

General Terms of Accommodation

(hereinafter referred to as "GTA")
(appendix 1)

A) Application for dormitory accommodation

- 1) Students of CTU, newly admitted applicants for studies at CTU, students of other universities and students of other educational institutions and CTU graduates submit their applications for dormitory accommodation via <https://web.suz.cvut.cz/Login>
- 2) **The deadline for submitting applications** for dormitory accommodation for the 1st round of allocation of accommodation is specified in the Schedule of Accommodation (hereinafter referred to as "SoA") for the current AY (academic year).
- 3) Applicants for 'single accommodation' should tick interest in this type of accommodation on the web interface. Applicants will have their request met once all applications for accommodation have been dealt with and in accordance with the free capacity of double rooms within CTU dormitories.
- 4) **The results of allocation** for dormitory accommodation for the 1st and the following rounds will be available at <https://web.suz.cvut.cz/Login> on the date specified in the SoA for the current AY or on the date announced to students via other channels (e-mail, text message).
- 5) Allocated dormitory accommodation (1st or the following rounds) can be confirmed through **payment of a cash deposit** to the account of CTU in Prague - SFA (the "accommodation provider") in the amount specified in section D, point 1), no later than the date specified in SoA for the current AY or the date announced via other channels (e-mail, SMS).
- 6) Submitting an application for dormitory accommodation does not constitute a legal entitlement to accommodation.

B) Reservation of accommodation

- 1) Each student can make one reservation at one dormitory of the accommodation provider only.
- 2) In the case of justified absence at the dormitory at the time of reservations (illness, internship abroad, etc.), students can request reservation of accommodation at the accommodation services unit of the accommodation provider, hereinafter referred to as "ASU" via e-mail: ubytovani@suz.cvut.cz
- 3) After the reservation deadline has expired, reservations for dormitory accommodation can only be made in justified cases and through the ASU (for currently accommodated students from the dormitory manager of the dormitory in question).
- 4) **Results of accommodation allocation** will be made available to students with reservations at <https://web.suz.cvut.cz/Login> on the date specified in the SoA for the current AY.
- 5) The required student **account balance** is specified in section D, point 2.
- 6) Students with accommodation until the end of the examination period in the summer semester can additionally make a reservation for **holiday accommodation** for the given period, see SoA for the current AY. For this type of accommodation, the accommodation provider shall allocate the required

capacity with regard to the economical utilization of the dormitories during the summer months.

- 7) Making a reservation for accommodation for the next academic year does not constitute a legal entitlement to accommodation.

C) Payment of accommodation services and related fees

- 1) 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). By ticking their consent to the direct debit (their bank account must be filled in on their student card in the ISKAM4 accommodation system; 'ISKAM4'), the student gives their consent to currently payable debts being taken out of the bank account given by direct debit. In order for a direct debit to be successfully made, the student must arrange consent to the direct debit from their bank. Consent to direct debit can only be made from bank accounts held in the Czech Republic.
- 2) Payment is made via the GoPAY payment gateway directly from the accommodation system ISKAM4. The best method for paying from abroad. If payments are returned which were not used for accommodation services and related charges and they were paid using GoPay, no handling fees are charged.
- 3) In exceptional cases, the payment can also be made by bank transfer to the account of the accommodation provider.

Accommodation provider bank account **27-4082130287/0100**

For international payments use:

IBAN:CZ200100000274082130287

SWIFT (BIC) KOMBCZPPXXX

In both cases, use the generated variable symbol found in "Basic information" in the ISKAM4 accommodation system.

The resulting costs (the handling fee) associated with crediting/sending international payments for accommodation shall be covered by the student. For overpayments, there is a minimum amount required for an international refund of overpayment to be made. More information about the amount of the handling fee can be found in the List of payments, fees, flat rates, fines and other services of CTU in Prague – SFA (hereinafter referred to as the List of payments) available at www.suz.cvut.cz/cenik

- 4) The payment can be made in cash at one of the three collection points: Masarykova Dormitory (Masarykova kolej), Strahov Central Reception (Strahov Centrální recepce) and Podolí Dormitory (kolej Podolí). Payment by credit/debit card is possible at these collection points: Masarykova Dormitory (Masarykova kolej), Strahov Central Reception (Strahov Centrální recepce) and Podolí Dormitory (Kolej Podolí) and is subject to a handling fee as per the List of Payments, see www.suz.cvut.cz/cenik.
- 5) In exceptional cases, payment of deposits and insurance can be made in cash by the end of September to the dormitory manager of the particular dormitory on the day of arrival, see SoA.
- 6) Payments CANNOT be made by means of postal money orders.

