

General Terms of Accommodation

(hereinafter 'GTA')

(appendix no. 1 to the Accommodation procedure)

A) Application for accommodation on campus

- 1) A CTU student and a newly accepted applicant to CTU (a future student), a student of another university, another school than a university is applying for accommodation via <https://web.suz.cvut.cz/Login>
- 2) **The deadline for accepting applications** for accommodation on campus to the 1st round of accommodation allocation is stipulated in the Schedule of Accommodation (hereinafter 'SoA') for the entire academic year (hereinafter 'AY').
- 3) An applicant for 'single accommodation' shall tick this option on web interface. The application will be approved only after satisfying all accommodation requests considering vacant capacities of double rooms within CTU's halls of residence.
- 4) **Results of accommodation allocation** on campus in the 1st and subsequent rounds can be viewed by students on <https://web.suz.cvut.cz/Login> within the deadline stipulated in AS for AY or within the deadline communicated to them (e-mail, SMS).
- 5) Allocated accommodation on campus (1st or subsequent rounds) is confirmed by the student by **paying a deposit** to the account of CTU in Prague - SFA (hereinafter 'provider') in the amount stipulated in section D) point 1), at the latest within the deadline stated in AS for AY or the deadline communicated to the student (e-mail, SMS).
- 6) An applicant for accommodation can submit only one application for accommodation.
- 7) By submitting an application for accommodation on campus, a student does not obtain the legal right to accommodation.

B) Reservation of accommodation

- 1) Each student can reserve accommodation only in one hall of residence of the provider.
- 2) In case of justified absence in halls at the time of reservations (illness, internship abroad, etc.), a student may ask the Department for accommodation of the provider (hereinafter 'DfA') to book his/her accommodation by e-mail: ubytovani@suz.cvut.cz.
- 3) Outside the deadline to book accommodation, it is possible to book it only in justified cases, through the Department of accommodation services (hereinafter 'DAS'), (in case of a currently accommodated student through an economic manager of the given hall of residence).
- 4) **Results of accommodation allocation** including reservation will be available to the student (hereinafter 'reserving student') at <https://web.suz.cvut.cz/Login> within the deadline stipulated in SoA for AY.
- 5) The required **account balance** of the student is specified in section D) point 2).
- 6) The student who will remain accommodated till the end of the examination period in ST can additionally book **holiday accommodation** within the deadline, see SoA for AY. For such cases the provider sets aside necessary capacity considering economic use of the halls during summer months.
- 7) By reserving accommodation for next year, a student does not obtain the legal right for accommodation.

C) Payment for accommodation services and associated fees

- 1) Payments are made by direct debit between the 10th and 15th day of a regular month (the payment must be credited to the account by no later than on the 15th day of a regular month). By ticking consent with direct debit (the bank account number must be included in the student's record in the accommodation system ISKAM4; hereinafter 'ISKAM4'), the student gives consent to the provider to direct debit of due payments from the stated bank account. Successful direct debit payments are based on a set up in the student's bank. Direct debits can be set up only with bank accounts managed in the Czech Republic.
- 2) Payments are made through the payment gate GoPay online, directly from the accommodation system ISKAM4. The best way to make a payment from abroad. In case of a refunded payment not used for accommodation and associated fees that was paid through GoPay, a handling fee is not charged.
- 3) In exceptional cases it is possible to make a bank transfer directly to the provider's bank account.

Provider's bank account: **27-4082130287/0100**

For payments from abroad use

IBAN:CZ2001000000274082130287

SWIFT (BIC) KOMBCZPPXXX

In both cases a student shall only use the variable symbol included in the 'Basic information' in the accommodation system ISKAM4 which is generated.

Costs incurred (hereinafter a handling fee) associated with crediting/paying a foreign incoming / outgoing payment for accommodation services will be charged to a student. In case of refunding an overpayment abroad, a minimum amount is determined. More information about handling fees is available in the Pricelist of refunds, fees, lump sum payments, penalties and other services of CTU in Prague - SFA (hereinafter 'Pricelist of payments') on www.suz.cvut.cz/cenik.

