrolment dates at relevant Faculties or at the University Institute or the Centre of Polymer Systems, and the percentage of beds booked depending on the number of students enrolled at relevant Faculties or at the University Institute, Centre of Polymer Systems and the bed capacity.

Detailed information about the commuting time criterion are specified in the News regarding the waiting list for the current academic year on the HRR website.

b) not included in the CR and SR waiting list

- (i) will be registered according to the date and time of their submission; and the booking deposit must be paid.
- (ii) will be granted, and beds will be allocated one by one, depending on the availability of beds.

c) submitted by special needs students shall be processed taking into account the current availability of beds in accordance with the Rector's Directive on the Support of Special Needs Students at Tomas Bata University in Zlín.

d) will be continuously processed even after the beginning of the academic year depending on the availability of beds until all applications are satisfied.

2) Students are required to monitor the status of their application in the ISKAM system: Accommodation, in the email generated by TBU and 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 (Account → Contact forms → Cancellation of the application for accommodation) 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, the University Institute or the Centre of Polymer Systems, they will be reallocated proportionally to the remaining Faculties, the University Institute and the Centre of Polymer Systems a week after the enrolment at the last Faculty/component part takes place.

8 Students will receive information to the e-mail address specified in the ISKAM about:

- 1) Acceptance of their application for accommodation;
- 2) granting of the application;
- 3) 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);
- 4) booking of a bed;
- 5) cancellation of the application for accommodation and a refund of the deposit;
- 6) dismissal of their application for accommodation;
- 7) reminders, admonitions, charged penalties;
- 8) 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 paid the deposit, has not covered all liabilities for the past periods, he/she has seriously infringed the HR in the preceding period, or failed to observe the Detailed Rules for Accommodation Provided to Full-Time Students, including the Payment Gateway Business Terms and Conditions, Binding Rules for Use of Student Computer Rooms Situated in the HRR, List of Permissible Electrical Appliances or other Decrees issued by the Director of the HRR and currently in force.

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 in 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, University Institute and the Centre of Polymer Systems and the waiting lists will be posted in the News on the HRR website.
- 3) Please note: Selection of a bed does not automatically mean that the given bed will be allocated to the student. A preferred bed chosen in the ISKAM system in the past AY does not automatically include the booking of a bed for the current AY. The HRR reserve the right to change the selection of a bed in the ISKAM or preferred bed in the ISKAM due to organizational or operational reasons.
- 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 depending on the beds becoming available.
 - 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 bed capacity is limited, i.e. the HRR cannot guarantee that all duly submitted applications will be granted.

11 Commencement of accommodation

- 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, others according to their options upon agreement with the Accommodation Officer or the Accommodation Manager).
 - b) Pay the rent for the entire first calendar month (the money must be credited to the account in the ISKAM no later than the date of the accommodation booking) – 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 ISKAM system (applies to the CR + SR waiting list).
 - d) Arrive in the accommodation facility no later than 3 working days of the booked date (the booked date included, and this does not apply to the CR + SR waiting list).
- 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 booked date (the booked date included) (the booked 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/en/accommodation/halls-of-residence/office-hours-accommodation-officer/>).
 - b) Pay the rent for the first calendar month covering the period from the booked date to the end of the current calendar month; a proportionate amount of the rent shall be paid. The payment must be credited to the account in the ISKAM no later than the date of the accommodation booking and is specified in the ISKAM.
- 3) General information about commencement of accommodation
- a) Before arrival, students are obliged to:
 - (i) 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 all documents relating to the accommodation to his/her email address generated by the University and specified in the ISKAM. The document is deemed as delivered after 3 working days have passed.

- (ii) Read and electronically sign (tick the relevant check box in the ISKAM) the Accommodation Contract in the ISKAM. The Contract must be confirmed no later than the last day before the booked date.
 - (iii) Pay the rent for the month in which the accommodation commences = the payment must be credited to the account in the ISKAM no later than the date of the accommodation booking.
 - (iv) 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 check box in the ISKAM), if the resident intends to pay the rent by direct debit payments in the following months.
- b) Upon arrival, students are obliged to:
 - (i) provide proof of identity and a UTB student card or ISIC card; if the UTB student card or ISIC card has yet to be processed, submit a confirmation of studies (available at the Study Department).
 - (ii) Pay the rent until the end of the current month, unless the payment has been credited to the account in the ISKAM.
 - (iii) In the case of a student who has applied for a visa for the purpose of study, who has been sent the Accommodation Contract (in 2 copies, each in the Czech language and the English language) for the purpose of obtaining a visa, he/she shall hand over one copy (signed by both the Director of the HRR and the student) to the Accommodation Officer or the Accommodation Manager of the relevant building. However, the HRR reserves the right to change the accommodation place assigned to the student due to operational or organizational purposes. In such a case, an Amendment to the Accommodation Contract shall be signed by the student upon his/her moving in.
- c) 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 of the relevant building.
- d) If a student cannot move in the accommodation facility due to objectively substantiated 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 booked date, and shall agree on a different date. In such a case, the relevant bed continues to be booked and the student shall pay the rent starting from the original booked 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.
- e) 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. In this case, the

Accommodation Contract shall expire on the day following the day on which the student was supposed to move in.