D) Payment of cash deposit and student account balance

- 1) If a student applies for dormitory accommodation (non-residing student) and the accommodation is allocated, the student will be required to make a cash deposit by the date specified in the SoA for the current AY or by the date announced via other channels (e-mail, SMS) to the

account of the accommodation provider. The required amount of the cash deposit can be found in the SoA for the current AY.

- 2) If a student makes a reservation of accommodation for the next academic year (residing student), the student will be required to have an account balance higher or equal to the specified cash deposit as of the date specified in the SoA for the current AY. The required amount of the cash deposit can be found in the SoA for the current AY.
- 3) Students arriving for internships or under study exchange programs shall be subject to specific terms stated in section F.

E) General information

- 1) Terms of agreements
 - **Accommodation until the end of the examination period in the SS**
 - **Year-round accommodation, i.e. until the end of summer holidays**
 - **Long-term accommodation for a definite period** with the option of applying for extension of accommodation no later than 1 month prior to the termination of the agreement.
- 2) The beginning and end of the accommodation agreement may be modified by the Department of Accommodation on the basis of operational reasons and after approval of the Director of CTU in Prague - SFA.
- 3) The provider of accommodation provides accommodation to students who are of legal age. If a student is not of legal age, the student shall submit a notarized affidavit signed by at least one of the legal representatives of the student. Link to the forms can be found at: <https://www.suz.cvut.cz/koleje/informace-a-dokumenty>
- 4) The basic criterion for the provision of dormitory accommodation is the time accessibility depending on the permanent residence of the student.
- 5) Students will be informed of the results of allocation of dormitory accommodation in this manner (by priority):
 - a. via the web interface <https://web.suz.cvut.cz/Login>
 - b. via the e-mail address specified in the ISKAM4 accommodation system
 - c. via SMS
- 6) Cancellation of reservations and applications for dormitory accommodation

All requests are to be submitted in written form via e-mail to ubytovani@suz.cvut.cz and in accordance with other provisions of the GTA.

If a reserving student has paid the cash deposit and does not arrive for accommodation and notifies the accommodation provider in writing of cancellation of the accommodation prior to the date **the results of allocation of dormitory accommodation are announced** (inclusive), the reservation will be cancelled and the deposit refunded in full.

If a reserving student requests cancellation of reservation after the date the results of allocation are announced and before the last day of the ordinary term of start of accommodation (inclusive), the allocated accommodation will be cancelled and the cash deposit refunded after deducting the cancellation fee specified in the List of prices, see www.suz.cvut.cz/cenik.

If a student with allocated dormitory accommodation following an application for dormitory accommodation who has paid the cash deposit and notifies the

accommodation provider in writing of cancellation of accommodation before the last day of the ordinary term of start of accommodation (inclusive), the allocated accommodation will be cancelled and the cash deposit refunded after deducting the cancellation fee specified in the List of prices, see www.suz.cvut.cz/cenik.

If a student does not arrive for accommodation within the ordinary term of the start of accommodation, the cash deposit shall be forfeited to the accommodation provider.

If a student finds out their allocated dormitory accommodation after the ordinary term of start of accommodation (e-mail or SMS) and has paid the cash deposit and also makes a written cancellation of accommodation by the date of announced arrival inclusive, the deposit shall be refunded in full.

If a student terminates or interrupts his/her studies or leaves for a study visit abroad and requests cancellation of reservation or allocated accommodation and submits a confirmation of termination or interruption of studies, or confirmation of study abroad, the cash deposit shall be refunded in full. If a CTU student provides information on the termination or interruption of their studies by loading it from the KOS study system onto ISKAM4, no confirmation is required.

