

Detailed Rules for Accommodation Provided to Full-Time Students in the 2024/2025 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
Max32 = External accommodation Max32, Jana Antonína Bati 5648, 760 01 Zlín 1
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;
RHHR = Halls and Housing Rules and Information for Consumers
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 and the Max32, 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 "RHHR"), 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) Reserving a pick-up date at ISKAM: Accommodation → accommodation overview → pick-up date. Taking over the accommodation without a reservation in ISKAM is only possible with the prior e-mail consent of the accommodation provider or the building manager. In the case of taking over the accommodation place outside the pre-booked date, a fee will be charged according to the Schedule of Damages and Penalties and the student will be checked in only after the check-in of students with a booked date for taking over the accommodation place.
- 12) Payment of the first dormitory fee (accommodation deposit) for the respective building; Check-in = taking over the accommodation place and completing the necessary accommodation formalities.

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 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);
- 4) Erasmus 2024/2025 = International Erasmus, Freemover or other study programme student studying in English or trainee

5 Types of Accommodation Contracts and duration of Accommodation Contracts

- 1) Visa Accommodation Contract - is issued for the purpose of processing or extending a visa only and does not automatically mean a bed reservation. HRR issues Visa Accommodation Agreements to new students only upon request from the International or Study Department of TBU. Existing students have the option to request a Visa Accommodation Contract by e-mailing the relevant accommodation provider or building manager, provided that they provide personal details (name, surname, date of birth and permanent address) for the issuance of a Visa Accommodation Contract and confirmation that they will continue to be a student at TBU in the next AY.
- 2) ISKAM Accommodation Contract (also replaces the original contract issued for the purpose of visa processing without any residue).
 - a) until 30 June of the current AR - intended for all full-time students. No later than 30 April, the accommodation provider or the building manager of U6, U7, U12 or Garni can be asked to extend the Accommodation Contract until the end of the current AR, i.e. until 31 August, but always until the end of the whole calendar month; if the request for extension of accommodation is granted, a numbered addendum to the Accommodation Contract must always be signed. At the latest by 30 April, holiday

accommodation can also be requested in the external accommodation facilities Max32 and MSI by e-mail sent directly to the buildings concerned: Max32: roznovsky@creamier.cz; and MSI: recepc@msi-zlin.cz.

- 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) with a specific end date - for trainees only.
 - e) 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.
 - f) The accommodation contract may only be printed for signature by the accommodation provider or the operator of the relevant building, or by a KMZ employee authorised by the KMZ Director. Any misuse or alteration of contracts is considered a serious violation of the Residence Hall and Housing Regulations.
 - g) KMZ is not responsible for the inaccuracy of the student's personal data contained in the Accommodation Contract, which was created on the basis of the data entered in ISKAM.
- 3) Expiry, or termination of the Accommodation Contract is specified in detail in Article 7 of the RHHR and Part 13 of these Detailed Rules for Accommodation Provided to Full-Time Students.
- 4) 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).
 - d) The student has no monetary obligations (debts) to HRR at that time.
- 5) HRR, if it accepts the student's request under paragraph 4, reserves the right to move the student to a room designated for the public if the current situation in the university

dormitory requires it (e.g. the bed has already been booked in advance or other operational or technical reasons on the part of HRR).