- f) Students who, in exceptional cases, arrive in the Residence Hall on weekend days or outside office hours of the Accommodation Officer or the Accommodation Manager 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.
- g) Students moving in the MSI accommodation facility are obliged to present themselves in the office of the Accommodation Officer or the receptionist in the U7 building in advance, and adhere to the document posted on the website of the HRR – Information for TBU Students, who are residing in the MSI accommodation facility.
- h) Student:
 - (i) 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 or at the reception of the relevant building.
 - (ii) 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).
 - (iii) 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. A registration label shall be stuck onto the TBU student card, or onto the ISIC card, and it shall entitle the student to enter 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.).
 - (iv) who has missed the deadline for adding his/her electronic signature to the Accommodation Contract, shall receive and sign the Accommodation Contract in printed form upon moving in.
 - (v) who fails to submit the Accommodation Contract in accordance with Article 11 Paragraph 3 Letter b) Clause iii, shall receive and sign a new Accommodation Contract, which shall fully replace in its entirety the Accommodation Contract sent to him for visa purposes which he failed to surrender.
 - (vi) 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 University Institute or the Centre of Polymer Systems (in accordance with the consent to the processing of personal data granted by the student, the data may be imported from the IS/STAG to the ISKAM – see Article 11 Paragraph 3 Letter a) Clause i.) second sentence), the international student must log in to the ISKAM system using his/her university login and password within 5 working days at the latest. Moreover, he/she is

obliged to contact the IT staff of the HRR (this does not apply to the CR + SR waiting list). If he/she fails to observe the abovementioned, he/she will be obliged to pay a fee in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín. If the resident fails to register in the ISKAM as a TBU student within the following five working days, the HRR will be entitled to terminate his/her Accommodation Contract. In this case, it is not considered as intentional duplicate registration.

(vii) shall check all the equipment at the assigned accommodation place in the ISKAM: Accommodation → Information about accommodation → Handover of the assigned place (inventory control).

(viii) 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. If 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 Garni Hotel

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 their own appliances only if those are included in the List of Permissible Electrical Appliances.
- 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 U7 building and in the Garni Hotel, and every second Wednesday of each month in the U6, U12 buildings and in 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 and control of compliance with fire, safety and hygiene standards and regulations. Detected deficiencies charged according to the Charges for Damage must always be paid by the student by the end of the current calendar month.

3) The HRR reserve the right to change the booking of a bed (accommodation facility/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 TBU Residence Halls, in the MSI accommodation facility and in the Garni Hotel

1) The accommodation shall be terminated as follows:

- a) When the period for which the accommodation in the Accommodation Contract has been concluded expires.
- b) On the third working day after the day on which the resident ceases to be a student (i.e. upon termination/suspension of studies).
- c) By giving a notice on the part of the Accommodation Provider due to:
 - (i) a late payment of the rent by the resident, if he/she has failed to pay the rent before the 15th day of the particular calendar month due to be paid for (the 15th day included),
 - (ii) If the resident has seriously violated the provisions of the HR, Detailed Rules for Accommodation Provided to Full-Time Students, Payment Gateway Business Terms and Conditions, Binding Rules for the Use of Student Computer Rooms, Accommodation Contract, Decree issued by the HRR Director,
 - (iii) If the resident has violated the provisions of the HR, Detailed Rules for Accommodation Provided to Full-Time Students, Payment Gateway Business Terms and Conditions, Binding Rules for the Use of Student Computer Rooms, Accommodation Contract, Decree issued by the HRR Director, and was previously reprimanded in writing twice by the Director of HRR.
 - (iv) If the resident has caused damage to the property of the HRR deliberately or under the influence of drugs or psychotropic substances.
 - (v) If the resident has failed to comply with the obligation set in Article 11 Paragraph 3 Letter h) Item vi.

The period of notice is five days and starts to run on the day following after the day on which the notice is delivered to the resident. In case of doubt, the notice is deemed as delivered to the student's e-mail address generated by TBU after 3 working days have passed.