If the student cannot arrive at the dormitory for exceptional reasons, they should request in writing (to ubytovani@suz.cvut.cz) that the reservation or assigned accommodation be cancelled and their deposit be returned this request must include specific justification with evidence. Accommodation Department management will decide upon the awarding of exceptions.

- 7) The Director of CTU in Prague - SFA – may grant students accommodation based on serious health, social or other reasons. These reasons must be properly documented and supplied with the application for dormitory accommodation.
- 8) The Director of CTU in Prague - SFA may also satisfy the application for dormitory accommodation of student organizations of CTU, with a maximum limit of 60 students who participate significantly in student organizations at CTU and who have not breached the provisions of the Accommodation Rules and the House Rules of the dormitory.
- 9) Accommodation prices are available at www.suz.cvut.cz/cenik
- 10) If accommodation services (obligations) are not paid by the student by the 15th day of the current month for reasons on the part of the student (the date the payment is credited to the account of the accommodation provider must be no later than the 15th day of the current month), the student shall be regarded as debtor from the following day, including any possible sanctions (penalties, paid SMS reminders, withdrawal from accommodation agreement). The costs of penalties, paid SMS reminders and handling fees shall be applied on the basis of the applicable List of Payments published at www.suz.cvut.cz/cenik. In the event that the payment for accommodation services is not made within the specified period, the student shall be obliged to pay the amount due without any delay, including any associated fees. In the event that a student makes a payment for accommodation services properly and on time (as documented by account statement) and the payment is credited by the accommodation provider on the next day (16th day of the current month), the penalty under the contract shall not apply.

- 11) An exception for the payment of dormitory accommodation is the period of the last month of the accommodation agreement, where it is not immediately followed by another accommodation at the dormitories of the accommodation provider. During this month, direct debit is not used (if the student uses direct debit as the form of payment), but the price of accommodation is charged to the student on the last day of accommodation and penalties do not apply.
The same procedure applies for giving notice of the accommodation agreement by the accommodated student.
- 12) **Change of rooms** within one dormitory is possible after consultation with the dormitory manager, change between dormitories is possible only after consultation with managers of the given dormitories. For operational and administrative reasons, such changes may be implemented only after the end of the ordinary term of start of accommodation specified in the SoA for the current AY. Requests for change of dormitory for exceptional reasons may be satisfied earlier with regard to the current vacancy status of dormitories. Accommodated students may move within one dormitory/block 1 times per semester at the most. In exceptional cases and after the approval of the dormitory manager, moving may be allowed more than once.
- 13) Accommodated students are obliged to move if the economic utilization of the dormitory so requires, however, not more than once a year. Other situations include emergencies, reconstructions, crisis situations and also if required by the interests of the school. Students shall be informed of moving at least one week in advance (except for emergency situations).
- 14) Students leaving to study abroad during the current academic year can make a reservation for accommodation in their room with the Accommodation Services Unit no later than 14 days prior to their departure, for the date of their return (within the same academic year) from the study visit (students shall submit a written application for dormitory accommodation and attach a confirmation of their studies abroad). Students confirm such reservation of accommodation by keeping the cash deposit on the account of the accommodation provider.
- 15) If an internship student has a confirmed accommodation reservation (and has not concluded the accommodation agreement), and does not intend to start using the accommodation, the student is obliged to cancel the reservation in writing (e-mail) no later than 60 days before the scheduled start of accommodation. In such case, the reservation will be cancelled and the deposit refunded in full. If the student cancels the reservation in writing (e-mail) less than 60 days before the scheduled start of accommodation, the cash deposit shall be refunded after deducting the cancellation fee in the amount specified in the List of Payments, see www.suz.cvut.cz/cenik. In the event these conditions are not fulfilled, the deposit shall be non-refundable.
- 16) If an application for dormitory accommodation contains false or incomplete information, or if the applicant for dormitory accommodation completes, interrupts or terminates his/her studies, the application shall be removed from the register.
Former full-time students with a history of trouble-free accommodation and compliance with the accommodation agreement may apply with the ASU for an extension of the agreement for the given academic

year for a price specified in the price list for self-payers, see www.suz.cvut.cz/cenik

