We would like to inform students that payments for dormitory accommodation fees can be made as follows:

- ➢ **DIRECT DEBIT PAYMENT** – after registering for dormitory accommodation, a direct debit authorisation (including a sufficient limit) shall be set up.

- ➢ **GoPAY PAYMENT GATEWAY** – different **on-line** payment methods can be selected directly in the ISKaM system

For a short period of time, the SFA shall also accept payments made through the following methods:

- ➢ **Permanent or one-time money orders** from a current, giro or postgiro account.
- ➢ **Cash payment at a bank** (Komerční banka, IPB and other banks). A bank transfer may take up to five days; the date on which the amount is credited to the SFA account shall be considered the date it is received. When choosing their payment date, students must ensure that they do not default on their financial obligations.
- ➢ **Cash payment at one of the three locations – the Strahov Central Reception, the Masarykova Dormitory, the Podolí Dormitory.**

For payments by bank transfer and by cash deposit at a bank, you must provide the following information:

1. **Account number: 27- 4082130287/0100 (Komerční banka, Prague 6)**
2. **Constant symbol: 0308**
3. **Variable symbol: you can find in the accommodation system ISKAM4 in the "Basic information"**
   (Most financial institutions charge a fee of CZK 50 for using a variable symbol.)

Money transfer details ➔ FOR PAYMENTS FROM ABROAD
Payee
 Payee's account No.: (IBAN) CZ2001000000274082130287
 Payee's account No.: 27-4082130287/0100
 Payee's account name: Správa účelových zařízení ČVUT Praha
 Adresa Vaníčkova 7, 160 17 - Praha 6, Czech Republic
Payee's bank
 BIC (SWIFT) code: KOMBCZPPXXX
 Payee's name: Komerční banka, a.s.
 Address: Komerční banka, a. s., Dejvická 189/5, 160 59 Praha 6, Czech Republic

Enter the variable symbol into the "message for payee"
(applies to payments from abroad)

Direct debit setting – via the
https://web.suz.cvut.cz/Login interface

Direct debit authorisation at your bank: A direct debit authorisation in your CZK bank account administered by a bank in the Czech Republic is necessary to pay the dormitory fee via direct debit (you do not necessarily have to be the bank account owner).

Bank account No.: 27-4082130287/0100. Today, most banks allow their clients to set up a direct debit authorisation through their online banking system.

Variable symbol: Use your birth number or the code generated via ISKaM4 as the variable system.

Direct debit limit: We recommend a direct debit limit equal to the dormitory fee for two months.

Direct debit setting on the SFA CTU's intranet: Enter your account number in the Basic Information tab in your student account for the dormitory fee to be debited; see the instructions below.

Direct debit payment date: Direct debit payments will always be collected by the SFA CTU between the 10th and the 15th calendar day of the current month.

Best regards,

the Service Facilities Administration, CTU in Prague

In Prague 10. September 2014