- d) By giving a notice of termination of the Accommodation Contract made in writing on the part of the resident without giving a reason; the period of notice is 2 months and starts to run on the first day of the month following after the month in which the notice is delivered to the Accommodation Provider. This does not affect the resident's responsibility for any damage caused to the Accommodation Provider by premature cancellation of accommodation in accordance with § 2330 Paragraph 2 of the Civil Code.

In case of doubt, the notice is deemed as delivered to the Accommodation Provider after 3 working days have passed since it was sent in the ISKAM.

Damage that could not have been prevented by the Accommodation Provider is always considered to be the amount corresponding to the price difference between the charge for accommodation that should have been paid under the concluded Accommodation Contract, which has been terminated, and the charge for accommodation, which would have been paid, in accordance with the valid Price List, if an Accommodation Contract for the vacated bed had been concluded with

another person who have not concluded an Accommodation Contract with the HRR at that particular moment, and that applying to the housing period during which the student occupied the bed.

If the resident has terminated the contract due to objectively substantiated reasons – e.g. a serious illness or due to a documented study period/traineeship abroad organized by TBU, § 2330 Paragraph 2 of the Civil Code shall not apply; the Director of the HRR shall decide on whether such reasons shall be recognized.

- e) By giving a notice of termination of the Accommodation Contract in the ISKAM system in accordance with Article 12 Paragraph 3 or for the reason that the resident does not agree with the HR, Detailed Rules for Accommodation Provided to Full-Time Students including the Payment Gateway Business Terms and Conditions, Binding Rules for the Use of Student Computer Rooms, List of Permissible Electrical Appliances, with a valid Decree issued by the HRR Director or Pricelists HRR. The period of notice is five days and starts to run on the day following after the day on which the notice is delivered to the Accommodation Provider. In such case, § 2330 Paragraph 2 of the Civil Code shall not apply.

In case of doubt, the notice is deemed as delivered to the Accommodation Provider after 3 working days have passed since it was sent in the ISKAM.

- f) On the next day after the day on which the resident was supposed to move in, in compliance with Article 11, Paragraph 3, Letter e), and failed to do so without an excuse.
- 2) No later than on the day when the accommodation is terminated (when the housing is cancelled), the resident is obliged **to cancel the housing in person** by informing the Accommodation Officer/Accommodation Manager of the relevant building, to vacate the rented premises in a condition as at the time when occupied, in the original layout, taking into consideration the ordinary wear and tear, and to deliver up the possession thereof to the Accommodation Officer/Accommodation Manager. 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.
 - 3) When terminating the accommodation, students (in person) are required to:
 - a) Return the assigned room and the shared facilities (sanitary facilities, kitchen) of the dormitory including the stove, all of them in a clean and tidy condition, to the cleaning lady/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. The above rules also apply if the student plans to terminate accommodation on a weekend or public holiday.
 - (i) The cleaning lady/chambermaid must confirm that the cleaned room and shared facilities have been duly returned by signing the student's Bed Linen Change Card.

- b) Return all borrowed equipment at the reception (bed linen). The person taking over the borrowed equipment (cleaning lady/chambermaid or the receptionist) shall confirm the return of the equipment by signing the student's Bed Linen Change Card.
 - c) In the event of damage to the property of the MSI, settle the liabilities at the reception of the MSI.
 - d) Check out, i.e. inform the respective Accommodation Officer or the Accommodation Manager of the relevant building 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 = settle 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/chip 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 of the relevant building in advance.
 - e) Move out all items that are property of the resident no later than the day of departure.
- 4) The accommodation deposit or the remaining amount of the deposit shall be refunded to the student at his/her request upon departure provided that all the rules of the HRR have been observed.
 - 5) 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.
 - 6) 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 and Penalties.
 - 7) Students who fail to hand over the assigned place in accordance with the HR, Detailed Rules for Accommodation Provided to Full-Time Students, Accommodation Contract, Decrees issued by the HRR Director, 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 booking deposit amounting to CZK 3,900 forms part of the accommodation application.
- 2) By paying the booking 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 Garni Hotel. The resident is not entitled to receive any interest accrued from the booking deposit paid.
- 3) After moving in, the booking deposit paid is automatically converted into the accommodation deposit.
- 4) Neither the booking deposit nor the accommodation deposit can be transferred to another person.
- 5) Booking deposit refund policy applicable to TBU students:

- a) 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 3,900.
 - b) The student who requests the cancellation of the allocated and booked accommodation no later than 6 days prior to the original booked date in the ISKAM system: Account → Contact forms → Cancellation of a booked bed; will be refunded CZK 2,000.
 - c) The student who requests the cancellation of the allocated and booked accommodation in the Residence Halls through the ISKAM 5 days - 1 day prior to the booked date of arrival in the ISKAM system: 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.
 - d) In case of bookings granted after 11 September 2023 = winter semester, and after 5 February 2024 = summer semester, a 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 (see Article 8 Paragraph 4) confirming the booking of a bed through the ISKAM was sent: Account → Contact forms → Cancellation of a booked bed; will be refunded CZK 2,900.
 - e) The return of the booking deposit or a part thereof must be requested through the ISKAM system: Account → Contact forms → Refund of booking deposit.
- 6) The full amount of the accommodation deposit is refundable to a TBU student in the following exceptional cases:
- a) The full amount of the accommodation 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).
- 7) Use of the accommodation deposit:
- a) 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.
 - b) After the termination of the accommodation, the HRR are entitled to use the accommodation deposit to offset claims - amounts owed by the student, if the student fails to duly pay such claims in time. The accommodation deposit shall be used for settling the claims in the following order: 1. Rent (i.e. principal sum), 2. Contractual fines (default charges), 3. Compensation for damages according to the Tariff of damages and penalties for residents, 4. Other payments in accordance with the Price List of Services in the Halls of Residence of TBU and Hotel Garni (Fees for Services) unless the student determines a different order in advance in writing (by e-mail to the Accommodation Officer or to the Accommodation Manager of the relevant building) (Regardless of the order of the outstanding debts, the student is obliged to pay the full amount of the outstanding debt to the HRR.). The remaining amount of the accommodation deposit shall 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 accommodation deposit paid. In the event that the accommodation deposit is not sufficient to pay the resident's outstanding debt, the resident is obliged to pay this difference within 15 days of the date of termination of the Accommodation Contract.

- c) A 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.
- d) After due termination of the accommodation, the student shall request the refund of the accommodation 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 accommodation deposit in such a manner, and that no later than within 6 months of the payment of the deposit). International students may request the refund of the deposit in cash.
- e) If the student does not request the refund of the accommodation deposit/overpayment, the amounts thereof shall remain on the account in the ISKAM system.

15 Payments

1) Rent

- a) The following services are included in the rent:
 - (i) Supply of heat, electricity, water, sewage disposal
 - (ii) Cleaning of common areas (as defined in the HR)
 - (iii) Collection of household waste
 - (iv) Security services
 - (v) Access to the Internet
 - (vi) Change of bed linen – once per month
- b) In the event of a temporary outage of water, electricity and heat supply, Internet outage caused by the suppliers for the HRR, Garni Hotel 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 unless such discounts, reimbursement or compensations are provided by the service provider to TBU, MSI or the Garni Hotel.

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

- a) The payment must be credited to the account in the ISKAM no later than the booked date. The manners in which the payment may be made are described in Paragraph 7.
- b) 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, TBU Students and Staff.
- c) Payment of the rent shall be made from the date of the original booking of accommodation (i.e., the resident always pays from the date specified in the Accommodation Contract as the start of accommodation (the date of the original reservation), regardless of whether he/she enters the accommodation on that date or later).

- 3) Payment of the charge for accommodation (rent) for the following months
- a) The payment must be credited to the account in the ISKAM system no later than the tenth day of the particular month.
 - b) 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.
 - c) If the total amount of the charge for the accommodation (rent) including default charges has not been credited in the ISKAM system 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 paying the default charge for failure to pay the rent before the fifteenth day of the particular month. The student is obliged to pay the total outstanding amount of the rent and a default charge of CZK 300. The period of notice is five days and starts to run on the day following after the day on which the notice is delivered to the resident (The notice is deemed as delivered to the student's e-mail address generated by TBU after 3 working days have passed).
- 4) If the Accommodation Contract is terminated for any reason, with the exception of notice given by the HRR, and that in the course of a calendar month, the resident is not entitled to a reimbursement of the proportional part of the charge paid for the accommodation (rent).
- 5) Students are allowed to pay the rent for several months in advance.
- 6) Options for the payment of the deposit and the rent:
- a) 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).
 - b) 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.
 - c) In cash to the Accommodation Officer – the student must be registered in the ISKAM system.
 - d) In cash or using a credit card at the reception of a TBU Residence Hall, in cash at the reception of the Garni Hotel – the student must be registered in the ISKAM system.
 - e) 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).

7) Bank details for payments of the booking 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 logging in to the ISKAM accommodation system.