- 4) Payments can be also made in cash at one of the three collection points, i.e.: Masaryk halls of residence, Strahov central reception and Podolí halls of residence. Payment by card is possible at the following collection points: Masaryk halls of residence, Strahov central reception and Podolí halls of residence and a handling fee applies as per the Pricelist of payments, see www.suz.cvut.cz/cenik.
- 5) In exceptional cases a deposit and insurance can be paid in cash by the end of September to the economic manager of the given hall of residence on the arrival day, see Accommodation procedure (hereinafter 'AS').
- 6) Payments can be exceptionally made by postal order.
- 7) If accommodation services (obligations) are not paid by the student by 15th day of a regular month for the reasons on the part of the student (the payment must be credited to the provider's account by the 15th day of a regular month at the latest), the student is considered in debt as of the next day and subject to possible sanctions (penalties, paid SMS reminders, withdrawal from the contract for accommodation). Penalties, paid SMS reminders and handling fees apply based on the current Pricelist of payments, published on www.suz.cvut.cz/cenik. In the event accommodation services are not paid for within a defined timeframe, a student is obligated to pay this amount in arrears immediately, including associated fees.

In case a student pays for services duly and in time (demonstrates the payment on the bank statement) and the payment is recognised by the provider only the next day (the 16th day in a calendar month), no contractual penalty will be charged to the student.

- 8) An exception when paying residence fees is the period of the last month of the accommodation contract being in effect when it is not followed by any other accommodation on campus of the provider. In this month, a direct debit is not taken from the resident (if this is the payment method) but accommodation is charged up to the day of his/her departure from halls of residence from the deposit and a penalty does not apply. The same procedure applies in case of giving notice related to the accommodation contract by the resident.

D) **Payment of deposit and student's account**

- 1) If a student is applying for accommodation on campus (a non-living student), and the accommodation is allocated to him/her, he/she is required to pay within a specific deadline in SoA for AY or within the deadline that will be communicated to him/her (e-mail, SMS) the specified deposit to the provider's account. The amount of the required deposit can be found in the Pricelist of payments and in SoA for AY.
- 2) If a student reserves accommodation for the following AY (a living-in student), his/her account must include a larger amount than or equal the deposit by the deadline defined in AS for AY. The required amount of deposit can be found in AS for AY.
- 3) A student coming to take part in an internship or student exchange programme adheres to specific conditions stipulated in section F).

E) **General information**

- 1) Duration of contracts
 - **Accommodation till the end of examination period in ST**
 - **Full-year accommodation, i.e. till the end of summer holidays**
 - **Long-term accommodation for a specific period;** however, a student may request contract extension of 1 month prior to its termination.
- 2) The start and end date of the accommodation contract can be adjusted for operational reasons by the Department of accommodation services, after approval by the Director of CTU in Prague – SFA.
- 3) The provider provides accommodation to an adult student. In case of underage students, a student is obligated to present an original declaration of honour verified by a notary or a statutory declaration with a verified signature (CzechPOINT) that includes a signature of at least one legal representative of the student, on the day of arrival on campus at the latest. The form is available here <https://www.suz.cvut.cz/koleje/informace-a-dokumenty>.
- 4) The basic criterion for providing accommodation on campus is proximity of a permanent residence of a student.
- 5) Results regarding accommodation allocation will be communicated to students as follows (as per priorities):
 - a. Through web interface <https://web.suz.cvut.cz/Login>
 - b. By e-mail, entered by the student into ISKAM4
 - c. By SMS

- 6) Cancellation of accommodation reservation or application for accommodation on campus

A student always submits application in writing (e-mail) to ubytovani@suz.cvut.cz and in accordance with other provisions of T&Cs.

If the reserving student has paid a deposit, fails to arrive and cancels the accommodation in writing by the deadline **of the announcement of allocation of accommodation on campus** (inclusive), the reservation will be cancelled and the deposit will be refunded in full.

