

# Accommodation Schedule at the Czech Technical University for the academic year of 2016/2017

(hereinafter 'AS')  
(Appendix No. 2)

document acronym	see the key	information description	dates
(T&Cs)	X *	<b>Deadline for submitting online applications for AY 16/17 WAITING LIST: '2016-2017'</b> within the arrival period (19/09/2016 - 27/09/2016; students pay a dormitory fee/private payer price from the last day of RA) and <b>Receiving online applications for accommodation at a dormitory</b> for a student enrolled in an internship or student exchange programme in SS (or WS and SS) of AY 16/17 <b>WAITING LIST: 'Erasmus &amp; Exchange Winter 2016'</b> (arrival period from 19/09/2016 till 27/09/2016)	<b>from 01/03/16</b>
(T&Cs)	X *	Additional booking of <b>holiday accommodation</b> for F21Accommodated persons until the end of the examination period in SS ( <u>couples book accommodation with the economic manager of a respective dormitory</u> )	<b>from 01/03/16 till 31/03/16</b>
(T&Cs)	X *	Deadline to supply a confirmation of studies. (Failing to supply the confirmation of studies in SS for students accommodated since the start of AY the price changes to a private payer price.) see T&Cs, G), a), 5)	<b>by 01/03/16</b>
(AP)	X *	<b>Online booking</b> of accommodation for the academic year of 2016/17 opens; (couples book accommodation with the economic manager of a respective dormitory)	<b>from 09/05/16</b>
(AP)	X *	<b>Online booking</b> of accommodation for the academic year of 2016/17 closes	<b>by 20/06/16</b>
(T&Cs)	X *	<b>BOOKING PERSON - The deadline for verifying the balance of financial assets</b> on the account of the Service Facilities Administration for the <b>booking person (account balance)</b> . To confirm the interest in accommodation in WS, a student is required to have 3,000 CZK or more on his/her account (a student in an internship or student exchange programme must have 5,000 CZK or more on his/her account)	<b>on 29/07/16</b>
(T&Cs)	X *	<b>BOOKING PERSON - Results of accommodation allocation</b> at the dormitory	<b>05.08.16</b>
(T&Cs)	X *	RESERVATION - reservation cancellation by a student <u>until</u> the Results of accommodation allocation at the dormitory (return of the entire deposit)	<b>by 05/08/16</b>
(T&Cs)	X *	<b>APPLICANTS - Closing date of receiving accommodation applications</b> into the 1st round of dormitory allocation; applications of students in an internship and student exchange programme	<b>by 15/08/16</b>
(T&Cs)	X *	<b>APPLICANTS - Results of accommodation allocation</b> at the dormitory in the 1st round; applications of students in an internship and student exchange programme	<b>19.08.16</b>
(T&Cs) and (AP)	X *	<b>APPLICANTS - Deadline of the deposit payment</b> for the <b>applicant</b> (student and intern) for dormitory accommodation who succeeded in getting accommodation in the 1st round. To confirm interest in WS a student is required to pay the deposit of 3,000 CZK or more (intern or student in a exchange programme pays 5,000 CZK)	<b>by 26/08/16</b>
(T&Cs)	X *	APPLICATIONS - application cancellation by a student after paying a deposit (after 26/08/2016), by the last day of the regular arrival period (by 27/09/2016) at the latest - cancellation fee	<b>27/08-27/09/16</b>
(T&Cs)	X *	<b>APPLICANTS - Results of accommodation allocation at the dormitory in further rounds</b> (a student will receive information by email or SMS, with a deadline to pay the deposit if required)	<b>see email, SMS</b>
(T&Cs)	X *	<b>APPLICANTS - Deadline of the deposit payment</b> for the applicant who will receive information about the allocated dormitory <b>after</b> the 1st round of accommodation allocation. (a student receives information by email or SMS with the payment of the deposit if required)	<b>see email, SMS</b>
(T&Cs)	X *	Deadline for submitting an application to <b>defer the date of the arrival</b> at the dormitory in WS (deferral max. until 11/10/2016) - the student pays the dormitory fee / private payer price from the first month of RA	<b>by 27/09/16</b>
(AP)	X *	<b>Prior to arriving at the dormitory (between the arrival date and 30/09/2016)</b> the student pays for accommodation services, associated fees and insurance in cash (or by payment card for a fee) at one of the collection points or via payment gate <b>GoPAY</b> online. Anticipated costs for accommodation services and associated fees can be found on <a href="https://www.suz.cvut.cz/files/financni_naklady_en_16_17.pdf">https://www.suz.cvut.cz/files/financni_naklady_en_16_17.pdf</a>	<b>on the arrival day</b>
(T&Cs)	**	<b>A student in an internship or student exchange programme in WS (or in WS and SS)</b> pays for accommodation services, associated fees and insurance until the end of October 2016 <b>since the date of arrival to the dormitory</b> . The payment must be made in cash (or by bank card for a fee) at one of the collection points or through payment gate <b>GoPAY</b> online. Anticipated costs for accommodation services and fees can be found on <a href="https://www.suz.cvut.cz/files/financni_naklady_en_16_17.pdf">https://www.suz.cvut.cz/files/financni_naklady_en_16_17.pdf</a>	<b>on the arrival day</b>
(T&Cs)	X ****	Start of <b>regular arrival period</b> at the dormitory	<b>from 19/09/16</b>
(T&Cs)	X ****	End of <b>regular arrival period</b> at the dormitory	<b>by 27/09/16</b>
(T&Cs)	X *	RESERVATION - reservation cancellation by a student <u>after</u> accommodation is allocated at the dormitory, by the last regular arrival date at the latest (cancellation fee)	<b>by 27/09/16</b>
		Bank holiday	<b>28.09.16</b>
(T&Cs)	X *	<b>First working day after regular arrivals</b> at the dormitory for an applicant who was granted accommodation without specification	<b>29.09.16</b>
(T&Cs)	X *	<b>Arrival at the dormitory from the following day</b> (Friday after regular arrivals) is possible only on working days within standard office hours of individual dormitories	<b>from 30/09/16</b>