- 17) Applications for dormitory accommodation of students who have breached the accommodation agreement and were expelled from dormitory accommodation as a result, shall be assessed by a committee appointed by the Director of CTU in Prague - SFA.
- 18) **Termination of dormitory accommodation**
Students who want to terminate the accommodation agreement prematurely must do so at least 30 calendar days in advance. If a student terminates the accommodation agreement later or ends his/her accommodation without terminating the agreement, a penalty in the amount of the cash deposit shall apply. This condition shall not apply to the last 30 calendar days of the term of the accommodation agreement. In justified cases, the head of the accommodation department grant an exception on the basis of a written request.
- 19) During the summer holidays (as per the AY timetable), students will have 2 nights of accommodation guaranteed for each examination term. Dormitory accommodation will be provided for the dormitory accommodation price and on the basis of a confirmation of the given examination. Should the student fail to provide such confirmation, the price paid shall be as per the price list for self-payers. Dormitory accommodation must be reserved at least two business days in advance with the manager of the given dormitory. In this case, the reservation must be made by e-mail or by phone. The contact details of the individual dormitories are available at www.suz.cvut.cz/koleje
- 20) If a student wants to stay at the dormitory during the summer holidays for the standard residence fee, the stay must be of at least 10 consecutive days. Otherwise, the accommodation price shall be as per the price list for self-payers, see www.suz.cvut.cz/cenik
- 21) Students with year-round and long-term accommodation will be allocated dormitory accommodation so that the economical utilization of the dormitory is maintained.
- 22) Students may apply for extension of their accommodation agreement with the Accommodation Services Unit (e-mail: ubytovani@suz.cvut.cz).
- 23) Terms of the contract and legal regulations shall be governed by section G of this document.

F) Terms for internship and exchange students

- 1) Internship and exchange students are divided into categories as follows: a) CTU students and b) non-CTU university students. These students have specific terms of dormitory accommodation.
- 2) Dormitory accommodation can be applied for in the same manner as in the case of students, see section A, points 1 and 2. CTU students receive login details for the ISKAM4 accommodation system directly from the school. (non-CTU university students must first register in the ISKAM4 accommodation system and then submit applications for accommodation. Registrations and applications can be made at <https://web.suz.cvut.cz/Login>)
WINTER SEMESTER
- 3) **Receiving applications for dormitory accommodation** in the WS or WS and SS ('WS') of the following academic year takes place from the date specified in the SoA for the current AY.
- 4) **The deadline for submitting applications** for dormitory accommodation for the 1st round of allocations for the WS is specified in the SoA for the current AY.

5) **Results of accommodation allocation** for the 1st round of accommodation in the WS will be made available at <https://web.suz.cvut.cz/Login> on the date specified in the SoA for the current AY.

6) **The cash deposit payment** is payable to the account of the accommodation provider. The due date and amount of the deposit for the WS are specified in the SoA for the current AY.

The payment for accommodation services including insurance upon arrival at the dormitory in the WS is payable on the day of arrival at the dormitory, from the day of arrival until the end of October of the current year. In case the student decides to terminate dormitory accommodation before this date, the entire payment of accommodation services with associated charges including the cash deposit shall be forfeited to the accommodation provider to the cancellation fee account. **The payment shall be made by bank transfer or at one of the collection points.**

Payment of accommodation services starting from November of the given academic year shall be governed by section E point 11. The payment for accommodation services including insurance upon arrival at the dormitory in the SS is payable on the day of arrival at the dormitory, from the day of arrival until the end of the current month.

SUMMER SEMESTER

7) **Receiving applications for dormitory accommodation** in the SS of the following academic year takes place from the beginning of October of the current academic year in accordance with the SoA for the current AY.

8) **The deadline for submitting applications** for dormitory accommodation for the SS is specified in the SoA for the current AY.

9) **Results of accommodation allocation** for the SS will be made available at <https://web.suz.cvut.cz/Login> on the date specified in the SoA for the current AY.