If the reserving student requests accommodation cancellation after the deadline of the announcement of allocation of accommodation on campus and by the last day of regular arrivals on campus (inclusive), the allocated accommodation will be cancelled and the deposit will be refunded after deducting the cancellation fee stipulated in the Pricelist of payments, see www.suz.cvut.cz/cenik.

If the student who had been allocated accommodation on campus based on his/her application for accommodation and paid a deposit cancels the allocated accommodation in writing by the last day of regular arrivals (inclusive) at the latest, the allocated accommodation will be cancelled and the deposit will be refunded after deduction of the cancellation fee stipulated in the Pricelist of payments, see www.suz.cvut.cz/cenik.

If a student fails to join within regular arrival deadlines on campus without stating a reason, the deposit is forfeited in favour of the provider.

If a student finds out about the allocated accommodation on campus after regular arrival dates (e-mail or SMS) and if he/she already paid a deposit to the account and at the same time cancels the accommodation by the start date inclusive, the deposit will be refunded in full.

If a student terminates or interrupts studies or leaves to study abroad and requests cancellation of reservation or allocated accommodation and presents confirmation about termination or interruption of studies or of studies abroad, his/her deposit will be refunded in full. If this is a CTU student whose information about termination or interruption of studies is retrieved from the study system KOS into ISKAM4, such confirmation is not required.

If a student is unable to start accommodation on campus due to exceptional reasons, he/she must always cancel the reservation of allocated accommodation in writing and request a deposit refund by emailing ubytovani@suz.cvut.cz. The request must be specifically justified and substantiated. Exceptions are granted by the Director of the Department of accommodation services.

- 7) The Director of CTU in Prague - SFA – may grant accommodation to a student based on serious health, social and other reasons. These reasons must be properly documented and attached to the application for accommodation on campus.
- 8) The Director of CTU in Prague - SFA also approves applications for accommodation on campus of students working with student organisations of CTU, maximum of sixty students though, who are significantly involved in student work in organisations at CTU, and who have not breached gravely provisions of the Accommodation code of the Czech Technical University (hereinafter 'Accommodation code') and House regulations of a university hall of residence (hereinafter 'House regulations'). A student who would fall under this category must have his/her reservation made in ISKAM4 for the given AY or application for accommodation submitted for the given AY.