(AP)	X	*	<b>Prior to arrival at the dormitory after 30/09/2016</b> a student pays for accommodation services, associated fees and insurance for the month in which he/she started accommodation, in cash (or by bank card for a fee) at any collection points or through payment gate <b>GoPAY</b> online. For anticipated costs for accommodation services and associated fees see <a href="https://www.suz.cvut.cz/files/financni_naklady.pdf">https://www.suz.cvut.cz/files/financni_naklady.pdf</a>	<b>from 30/09/16</b>
(T&Cs)		**	<b>Receiving applications for dormitory accommodation of a student in an internship or student exchange programme for SS - flexible arrival period (01/02/2017 - 06/03/2017) WAITING LIST: 'Erasmus &amp; Exchange SPRING 2017'</b>	<b>from 03/10/16</b>
(T&Cs)	X	*	<b>Deferred date of arrival at the dormitory in WS</b> - a student requests deferral of the arrival date at the dormitory in writing	<b>by 11/10/16</b>
(T&Cs)	X	*	<b>Room exchange</b> of accommodated students in all ČVUT dormitories is possible	<b>by 11/10/16</b>
(T&Cs)	X	*	<b>Single accommodation</b> - possibility to request accommodation for AY 16/17 in a room for a single price (1.5 multiple of the accommodation price)	<b>from 11/10/16</b>
(T&Cs)		**	<b>Close date for receiving applications</b> for accommodation at a dormitory in SS	<b>by 09/12/16</b>
(T&Cs)		**	<b>Results of allocation of dormitory accommodation in SS</b>	<b>13.12.16</b>
(T&Cs)		***	Date of the <b>deposit payment</b> for a student in an internship or student exchange programme in SS at ČVUT in the amount of 5,000 CZK. A student pays a deposit through payment gate GoPAY online in ISKAM4 (or by bank transfer). <b>A student can pay the deposit including insurance (300 CZK).</b>	<b>by 16/10/17</b>
(T&Cs)		****	Deadline of the <b>deposit payment</b> for students in an internship or student exchange programme in SS at a university outside ČVUT in the amount of 5,000 CZK (7 calendar days before the booked arrival date at the dormitory)	<b>7 days in advance</b>
(T&Cs)		**	Deadline for submitting applications to <b>defer the arrival at a dormitory in SS</b> (deferral max. by 06/03/2017) for a student in an internship or student exchange programme	<b>by 09/02/17</b>
(T&Cs)	X	*	Deadline for submitting a valid confirmation of studies. (Failing to supply the confirmation of studies in SS for students accommodated since the start of the AY the price changes to a private payer price.) see T&Cs, G, a), 5)	<b>by 01/03/17</b>
(T&Cs)		*	Additional booking of <b>holiday accommodation</b> for Accommodated persons till the end of examination period in SS (couples book accommodation with an economic manager of a relevant dormitory)	<b>from 01/03/17 do 31/03/17</b>
(T&Cs)		**	<b>Deferred date of arrival</b> at a dormitory in SS of a student in an internship or student exchange programme.	<b>by 06/03/17</b>