6 Submission of applications for accommodation

- 1) Applications for accommodation in the TBU Residence Halls, in the MSI, Max32 and in the Garni Hotel for the relevant AY shall be submitted by students in electronic form in the ISKAM system from 19 June 2024 for the winter semester and from 4 December 2024 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) Students with special needs (must be registered at the Centre for Students with Special Needs at UTB) tick the appropriate box in the ISKAM check box and immediately e-mail: koleje-u7@utb.cz to specify their request for accommodation.
- 5) The student is obliged to check the accuracy of personal data in STAG and immediately resolve any discrepancies with the relevant study department. Data from STAG is imported into ISKAM on the basis of the student's consent to the processing of personal data.
- 6) **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.
- 7) Upon first login to or registration with the ISKAM, the student shall confirm that he/she agrees with the conditions specified in the RHHR, 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.
- 8) The bed reservation in ISKAM for the application for the winter semester is set:
 - a) for the CZ + SK and International student lists from 1 September 2024 to 30 June 2025,
 - b) for the Czech language course from 1 September 2024 to 31 July 2025,
 - c) for the Erasmus and trainee waiting lists from 1 September 2024 to 31 January 2025.
- 9) The ISKAM bed reservation for summer semester applications is set from 1 February 2025 to 30 June 2025 for all waiting lists.
- 10) Immediately after submitting the application to ISKAM, the intern sends an e-mail to: koleje-u7@utb.cz and specifies the date of the requested start and end of the accommodation = it depends on the dates of the internship at UTB and at the same time sends a confirmation of the internship at UTB to the given e-mail. (The contract will be

adjusted according to the specified date, while the price of the dormitory fee is set at 30% more than the price stated in the Price List of Dormitory Fees in University Halls of Residence for UTB Students in the case of internship). Once a bed reservation has been made, changing the dates listed in the accommodation contract is no longer possible. Possible extension of accommodation is possible by an addendum to the accommodation contract or dealt with as short-term accommodation, only if the current bed capacity allows it.

11) After the start of the AR or when the bed capacity is exhausted, when the shift in the waiting list depends on the beds available, the date of the start of the reservation changes depending on the availability of beds.

12) 12. A reservation deposit of 4500,- CZK must be credited to ISKAM as part of the submitted application for accommodation

13) 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 the request for accommodation and the possibility of choosing a bed (applies only to the winter semester and the CZ + SK and International student lists and requests granted before the start of the AR or when the bed capacity is exhausted, whichever occurs first)
- 3) booking of a bed
- 4) return of the deposit (only if he/she requests the return of the deposit in the appropriate form in ISKAM)
- 5) rejection of the request for accommodation
- 6) dismissal of their application for accommodation
- 7) reminders, warnings, penalties, fees, terminations
- 8) news related to the operation of the current building.

9 Rejection of application

HRR reserves the right to refuse a student's application if he/she has not paid the deposit, if he/she has not paid all obligations for the past periods, if the accommodation contract has been terminated by HRR according to Article 13 (1) (b) of these rules (Detailed rules of accommodation for full-time students, incl. Terms and Conditions of the Payment Gateway, the Binding Rules for the Use of the Internet Study Room, the conditions in the List of Permitted Electrical Appliances and the current decision of the Director of HRR).

10 Allocation of rooms

- 1) Selection of a bed in ISKAM: Accommodation→ reservation, the student will be allowed to stay in the assigned building until the bed capacity is exhausted (applies only to the winter semester and the CZ + SK, International student and International student waiting lists and applications are granted before the start of the AR or the bed capacity is exhausted, whichever occurs first)
- 2) Information on the exhaustion of reserved bed capacities for individual faculties, or for all-faculty departments (University Institute, Centre for Polymer Systems) and waiting lists will be published in the KMZ news.
- 3) Please note: the selection of a bed does not automatically mean that it will be allocated; a preferred bed in ISKAM from the previous AR does not automatically reserve a bed for the current AR. KMZ reserves the right to change the choice of ISKAM bed selection or the preferred ISKAM bed from the previous AR for organisational or operational reasons
- 4) Changing a bed reservation at the request of a student before or immediately after arrival is not possible for organizational and administrative reasons.
- 5) A bed will be assigned automatically:
 - a) to a student who does not make his/her own choice of bed within 3 working days including the date of granting the request.
 - b) for requests granted after the start of the AR

