ACCOMMODATION SCENARIO for Academic Year 2019/2020

SFA CTU in Prague
(hereinafter ‘provider’)

Basic provisions

The accommodation scenario (hereinafter the “AS”) applies to students of full-time university study courses, to students of other forms of university study courses, to students of schools other than universities, including students on study placements and exchange placements, to whom specific accommodation contracts apply, and to graduates of the Czech Technical University in Prague.

A) According to this scenario, accommodation is assigned at dormitories according to the following priorities:

1) All persons making reservation, see AS, item B)
2) Applicants, all students of the Czech Technical University in Prague and all applicants for a study course at CTU in Prague
3) Applicants, other students, who have previously been accommodated at the accommodation provider’s dormitory.
4) Applicants, students of other Czech universities
5) Applicants, other students

B) Reservation of accommodation – only applies to students and graduates of the CTU in Prague who are LIVING at the college of the CTU as of the date the reservation submission period commences (assumption that accommodation will continue to be provided for the following academic year)

1) An on-line reservation for accommodation must be submitted at https://web.suz.cvut.cz/Login - this concerns students studying at any Czech university. Other accommodated students and graduates of the CTU in Prague make a reservation with the manager of the specific dormitory (reservation require students to submit confirmation that they are studying and graduates of the CTU must submit a copy of their university diploma no older than 5 years) Reservations can be made from 9 May 2019 until 20 June 2019 inclusive. The reservation methodology will be published https://www.suz.cvut.cz/en/rezr/rezervace-ubytovani
2) Couples reserve accommodation with the manager of the relevant dormitory.
3) As confirmation of his/her interest in assignment of a place, the student will pay a refundable monetary deposit, or the student’s asset balance in the ISKAM4 accommodation system (hereinafter “ISKAM4”) must be equal to or higher than the monetary deposit by the deadline specified in the Schedule of Accommodation (hereinafter the “SoA”) for the current academic year (hereinafter the “AY”).
4) If the student fails to make a reservation for accommodation, by the specified deadline, the student must submit a new application for accommodation at the dormitory (see AS section) item2).
5) The student making the reservation must pay for the accommodation services and the related fees, including insurance, for the month of September by bank transfer or debit card at one of the collection points, on the date he/she signs-in to the dormitory for accommodation at the latest. The September payment covers accommodation from the date the student signs-in to the dormitory for the AY of 2019/2020 until 30 September 2019 (this also concerns students who are accommodated all-year-round and pay by direct debit).
6) The student does not become legally entitled to accommodation by reserving a bed at the dormitory.
7) The student becomes legally entitled to accommodation by payment of the monetary deposit, or if the student’s asset balance in ISKAM4 is equal to or higher than the value of the monetary deposit by the deadline specified in the SoA for the current AY.

C) Application for accommodation on campus – valid for NON-LIVING at the college of the CTU as of the date of commencement of applications for accommodation and for LIVING at CTU dormitory who have not made a reservation

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 2019/2020 commences on 1. 3. 2019
4) As confirmation of his/her interest in assignment of a place, the student will pay a refundable monetary deposit, or the student’s asset balance in the ISKAM4 accommodation system (hereinafter “ISKAM4”) must be equal to or higher than the monetary deposit by the deadline specified in the Schedule of Accommodation (hereinafter the “SoA”) for the current academic year (hereinafter the “AY”).
5) Prior to arriving on campus (by 20. 9. 2019) 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 by credit card at one of the collection points. So, the period from the arrival date till 30. 9. 2019.
6) Prior to arriving on campus after 20. 9. 2019 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.
6) 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.
7) Reocuring 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.
9) The student becomes legally entitled to accommodation by payment of the monetary deposit, or if the student’s asset balance in ISKAM4 is equal to or higher than the value of the monetary deposit by the deadline specified in the SoA for the current AY.
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/en/pricelist
      b. Students studying at other schools must hand over their current certificate of study upon arrival (not older 14 calendar days). 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/en/pricelist. 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. This fact does not relieve them of the obligation to deliver an actual study certificate.
      c. Students taking part in an internship or student exchange programme, are governed by specific conditions of accommodation. More information is available in GTA, see sections F) and G)
      d. Student sing and agrees to the conditions of the property insurance as applied to the property, by signing to the Accommodation Agreement on the first day of arriving at the dormitory.

E) Dates of arrival on campus
   1) Regular arrivals on campus will take place from 9. 9. 2019 till 20. 9. 2019 inclusive. For options to defer the arrival date, see GTA, section G) paragraph a) point 3) and SoA

F) Payment for accommodation services and associated fees
   1) Is made by direct debit. You can obtain more information by clicking on www.suz.cvut.cz/files/platba_kolejneho_en.pdf. Direct debit is paid between the 9th and 13th day of the current month (the payment must be credited to the accommodation provider’s account by the 15th day of the current month). Direct debit does not take place repeatedly.
   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) 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. Students are informed after logging in https://web.suz.cvut.cz/Login, or www.suz.cvut.cz/en/rezr
   2) 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/en/rezr.
   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 3,500 CZK for a student and 5,500 CZK in case of a student on an internship or student exchange programme from abroad.

H) Information
   1) News are available on www.suz.cvut.cz
   2) Answers to your questions is available on www.suz.cvut.cz/en/faq
   3) Long-term student accommodation are available on www.suz.cvut.cz/en/rezr
   4) Login to ISKAM: https://web.suz.cvut.cz/Login
   5) E-mail address for communication with the Department of accommodation services: ubytovani@suz.cvut.cz
   6) Technical support of ISKAM4: iskam@suz.cvut.cz
   7) Office hours of the Department of accommodation services: www.suz.cvut.cz/en/contact

The following appendices form an integral part of this document:

- General Terms of Accommodation – appendix no. 1.

Discussed by the Academic Senate of CTU (resolution č.28-8/2019)

Valid from March 1, 2019

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