10) **The cash deposit payment** is payable to the account of the accommodation provider. The due date and amount of the deposit for the SS are specified in the SoA for the current AY. Payment for accommodation services including insurance upon arrival at the dormitory in the SS is payment by the day of arrival at the dormitory, from the day of arrival to the end of the current month.

11) If a student fails to arrive for accommodation without giving reasons in writing within the term for arrivals of exchange or internship students as per the SoA for the current AY, the deposit shall be non-refundable. Exceptions may be granted by the head of the accommodation department.

12) The terms of arrival for dormitory accommodation for the SS and WS are specified in the SoA for the current AY in the section Internship or exchange students.

13) General terms of accommodation shall be governed by section E and the terms of the contract and legal regulations shall be governed by section G.

G) Rights and obligations of the parties

a) CTU students, non-CTU students, internship or exchange students, university graduates

1) **The regular date of arrivals** to the dormitory shall be in accordance with the SoA for the current AY. Accommodate students have the right to move in the dormitory for the current academic year, on business days only and during the office hours set out in the SoA for the current AY. **The first**

business day after the regular date of arrivals shall be the accommodation day for those students who were informed of allocated accommodation in the dormitory without specific designation. This should be done during office hours set out in the SoA for the current AY.

2) Starting from the following day, the arrivals to the dormitory shall be governed by the **standard office hours** of individual dormitories available at www.suz.cvut.cz/koleje. An exception is the MA+FY workshop for newly admitted first year students (if accommodation is requested by the department and the workshop takes place before the regular term of arrivals to the dormitory) and the arrivals of internship or exchange students under section F, point 12.

3) If a student fails to arrive to the dormitory by the last day of regular arrivals pursuant to paragraph 1 of this section and fails to submit (via e-mail: ubytovani@suz.cvut.cz) a request for **postponement of arrival** by the date deadline for submitting requests for postponement (see SoA for the current AY), the accommodation provider shall be entitled to withdraw from the accommodation agreement. **The postponement date of arrival** to the dormitory in the WS can be postponed by 14 days at the most, see the SoA for the current AY.

The accommodated students will be charged with the price of accommodation services from the last day of regular term of arrivals, the charge will be deducted from the cash deposit (internship and exchange students have an exception in accordance with the SoA for the current year, these students will be charged with the price of accommodation services as per the term of arrivals from the last day of arrivals set out for this category of accommodated students). **The postponement date of arrival** to the dormitory in the SS for internship or exchange students can be postponed by 14 days at the most, see the SoA for the current AY. The accommodated students will be charged with the price of accommodation services from the last day of the term of arrivals for internship and exchange students, the charge will be deducted from the cash deposit.

4) Accommodated students are obliged to effect and pay insurance (amendment to the accommodation agreement) through the accommodation provider in accordance with the applicable price list of their belongings brought to their allocated room and report to the accommodation provider any computer, audiovisual or communication devices with a value exceeding CZK 10,000, in accordance with the insurance policy. If a student fails to report such belongings, the student shall lose the entitlement to indemnification.

5) Accommodated non-CTU students and CTU students in disputable cases are required to submit an up-to-date confirmation of study to the dormitory manager for each semester by the date specified in the SoA. If they do not do this, they will be charged the price for self-payer accommodation until the date this confirmation is physically received, see www.suz.cvut.cz/cenik.

6) Accommodated students are obliged to report to the accommodation provider all electrical appliances and pay for the electricity for their use as per the List of Payments and within the date for payment of accommodation services. Where the room/unit is equipped with an electric meter, the student is obliged to pay advance payments for electricity within the prescribed date. It is forbidden for students to bring in and use electric cookers and heaters inside the facility which were not installed by the accommodation provider.

7) Accommodate students are obliged to obtain and submit within 30 days of their arrival to the dormitory, a certificate issued by an engineering inspector in accordance with the Czech standard CSN 331610, group E, in respect of all electric

appliances brought in that are older than 2 years, or to submit a copy of the receipt or warranty card for appliances under warranty.