- c) for applications granted on the basis of beds becoming available (= after the bed capacity has been exhausted).
 - d) an international student (outside the CZ + SK and International student list) who does not choose a dormitory, bed or roommate for capacity and organizational reasons will be accommodated according to the available capacity.
- 6) 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. The bed reservation will be made subsequently by HRR.
- 7) 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 a pick-up date in ISKAM: Accommodation → accommodation overview → pick-up date → pick-up date for the CZ+SK waiting list (only for students from the CZ+SK waiting list = students studying in the Czech language) or pick-up date for all other waiting lists (except the CZ+SK waiting list). The pick-up date can be booked or changed at least one day in advance.
 - b) pay the first dormitory fee = advance payment for accommodation for the whole first calendar month (the amount must be credited to ISKAM no later than on the day of booking the accommodation) - price according to the Accommodation Contract. Without the first dormitory fee = accommodation deposit credited to ISKAM, the bed is booked for a maximum of 3 days including the date of booking not the date of the accommodation acceptance date, after which the reservation is cancelled (even if the accommodation contract is signed electronically). The reservation deposit in this case constitutes a cancellation fee and the accommodation contract will not be signed, and if it has already been signed, it is terminated on the day the bed reservation is cancelled. If the student wishes to request accommodation, he/she must submit a new application for accommodation and pay a new reservation deposit.
 - c) to present himself/herself at the accommodation (= take over the room) on the date indicated in the ISKAM.
 - d) Sign the accommodation contract electronically in ISKAM. This also applies to students who have received an accommodation contract for the purpose of processing or extending their visa. The ISKAM Accommodation Contract will also replace the original Accommodation Contract issued for the purpose of processing or extending the visa in its entirety.
- 2) Applications granted after the commencement of the AY– Students are required to:
- a) book a pick-up date in ISKAM: Accommodation → accommodation overview → pick-up date → pick-up date for the CZ+SK waiting list (only for students from the CZ+SK waiting list = students studying in the Czech language) or pick-up date for all other waiting lists (except the CZ+SK waiting list). The pick-up date can be booked or changed at least one day in advance.

- b) pay the first dormitory fee = advance payment for accommodation for the first calendar month from the date of booking to the end of the current calendar month, the dormitory fee is paid on a pro-rata basis. The amount must be credited to ISKAM no later than on the 3rd day including the date of booking the accommodation or on the day of taking over the accommodation, whichever is earlier.
 - c) without the dormitory fee being credited to ISKAM, the bed is reserved for a maximum of 3 days including the date of reservation, not the date of the accommodation acceptance. Thereafter, the bed reservation is cancelled (even if he/she has electronically signed the accommodation contract). In such a case, the reservation deposit constitutes a cancellation fee and the accommodation contract will not be signed and, if already signed, will be terminated on the date the bed reservation is cancelled. If the student wishes to request accommodation, he/she must submit a new application for accommodation and pay a new reservation deposit.
- 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) to arrive at the accommodation (= take over the room) on the date you have indicated in the ISKAM
 - (ii) present proof of identity and TBU student ID or ISIC card (if still in the process of processing, present later).
 - (iii) pay the first dormitory fee by the end of the current month if the payment = dormitory fee deposit is not credited in full to ISKAM on the day of taking over the accommodation. Applies only to students who take over the accommodation place within 3 working days from the date of booking the bed. Payment must be made in cash in CZK, by credit card or via the payment gateway at ISKAM, where payment is credited immediately. Without crediting the amount of the required dormitory fee in ISKAM, the student cannot be

accommodated and his/her accommodation reservation is cancelled and the accommodation contract will not be signed, and if already signed, it is terminated on the day the bed reservation is cancelled. If the student wishes to be accommodated, he/she must submit a new accommodation application and pay a new reservation deposit.

(iv) complete and sign the HRR documents.