- 9) The Accommodation pricelist is available on www.suz.cvut.cz/cenik.
- 10) **Room change** within one hall of residence is only possible after consultation with economic managers of relevant halls of residence. Due to operational and administrative reasons, it is possible to implement these exchanges only after a regular start within the deadline stipulated in SoA for AY. The requirement for a room change due to extraordinary reasons can be approved even earlier depending on current vacant places on campus. The resident can move within a hall of residence/block no more than once per semester. In rare cases, after the approval by the economic manager of a hall of residence, a student can move multiple times based on his/her request.
- 11) A resident is obligated to move always if the economic use of the hall of residence requires it, however no more than once a year. Furthermore, in any emergencies, reconstructions, emergency crisis situations and if it is in the interest of the school. A student must be informed about the move at least one week in advance (except for emergency situations).
- 12) A student who leaves for abroad to study during AY can reserve accommodation in his/her room with DfA for the return date (in the same AY), no later than 14 days prior to his/her departure (the student applies for accommodation on campus and attaches a confirmation about his/her studies abroad). Accommodation reservation is confirmed by leaving the deposit on the provider's account.
- 13) If a student on an internship has got his/her accommodation reservation confirmed (and has not concluded an accommodation contract yet), and is not interested in using it, such student is obligated to cancel the reservation in writing (by e-mail) 60 days prior to the planned arrival on campus at the latest. In this case this reservation will be cancelled and the deposit will be refunded in full. If a student cancels the reservation in writing (by e-mail) less than 60 days prior to the planned arrival on campus, the deposit will be refunded after deducting the cancellation fee in the amount stipulated in the Pricelist of payments, see www.suz.cvut.cz/cenik. In case of a breach of these conditions, the deposit will become non-refundable and will be credited to the account of penalties.
- 14) An application for accommodation with incorrect data, incomplete data or multiple applications will be excluded from our records.
- 15) A former full-time student who currently lives on campus and who has a history of accommodation on campus of the provider, complying seamlessly with the accommodation contract, can request from DfA to extend the accommodation contract on campus for the given AY for the price as per the Pricelist for self-payers, see www.suz.cvut.cz/cenik.
- 16) An application for accommodation on campus of a student who had breached the contract for accommodation and based on that was expelled will be assessed by a committee appointed by the Director of CTU in Prague - SFA.
- 17) Termination of accommodation on campus
If a student wishes to prematurely terminate the contract for accommodation, he/she must do so no later than 30 days in advance. If a student cancels the contract for accommodation later or fails to do so and terminates it, he/she will be liable for a penalty in the amount of the deposit. This condition does not apply to the last 30 calendar days of the accommodation contract being in effect. In justified cases the DAS Manager can grant an exception, based on a written request by a student.
- 18) During summer holidays (as per SoA), a university student will be guaranteed accommodation of 2 nights for each examination. Accommodation on campus will be provided in the amount of resident fees based on a confirmation about this examination. If a student fails to present the confirmation document, he/she will pay a price based on the Pricelist for self-payers. Accommodation on campus must be booked at least 2 working days in advance with the economic manager of the respective hall of residence. In this case it is necessary to make a reservation of accommodation by e-mail, or by telephone. Contact details for individual halls of residence are available on www.suz.cvut.cz/koleje.
- 19) If a student wants to stay on campus during summer holidays for a standard resident fee, he/she must have had lived on campus for at least 10 consecutive days. Otherwise, he/she can stay for the price based on the Pricelist of a self-payer, see www.suz.cvut.cz/cenik.
- 20) Full-year and long-term residents will be allocated accommodation on campus to maintain the economic use of halls of residence of the provider.
- 21) A student may request extension of the contract for accommodation with DfA (e-mail: ubytovani@suz.cvut.cz).
- 22) Contractual conditions (relationships of contractual parties) are governed by section G) hereof.
- F) Conditions for a student on an internship or student exchange programme**
- 1) A student on an internship or student exchange programme can fall into the following categories: a) a CTU student, and b) a university student outside CTU. These students have specific accommodation conditions on campus.
- 2) A process to apply for accommodation on campus is the same as for a student, see section A) point 1) and 2). A CTU student receives login credentials to the accommodation system ISKAM4 directly from the school. (A student at another university must first register within the accommodation system ISKAM4 and subsequently raise an application for accommodation. Registration and application can be raised through <https://web.suz.cvut.cz/Login>).
- WINTER TERM**
- 3) **Applications for accommodation on campus** in WT or WT and ST (hereinafter 'WT') of the following academic year are accepted from the date specified in AS for AY.
- 4) **The deadline for accepting applications** for accommodation on campus to the 1st round of allocating accommodation for WT is stated in SoA for AY.
- 5) **The results of allocation of accommodation** on campus in the 1st round for WT will be available on <https://web.suz.cvut.cz/Login> within the deadline specified in SoA for AY.
- 6) **A deposit** must be paid to the provider's account. Its due date and amount for WT are stated in SoA for AY.
A payment for accommodation services including insurance upon arrival on campus in WT is due on the day of arrival on campus, since the arrival day till the end of October of the current year. In the event a student decides to terminate accommodation in halls prior to this date, the full payment for accommodation services and associated fees including the deposit will be forfeited in favour of the provider and transferred to the account of

cancellation fees. **The student will pay cashless or at one of the collection points.**

Payments for accommodation services as of November of AS are aligned with section C) point 7.