- 8) Accommodated students agree to observe fire regulations and the ban on smoking in the dormitory premises.
- 9) Accommodated students are obliged to bear the costs of cleaning the room in their use and to clean it using their own effort.
- 10) Drilling into walls without the approval of the dormitory manager is forbidden.
- 11) It is prohibited to carry out any repairs or modifications of the room, in particular drilling into walls, modifications of windows, window sills, blinds, etc.
- 12) It is prohibited to tamper or otherwise interfere with the façade and windows of the building.
- 13) It is prohibited to arbitrarily change a safety lock cylinder of the door to the room.
- 14) The rights and obligations of the parties are further governed by the Accommodation Rules of the Czech Technical University in Prague and the House Rules of dormitories of CTU in Prague - SFA. Accommodated students are obliged to become familiar with these documents.
- 15) At the request of the accommodation provider, accommodated students are obliged to present their permission to stay within the premises of the accommodation provider.

b) Termination of the accommodation agreement (the accommodation agreement shall expire)

- 1) On expiry of the period for which it was negotiated.
- 2) On the day the student completes, interrupts or terminates studies or is expelled from studies (after the appeal proceedings is complete), upon change of form of study or transfer to a different institution, unless agreed otherwise; if the accommodated student submits a confirmation of completion or interruption of studies (if the student is a CTU student and they load this information on the termination of interruption of their studies from the KOS study system to ISKAM4, this confirmation is not required) and terminates accommodation, the cash deposit shall be refunded - accommodated students are obliged to resolve the above situations within 7 calendar days, otherwise they will bear the consequences of the failure to do so. In the case of international students, i.e. persons with permanent residence outside of the Czech Republic, this period shall be one month at the latest, and further in accordance with this paragraph.
- 3) On the last day of the period set out in section G, paragraph a, point 3, where accommodated students do not submit a written notice of postponement of the time of moving in the allocated room, or upon expiration of the period set by the accommodation provider, unless agreed otherwise by the parties.
- 4) By withdrawal in writing from the accommodation agreement by the accommodated student.
- 5) By withdrawal in writing from the accommodation agreement by the accommodation provider.

c) The accommodation provider is entitled to withdraw from the agreement for the following reasons:

- 1) The accommodated student has offered the use of accommodation to another person without the knowledge of the accommodation provider.
- 2) Despite a warning, the accommodated student breaches the obligations under the agreement – e.g. does not comply with the instruction to move as per section E, point 13, (provision of Section 2331 of the Civil Code, as amended) or other rights

and obligations arising from the internal regulations of the accommodation provider.

- 3) Repetitive and serious breach of hygienic regulations of the dormitory, tampering with installations of any kind and use of unauthorized electrical appliances.
- 4) The accommodated student carries or keeps firearms and ammunition subject to the Act on firearms and ammunition, as currently amended.
- 5) The accommodated student has assaulted another student or resident of the dormitory premises.
- 6) The accommodated student holds, produces or obtains for others any narcotic or psychotropic substances or poisons within the meaning of generally applicable legal regulations.
- 7) The accommodated student has not paid accommodation services or associated fees duly and on time and such payment has been overdue for more than 5 days.

d) Other provisions

- 1) The accommodation provider and the accommodated student are entitled to withdraw from the accommodation agreement for reasons set out in the amendment to the Civil Code.
- 2) Withdrawal from the accommodation agreement must be made in writing, in such case, the accommodation agreement shall expire upon withdrawal from the agreement by the accommodation provider, on the fifth day after sending a written notice of withdrawal from the accommodation agreement by the accommodation provider.
- 3) Accommodated students are obliged to vacate the accommodation premises and to hand them over to the accommodation provider in the condition they were received, with regard to normal wear, no later than on the last day of the term of the agreement, during the morning office hours of the given dormitory (unless agreed otherwise by the parties). If the accommodated student has an agreement on accommodation until the end of the summer holidays and also has confirmed accommodation reservation for the following AY in a different room within any CTU dormitory, they can move to the reserved room before the end of the summer holidays through agreement with the dormitory manager of the dormitory which they have the confirmed reservation for. Such a move can only be made if the reserved room is available.
- 4) In the event that the accommodation agreement has expired and the accommodated student fails to vacate the allocated premises duly and on time within the deadline set out in the preceding paragraph, the parties agree that in such case, starting from the next day after that deadline, a penalty shall apply as per the List of payments, see www.suz.cvut.cz/cenik. After 14 business days, the room may be vacated through official channels.

e) Final provisions

- 1) The accommodated student agrees that the accommodation provider may process his/her personal data under Act no. 101/2000 Coll., on the protection of personal data and amending certain acts, for the period of 10 years after the termination of accommodation, including the personal identification number.
- 2) The accommodated student agrees to the terms associated to the application for dormitory accommodation. These terms are an integral part of the web interface used for the application process.