- c) If the student cannot attend the check-in on the reserved date for taking over the accommodation place due to objectively documented reasons (e.g. illness) and cannot change the reservation, he/she shall inform the accommodation provider or the building manager of this fact by e-mail no later than 10:00 a.m. on the day he/she has reserved as the check-in date and arrange an alternative date during the office hours of the accommodation provider or the building manager. In this case, the bed will continue to be reserved and the student will pay the dormitory fee from the date of the original reservation. The bed is reserved only for the period of time that the first dormitory fee = accommodation deposit is paid.
- d) A student who fails to arrive at the accommodation on the given date without an excuse is automatically removed from the waiting list, loses the right to accommodation within the original waiting list and forfeits the reservation deposit in full. In this case, the accommodation contract will expire on the day after the day on which the student was due to arrive. The pro rata portion of the first dormitory fee paid = accommodation deposit is not refundable until the Accommodation Contract is terminated
- e) A student who enters the accommodation outside the reserved date of taking over the accommodation is obliged to pay a fee according to the Tariff of Damages and Penalties upon entering the accommodation. Students cannot be accommodated without payment of the fee. The student will be checked in only after checking in students with a reserved accommodation pick-up date.
- 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) A student entering Max32 is obliged to visit the accommodation provider or the reception desk at U6 on the reserved date of taking over the accommodation place and to follow the document listed on the KMZ website - Information for UTB students staying in Max32 accommodation.
- i) i) Dates for taking over accommodation can be booked and changed at least one day in advance and the dates are divided separately for the CZ + SK and other waiting lists.
- j) 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) arranges all the necessary formalities required for accommodation with the accommodation provider or the operating manager of the respective building. A registration sticker will be affixed to the student's UTB student card or ISIC card by the hostess, the building manager or the receptionist, as appropriate, which entitles the student to enter the respective building and is non-transferable (in case the student does not have a UTB student card or ISIC card yet, he/she will be issued a temporary accommodation card, which he/she must have no later than 5.5 working days after receiving the UTB student card or ISIC card, he/she will return it and a registration sticker will be affixed to the UTB student card or ISIC card by the accommodation manager or the receptionist of the respective building)
- (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) after all formalities have been completed by the accommodation provider or the operations manager and the data has been entered into STAG by the relevant faculty or the university-wide department (University Institute, Centre for Polymer Systems) (data from IS/STAG can be overwritten into ISKAM on the basis of the consent granted for the processing of personal data - see Art. The foreign student must log in to ISKAM under his/her university data within 5 working days at the latest and must additionally contact the IT technician of KMZ (does not apply to the CZ + SK waiting list). In case of non-compliance with the above, he/she will pay a fee according to the Schedule of Damages and Penalties. If the student does not register with ISKAM as a UTB student even within the next five working days, KMZ will be entitled to terminate the accommodation contract. In this case, there is no intentional duplication being created.
- (vi) shall check all the equipment at the assigned accommodation place in the ISKAM: Accommodation → Information about accommodation → Handover of the assigned place (inventory control).
- (vii) 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) Authorised HRR staff (MSI staff at MSI) regularly inspect the cleanliness and orderliness of the rooms, kitchens and sanitary facilities every second Tuesday of the calendar month at U7 and Garni and Max32. This check is carried out every second Wednesday of the calendar month at U6, U12 and MSI. These checks are also regularly carried out before the buildings are closed for the holidays and before a new student enters a multi-bed room or when a student is suspected of breaching any of HRR's regulations, even in the absence of the student in the allocated accommodation. According to the Schedule of Damages and Penalties, the identified deficiencies or damages must always be paid by the student no later than the end of the current calendar month. If this is not done, the debt will automatically go to the ISKAM account and in the following month it is considered as non-payment of the dormitory fee and disregard of the HRR rules. If a student has an overpayment on his/her ISKAM account (i.e., has deposited money into his/her account in an amount that can cover this debt or part of it), the debt or part of it is automatically deducted from the ISKAM account.
- 3) HRR reserves the right to change a student's accommodation place (accommodation facility or room) for operational, technical or organizational reasons. The student will be informed of the change of accommodation at least 7 days in advance. In the event that the student refuses to change his/her assigned accommodation for operational, organisational or technical reasons and stays in the double room alone, the agreed dormitory fee will be automatically increased to 2 times the existing dormitory fee starting from the first day of the calendar month following such refusal. In the event that the student refuses to change his/her accommodation assignment for operational, organizational or technical reasons and remains alone in the entire accommodation cell or apartment for more than one person (i.e. 3 or more), KMZ has the right to give the student notice according to the terms of the Accommodation Contract.
- 4) The student agrees to the delivery of all documents relating to the accommodation to his/her university email address as stated in the ISKAM. A document is deemed to have been delivered after 3 working days.

