

# **ACCOMMODATION SCENARIO for Academic Year 2016/2017**

## **CTU in Prague, Service Facilities Administration (SFA)**

(hereinafter the "Accommodation Provider")

### **Basic Provisions**

The Accommodation Scenario applies to full-time university students, to students of other forms of study at universities, to students of other institutions than universities, including internship and exchange students with specific accommodation agreements.

#### **A) Allocation of dormitory accommodation to students under this scenario takes place according to the following priorities**

- 1) All reserving students
- 2) All full-time CTU students
- 3) All full-time non-CTU university students
- 4) Students of other institutions, forms of studies and studies

#### **B) Reservation of accommodation – applies to RESIDING STUDENTS as of the date of commencement of reservations – continued accommodation for the next academic year**

- 1) **Online** reservations must be submitted - <https://web.suz.cvut.cz/Login> between **9/5/2016 and 20/6/2016 inclusive**.
- 2) Couples make reservations with the manager of the dormitory.
- 3) As a means of confirmation of the interest in the allocated accommodation, students make a payment of a refundable cash deposit (or their asset balance in the ISKAM4 accommodation system (hereinafter referred to as "ISKAM4")) must be equal or higher than the amount of the deposit) by the deadline set out in the Schedule of Accommodation (hereinafter referred to as the "SoA") for the current academic year (hereinafter referred to as "AY").
- 4) If a reservation is not made within the specified period, a new application for dormitory accommodation must be submitted, see section C, point 2.
- 5) Making a reservation of accommodation does not constitute a legal entitlement to accommodation.

#### **C) Application for dormitory accommodation – applies to NON-RESIDING STUDENTS as of the opening date for applications**

- 1) Students can apply for CTU dormitory accommodation anytime throughout the year.
- 2) The term for online applications for AY 16/17 starts from **1/3/2016**.
- 3) Each applicant must complete an application for dormitory accommodation at <https://web.suz.cvut.cz/Login> or [www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr)
- 4) **Prior to arrival to the dormitory** (by 30/9/2016), students **make a payment of a refundable cash deposit** via bank transfer to the account of the accommodation provider by the specified deadline set out in the SoA for the current AY (applies to the 1st round of allocation of dormitory accommodation), or by the deadline announced to students via other channels (e-mail, SMS), (applies to allocations in other rounds).  
**On the day of arrival** to the dormitory, students pay the accommodation services and associated fees, **including insurance**, including insurance for the month of September **via bank transfer or at one of the collection points**. That is between the date of arrival and **by 30/9/2016**. In exceptional cases, the student is permitted to pay all fees in cash to the dormitory manager.  
**Prior to the arrival to the dormitory after 30/9/2016**, students pay the accommodation services and associated fees including insurance for the month during which they arrived, **at one of the collection points or via bank transfer**. (Dormitories do not offer cash collection for accommodation services).  
**For bank transfers, the fastest payment method students can use is the GoPAY online payment gateway directly in the ISKAM4 accommodation system (particularly recommended for payments from abroad)**.  
More information about other methods and deadlines for payment can be found in the General Terms of Accommodation (hereinafter referred to as "GTA") in sections C and D; this also applies to internship and exchange students.
- 5) If a student fails to make the payment of the cash deposit within the required deadline to confirm the interest in the allocated accommodation, the application will be cancelled in the system and the student shall bear the full costs associated with the cancellation, see List of Payments and GTA, Section E.
- 6) Future students (and all other persons) apply for dormitory accommodation according to this section and paragraph 2.
- 7) Submitting an application for dormitory accommodation does not constitute a legal entitlement to accommodation.

#### **D) Documents required for arrival to dormitory**

- 1) Identity card or passport, 1 passport photo.
  - a. CTU students shall submit their ID card for verification (in disputable cases, they shall submit a valid CTU card or a current certificate of study). In disputable cases, the accommodated student shall be charged with the self-payer price of accommodation until a valid CTU card or current certificate of study for full-time or part-time study is submitted, see [www.suz.cvut.cz/cenik](http://www.suz.cvut.cz/cenik)
  - b. Students from other institutions **must** submit a current certificate of study upon arrival. If the student fails to do so, he/she shall be charged with the self-payer accommodation rate, until the certificate is submitted, see [www.suz.cvut.cz/cenik](http://www.suz.cvut.cz/cenik)
  - c. Students arriving for internships or under study exchange programs – accommodation terms are governed by specific conditions. For more information, see GTA, sections F and G.
  - d. Property insurance - students sign an amendment to the accommodation agreement on the day of arrival to the dormitory.

#### **E) Term of arrivals to the dormitory**

- 1) **Regular arrivals** to dormitories will take place between **19/9/2016 and 27/9/2016 inclusive**. For requests for postponement of arrival date see the GTA document, section G, paragraph a, point 3.
- 2) Any changes or information related to the regular arrivals will be posted on the web [www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr)

**F) Payment of accommodation services and associated fees**

- 1) Payments are made by direct debit. More information is available at [www.suz.cvut.cz/files/platba\\_kolejneho.pdf](http://www.suz.cvut.cz/files/platba_kolejneho.pdf). Payment is made by direct debit executed between days 10 and 15 of the current month (the date the payment is credited to the account of the accommodation provider must be the 15th day of the given month at the latest).
- 2) Payment is made via the GoPAY online payment gateway directly from the accommodation system ISKAM4.
- 3) In exceptional cases, other payment methods may be used, see GTA section C.

**G) Results of allocation of dormitory accommodation**

- 1) Applications for dormitory accommodation are evaluated in line with the dates given in the SoA and also continuously depending on free capacity. Students are informed through logging in to <https://web.suz.cvut.cz/Login>, or [www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr)
- 2) As a means of confirmation of the interest in the allocated room, reserving students make a payment of the cash deposit by the deadline set out in the SoA for the current AY, or the account balance of the student must be equal or higher than the amount of the deposit as of the date set out in the SoA for the current AY.
- 3) As a means of confirmation of the interest in allocated accommodation in the 1st round of allocations, applicants make a payment of the cash deposit to the account of the accommodation provider by the deadline set out in the SoA for the current AY. During the following rounds of allocation of dormitory accommodation, applicants will be informed (e-mail, SMS) of the due date for the deposit. (the amount of the cash deposit is set to CZK 3,000 for students and to CZK 5,000 to internship or exchange students).

**H) Information**

- 1) Answers to frequently asked questions are found at [www.suz.cvut.cz/faq](http://www.suz.cvut.cz/faq)
- 2) Sections of information on accommodation are found at [www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr)
- 3) E-mail address for communication with the department of accommodation services: [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz)
- 4) ISKAM4 technical support: [iskam@suz.cvut.cz](mailto:iskam@suz.cvut.cz)
- 5) Office hours of the department of accommodation services: <https://www.suz.cvut.cz/kontakt/odbor-ubytovani>
- 6) Office hours of dormitories: <https://www.suz.cvut.cz/koleje>
- 7) Office hours of collection points: <https://www.suz.cvut.cz/files/vm.pdf>

**The following attachments form an integral part of this document:**

- General Terms of Accommodation – attachment number 1.
- Accommodation Schedule for CTU dormitories accommodation for AY 2016/2017 – attachment number 2.

Discussed by the Academic Senate of CTU in Prague on 24/2/2016

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