H) Other binding documents with which the students are required to become familiar with prior to arrival to dormitories

- 1) **Accommodation Scenario** for the given academic year
- 2) **Accommodation Rules**
- 3) **House Rules**
- 4) **Accommodation agreement**
- 5) **Accommodation agreement for internship and exchange students**
- 6) **Pricelist** (dormitory accommodation, self-payers, fees)
- 7) More important documents are available at www.suz.cvut.cz/dokumenty

I) Definitions

Active CTU student - CTU students in higher than the first year and first year students after enrollment.

AY – academic year

E-mail in ISKAM4 – the e-mail address which the student enters in ISKAM4 to which SFA sends the student information relating to their accommodation and from which the student is required to communicate with SFA.

Schedule of Accommodation – (the “SoA”) is a document that provides a timeline of the most important milestones in the process of allocation of dormitory accommodation and accommodation itself.

Direct debit – a form of payment for accommodation services and associated fees. Direct debit payment can be arranged with the bank. If used, the selected limit must be sufficient to cover all services charged against the account of the student. Detailed information is available at https://www.suz.cvut.cz/files/platba_kolejneho.pdf

KOS – the CTU in Prague study system

SS – summer semester

Newly admitted CTU students - admitted CTU students who have received the decision on admission to the CTU and fulfilled all the conditions for admission (including submission of the school-leaving certificate), but who are not yet enrolled to study at university

Cash deposit - has two functions:

- a) Applicants with reservations and new applicants, to whom accommodation was allocated in the first round, prove their interest in the allocated dormitory by making a payment of the cash deposit in due amount and date, see GTA section A, points 4 and 5 and section F, points 5, 6 and 10.
- b) Financial “coverage” of the student accommodation during the entire period of their accommodation; the deposit is used to cover any violations of the accommodation agreement (particularly maintaining a good payment record and covering damages incurred to the accommodation provider by the accommodated student).

Cash deposit = accommodation deposit in ISKAM ore reservation deposit in ISKAM4

Reservation of accommodation – students, who reside in the dormitories as of the date of commencement of reservations, are entitled to make a reservation of accommodation in the particular dormitory and the specific room.

Reservations can be made in accordance with the Schedule of Accommodation:

- a) for the next AY
- b) for the summer holiday in the current academic year (for those accommodated students who have accommodation

agreement only until the summer holiday and wish to extend it)

Accommodation Scenario – (the “AS”) is a document that sets out the conditions for allocation of dormitory accommodation within CTU.

Single accommodation – the accommodated student is accommodated on his/her own in a double room for 1.5 times the accommodation price as per the relevant pricelist

SMS – a telephone number which the student enters in ISKAM4 to which SFA sends the student SMS text messages with information regarding their accommodation

Asset balance = Account balance – summer of all monetary funds on the accommodated student’s account

Student (or self-payer) – a client who reserves accommodation for the coming AY or asks again for assignment of accommodation within CTU dormitories

Accommodation provider – CTU in Prague - SFA

Accommodated student – a person (student, self-payer, etc.) who has concluded the accommodation agreement with the accommodation provider.

General Terms of Accommodation – (the “GTA”) is a document which summarizes the terms for the allocation, course and termination of accommodation within CTU. It is the basic document following on the Accommodation Scenario.

WS – winter semester

Application for dormitory accommodation - this application is submitted by students who do not currently reside in the dormitory or have not made a reservation for the next AY.

Ing. Markéta Kabourková

Director of the Service Facilities Administration at CTU in Prague

Prague, 24 February 2016