(T&Cs)	X	*	<b>Accommodation until the end of the examination period in SS</b>	<b>from 19/09/16 till 30/06/17</b>
(T&Cs)	X	*	<b>Full-year accommodation, i.e. until summer holidays</b>	<b>from 19/09/16 till 18/09/17</b>
(T&Cs)	X		<b>Long-term accommodation for a specific time</b> (1 month before the contract finishes at the latest the student may request its extension)	<b>from 19/09/16 till 31/08/18</b>

**Regular date of arrivals** at a dormitory: 19/09/16 - 27/09/16 inclusive

office hours:

Mon - Thu: 8:00-11:00 and 12:00-15:00; Fri: 8:00-11:00 and 12:00-14:00

**First working day after regular arrivals at a dormitory (29/09/16)**

office hours: 8:00-11:00 and 12:00-15:00

**Regular office hours** after regular arrivals at a dormitory

Office hours of accommodation offices of individual dormitories from 30/09/16 are governed by, including office hours published on, [www.suz.cvut.cz/koleje](http://www.suz.cvut.cz/koleje)

**Arrival dates at a dormitory for students in an internship or student exchange programme:**

WS (or WS and SS)	a) ČVUT students: <b>19/09/16 - 27/09/16</b> inclusive, NON STOP arrivals straight at the allocated dormitory are possible
(T&Cs)	b) students at universities outside ČVUT: commence accommodation within Regular arrival dates within office hours, see T&Cs section. G, point. a) para. 1).
SS	a) ČVUT students: <b>09/02/17 - 21/02/17</b> inclusive, NON STOP arrivals straight at the allocated dormitory are possible
(T&Cs)	b) students at universities outside ČVUT: commence accommodation within arrival dates based on confirmed reservation within office hours, see T&Cs section G, point a) para1).

**Key:**

(AP)	Accommodation process
(T&Cs)	Accommodation terms & conditions
SS	Summer semester
WS	Winter semester
RA	Regular arrivals

Specifications and exceptions in the AS for the current academic year are for standard students marked 'X' and for students in an internship and student exchange programme with asterisk (\*, \*\*, \*\*\*, \*\*\*\*), see the following key:

X	applies to a regular student (= a student not enrolled in an internship or student exchange programme)
*	applies also to a student enrolled in an internship or student exchange programme
**	applies only to a student enrolled in an internship or student exchange programme
***	applies only to a student enrolled in an internship or student exchange programmes at ČVUT
****	applies only to a student enrolled in an internship or student exchange programme at a university outside ČVUT

Czech Technical University (ČVUT) in Prague - Service Facilities Administration (SÚZ)

[www.suz.cvut.cz](http://www.suz.cvut.cz)

[www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr)

[www.suz.cvut.cz/koleje](http://www.suz.cvut.cz/koleje)

<https://web.suz.cvut.cz/Login>

Status of assets = account balance - a summary of all funds on the account of the accommodated person