

ACCOMMODATION SCENARIO for Academic Year 2018/2019

CTU in Prague – SFA

(hereinafter 'provider')

Basic provisions

The Accommodation Scenario (hereinafter 'AS') applies to full-time students at universities, to students of other forms of study at universities, to students of other schools than universities including students on internships and student exchange programmes to whom specific contracts for accommodation apply.

A) Allocation of accommodation on campus pursuant to this scenario is conducted according to the following priorities

- 1) All who have booked accommodation
- 2) All CTU students
- 3) Students of other universities
- 4) Other students

B) Reservation of accommodation – valid for RESIDENTS within the reservation period – continued accommodation in the following academic year

- 1) Necessary to submit **on-line** reservation of accommodation - <https://web.suz.cvut.cz/Login> **from 9. 5. 2018 till 20. 6. 2018 inclusive.**
- 2) Couples can book accommodation with the economic manager of the respective hall of residence.
- 3) To confirm the interest of the allocated place, a student pays a refundable deposit or the **his/her balance** in the accommodation system in ISKAM4 (hereinafter 'ISKAM4') must equal or be greater than the amount of deposit) by the deadline specified in the Schedule of Accommodation (hereinafter 'SoA') for the current academic year (hereinafter 'AY').
- 4) If a student fails to apply for reservation within the stated deadline, he/she must raise a new application for accommodation on campus, see section C) point 2).
- 5) No later than **on the day of the arrival** on campus a booking student pays for accommodation services and associated fees, **including insurance**, for September **cashless or at one of the collection points by 30. 9. 2018**; exceptionally by cash to the economic manager (this also applies to students accommodated all year round paying by direct debit).
- 6) By reserving a bed in a hall of residence a student does not obtain the legal right to accommodation.

C) Application for accommodation on campus – valid for NON-RESIDENTS within the period for applying for accommodation.

- 1) It is possible to apply for accommodation in halls of residence of CTU NONSTOP – all year round. In case of unavailability of the CTU accommodation, the accommodation owner reserves the right to close the registration of the new non-CTU applicants (see accommodation rules ISKAM4).
- 2) A period for submitting on-line applications for AY **2018/2019 commences on 1. 3. 2018**
- 3) Each applicant must complete an application for accommodation on campus <https://web.suz.cvut.cz/Login> or www.suz.cvut.cz/rezr.
- 4) **Prior to arriving on campus (by 27. 9. 2018)** a student **pays a refundable deposit** by transfer to the account of the provider, always within the deadline stipulated in SoA for the current AY (valid for allocating accommodation in the 1st round in halls of residence), or within the deadline that will be communicated to him/her (e-mail, SMS), (valid for allocating accommodation in subsequent rounds).
On the day of arrival on campus, a student pays for accommodation services and associated fees, **including insurance**, for September **cashless or at one of the collection points**. So, the period from the arrival date till 30. 9. 2018. In exceptional cases a student is allowed to pay all fees by cash to the economic manager of a hall of residence.
Prior to arriving on campus after 27. 9. 2018 a student pays for accommodation service and associated fees for the month in which he/she joined the campus, **at any collection points or cashless**. (The collection of the payment for the dormitory accommodation does not take place in case the place of accommodation is not also the place of collection).
For a cashless payment a student can use the fastest payment via the payment gateway GoPay on-line directly from the accommodation system ISKAM4 (we recommend this option mainly for payments from abroad).
More information about other payment options and deadlines is available in the General Terms of Accommodation (hereinafter 'GTA') in sections C) and D); this also applies to students on an internship or student exchange programme.
- 5) If a student fails to pay a deposit by the requested deadline, as confirmation of his/her interest, his/her application will be cancelled in the system and the student will be charged all cancellation fees, see Pricelist of refunds, fees, lump sum payments, penalties and other services of CTU in Prague – SFA (hereinafter 'Pricelist of payments') and GTA, section E.
- 6) A future resident applies for accommodation on campus in accordance with this section and paragraph 2.
- 7) Reoccurring applications for accommodation will be attended to only after the first time applicants have been resolved.
- 8) By submitting an application for accommodation on campus a student or applicant does not obtain the legal right to accommodation.