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) 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 RHHR, 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 RHHR, 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.

- c) termination of the accommodation in ISKAM for the reason according to Article 12 (3) of the Detailed Rules of Accommodation for Full-Time Students, i.e. due to a change of the assigned accommodation place for operational, organizational or technical reasons, when the accommodationer stays alone in a double room and the dormitory fee is automatically increased to 2 times and does not agree to this or because the accommodationer does not agree to the change of the General Regulations, Detailed Rules of Accommodation for Full-Time Students, incl. The notice period is five days and starts on the day following the date of delivery of the notice to the accommodation provider. Section 2330(2) of the Civil Code shall not apply in this case. In case of doubt, the notice shall be deemed to have been delivered to the landlord on the third working day following its dispatch in ISKAM
- d) notice of termination by the resident in ISKAM without giving any reason, with a notice period of 3 months, starting from the first day of the month following the month in which the notice was delivered to the resident. This is without prejudice to the liability of the resident for any damage caused to the accommodation provider by premature cancellation of the accommodation pursuant to Section 2330(2) of the Civil Code. In case of doubt, the notice shall be deemed to have been delivered to the accommodation provider on the third working day after it was sent in ISKAM. Damage that the accommodation provider could not have prevented is always deemed to be the amount corresponding to the price difference between the

accommodation price that should have been paid according to the concluded Accommodation Contract that is terminated and the accommodation price that would have been paid on the basis of the applicable price list if the Accommodation Contract had been concluded for the vacant bed from among other persons who do not have an Accommodation Contract with KMZ at the time, for the actual period of accommodation. If the resident terminates the contract for objectively documented reasons (e.g. for health reasons) or for a documented study abroad organized by UTB, Section 2330(2) of the Civil Code does not apply; the KMZ Director decides whether the reasons are recognized.

- e) termination by the accommodation provider for organizational, operational or technical reasons in the event that the accommodation provider refuses to change the accommodation place assigned to the accommodation for operational, organizational or technical reasons and the accommodation place [the entire accommodation cell or apartment for more than one person (i.e. 3 or more)] is left alone, with a notice period of 3 months, starting from the first day of the month following the month in which the notice was delivered to the accommodation provider. In case of doubt, the notice shall be deemed to have been delivered to the resident's University email address on the third working day after it was sent.
 - 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. (after the accommodation has been cleaned and is ready to be handed over, inform the receptionist, who then asks the cleaners or maids to check)
 - (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 and the student is charged according to the Schedule of Damages and Penalties.
 - 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 RHHR, 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 4,500 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, Max32 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 (so-called cancellation fees):

- 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 4,500.
 - 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 3,000.
 - 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 16 September 2024 = winter semester, and after 3 February 2025 = 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 3) confirming the booking of a bed through the ISKAM was sent: Account → Contact forms → Cancellation of a booked bed; will be refunded CZK 3,000.
 - 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 RHHR)
 - (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. Please note that payment via QR code is the same as a wire transfer and takes a few days, not a payment gateway.
 - 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.

16 Contact forms in ISKAM

- a) Cancellation of accommodation request
- b) Cancellation of bed reservation
- c) Cancellation of a rejected accommodation request
- d) Termination of accommodation
- e) Refund of deposit/overpayment in ISKAM

The forms are for the above purposes only and not for writing queries. Repeated misuse of the forms will be considered as violation of the Hostel and Accommodation Rules and will be charged as per the Schedule of Damages and Penalties.

It is recommended that you first read the KMZ website <https://kmz.utb.cz/> - Frequently Asked Questions and then write your questions to the Housing or Operations Manager of the respective building.