



Accommodation Rules for Self-Payers and Employees

OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Section I. – Basic Provisions

Accommodation rules for self-payers and employees of the CTU in Prague regulate the accommodation procedure for customers who do not have the status of a Czech university student.

Section II. – Decisions on Awarding Accommodation

1. Self-payers and CTU employees are not legally entitled to accommodation.
2. Accommodation is provided to self-payers and employees subject to a written application / order/ submitted by the customer – entity requesting the required type of accommodation.

Accommodation is provided to self-payers under contractual terms pursuant to the Accommodation Price List for Self-Payers and the current Accommodation Scenario. An exception can be approved by the SFA Deputy for Accommodation for serious health, social or other reasons that have been credibly documented by the applicant. Applications for self-payer accommodation shall be made in the form of an order placed by Study Departments of individual faculties, by the proposal of a dean or a statutory body of a faculty, a company collaborating with the CTU and at the request of a self-payer acting under the accommodation rules.

3. Individual applications for self-payer accommodation are assessed based on suitable free capacity and SFU's capabilities. Employee accommodation is subjected to the applicable Accommodation Price List for CTU Employees and the categorisation terms and conditions that allow this form of accommodation. The standard procedure for CTU employee accommodation starts with an application by a CTU employee or an entity requesting a specific type of accommodation to be recommended by the dean, director or secretary and approved by the CTU finance director. The application form for employee accommodation is available at the Accommodation Services Department of the SFA, CTU in Prague.
4. Proof of full-time employment and a copy of the employment contract with the relevant department of the CTU in Prague is to be submitted with a filled-in application, including all prescribed requirements.



5. Employee and self-payer accommodation is provided in allocated accommodation facilities of the SFA according to locations provided in the Accommodation Price List for Self-Payer and Employees, approved by the Head of the SFA CTU in Prague.
6. Payment for accommodation is always payable by the 15th day of each month to the accommodation provider's account as a direct debit, through the GoPAY payment gateway or in cash (possibly, also by card) at one of three collection locations. The variable symbol is the birth number of the accommodated person or a code that was generated in the Basic Information tab in the ISKaM4 system and provided to the client. The variable symbol can also be provided by the Accommodation Services Department.

Section III. – Other Provisions

Accommodation services are provided for a definite period of time and at an agreed-upon price. The overall scope of accommodation services is based on the category of the given facility, the size of the dormitory, hotel or hostel and always follows the sanitary regulations of the Czech Republic. Prices of accommodation are provided in pre-established price lists that form a part of these Accommodation Rules for Self-Payer and Employees and are available at www.suz.cvut.cz.

Section IV. – Final Provisions

These Accommodation Rules for Self-Payers and CTU Employees shall come into force on 15 September 2014.

Jaromír Příhoda
Head of the SFA CTU in Prague