D) Necessary documents for the arrival on campus

- 1) An ID card or passport, for individuals, who are not citizens of Czech Republic, Passport or Residence Permit and filled and signed registration document, 1 x passport photograph.
 - a. CTU students present for inspection their ID card (in contentious cases a student presents a CTU pass or currently issued certificate of study). In contentious cases a resident is charged the price of a self-payer until the physical valid CTU pass or current certificate of full-time or combined studies at CTU is presented, see www.suz.cvut.cz/cenik
 - b. Students studying at other schools **must** hand over their current certificate of study upon arrival. Failing to do so, students of a Czech university will be charged the price of a self-payer, until physical presentation of this certificate, see www.suz.cvut.cz/cenik. Students from other schools pay for accommodation a price of a self-payer according to the Pricelist for self-payers for the entire length of studies.
 - c. Students taking part in an internship or student exchange programme – their accommodation conditions are governed by specific conditions. More information is available in GTA, see sections F) and G)
 - d. Insurance of assets – by signing the Supplement to the Accommodation Agreement on the first day of arriving at the dormitory, student sign and agrees to the conditions of the property insurance as applied to the property.

E) Dates of arrival on campus

- 1) **Regular arrivals** on campus will take place **from 17. 9. 2018 till 27. 9. 2018 inclusive**. For options to defer the arrival date, see GTA, section G) paragraph a) point 3).
- 2) Any possible changes of information regarding regular arrivals will be published on www.suz.cvut.cz/rezr.

F) Payment for accommodation services and associated fees

- 1) Is made by direct debit. More information is available on www.suz.cvut.cz/files/platba_kolejneho.pdf. Direct debit is paid between the 10th and 15th day of a regular month (the date the payment is credited to the provider's account must be no later than the 15th day of a regular month).
- 2) Is paid via the payment gateway GoPay on-line directly from the accommodation service of the system ISKAM4.
- 3) In exceptional cases it is possible to pay in another way, see GTA, section C).

G) Results of allocation of accommodation on campus

- 1) Applications for accommodation on campus are assessed in accordance with the deadlines set out in SoA and then continuously in response to free capacity. Students are informed after logging in <https://web.suz.cvut.cz/Login>, or www.suz.cvut.cz/rezr.
- 2) Interest in allocated accommodation in a specific room is confirmed by the booking person by paying a deposit to the account of the provider within the deadline stipulated in SoA for AY, or his/her amount of assets in ISKAM4 must also equal or be greater than the required deposit on the date referred to in SoA for AY.
- 3) Interest in the allocated accommodation on campus in the 1st round of allocation of accommodation in CTU halls of residence must be confirmed by the applicant by paying the deposit to the provider's account within the deadline in SoA for AY. In subsequent rounds of allocating accommodation on campus, the applicant will be informed (by e-mail, SMS) about the due date to pay the deposit. The amount of the deposit is defined at 3,000 CZK for a student and 5,000 CZK in case of a student on an internship or student exchange programme from abroad.

H) Information

- 1) Answers to your questions are available on www.suz.cvut.cz/faq
- 2) The section that contains information related to accommodation can be found on www.suz.cvut.cz/rezr
- 3) E-mail address for communication with the Department of accommodation services: ubytovani@suz.cvut.cz
- 4) Technical support of ISKAM4: 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 halls of residence: <https://www.suz.cvut.cz/koleje>
- 7) Office hours of collection points: <https://www.suz.cvut.cz/files/vm.pdf>

The following appendices form an integral part of this document:

- General Terms of Accommodation – appendix no. 1.
- Schedule of Accommodation in CTU halls of residence for AY 2018/2019 – appendix no 2.

Discussed by the Academic Senate of CTU (resolution č.18-12/2018)

Valid from March 1, 2018

Ing. Jiří Boháček
Director of CTU in Prague – SFA

doc. RNDr. Vojtěch Petráček, CSc., v.r.
Rector of CTU in Prague