SUMMER TERM

- 7) **Applications for accommodation on campus** in ST of the following AY are accepted from the start of October of the current AY in accordance with SoA for the current AY.
- 8) **The deadline for accepting applications** for accommodation on campus for ST is stated in SoA for AY.
- 9) **The results of allocation of accommodation** on campus for ST will be available on <https://web.suz.cvut.cz/Login> within the deadline specified in SoA for AY.
- 10) **A deposit must be paid** to the provider's account. Its due date and amount for ST are stated in SoA for AY. Payments for accommodation services including insurance upon arrival on campus in ST are due on the day of arrival on campus, since the day of arrival till the end of the current month.
- 11) If a student fails to join by the regular arrival date for a student on an internship or student exchange programme, without giving a reason in writing, in accordance with SoA for AY, the deposit will not be refunded and will be credited to the account of penalties. Exceptions can be granted by the DAS Director.
- 12) Deadlines for the arrival on campus in WT and ST are specified in more detail in SoA for AY in the section Students on an internship or student exchange programme.
- 13) General accommodation terms and conditions are governed as per section E) and contractual conditions (relationships of contractual parties) are governed by section G).

G) Rights and obligations of the contractual parties

a) A CTU student, student of another school, student on an internship or student exchange programme, university graduate

- 1) **The regular arrival date** on campus is in accordance with SoA for AY. A resident has the right to move in a hall of residence for the given academic year only during working days, office hours as stated in SoA for AY. **The first working day after the regular arrival date** is reserved for accommodating students notified about accommodation without any specification, in office hours stipulated in SoA for AY.
- 2) From the following day arrivals will be governed by **regular office hours** of individual halls of residence published on www.suz.cvut.cz/koleje. Exception is a workshop for first-year students (if such accommodation is requested by the faculty and the workshop takes place prior to regular arrivals on campus) and arrival dates of students on an internship or student exchange programme in accordance with section F), para. 12).
- 3) Failing to arrive on campus by the last date of regular arrival dates according to point 1) hereof and failing to raise an application to **defer arrival** stipulating a date within the deadline for raising such applications (see SoA for AY) (by e-mail: ubytovani@suz.cvut.cz), the provider is entitled to withdraw from the contract for accommodation. A full-year resident is obligated to conclude a subsequent contract for accommodation no later than on the expiry date of the old contract for accommodation if he/she has not requested deferral of arrival on campus, see hereinafter. **The date of deferred arrival** on campus in WT can be extended by no more than 14 days, see SoA for AY. The resident will be

charged a price for accommodation services from the last day of regular arrivals from the deposit (except for a student on an internship or student exchange programme at CTU, in accordance with SoA for AY, who will be charged a price for accommodation services as per arrival dates from the last day of arrivals specified for this category of residents). A student who is accommodated on campus all year round and has requested deferral of his/her arrival, will be charged for accommodation without interruption. **The date of deferred arrival** on campus in ST for a student on an internship or student exchange programme can be deferred by no more than 14 days, see SoA for AY. A resident will be charged the accommodation services price for a student on an internship or student exchange programme since the last day of arrivals, deducted from the deposit.

- 4) A resident is obligated to conclude and pay insurance through the provider (appendix to the contract for accommodation) according to the valid Pricelist of payments and based on the assets brought in the allocated room, and inform the provider of any computing, audio-visual and communication technology exceeding 10,000 CZK, in accordance with the insurance contract. Failing to do so, the resident loses entitlement to indemnification.
- 5) A resident not studying at CTU and CTU student is obligated, in contentious cases, to supply the economic manager with a current certificate about studies till the date stipulated in SoA every term. Failing to do so, a student of a Czech university will be charged the price of a self-payer until presenting this certificate, according to the Pricelist for self-payers, see www.suz.cvut.cz/cenik. A student who is not studying a Czech university will be charged the price for self-payers for the entire length of studies.
- 6) A resident is obligated to inform the provider about all electrical appliances brought in and pay for consumed energy according to the Pricelist of payments, within the due date for accommodation services.
In the event the room/unit is equipped with an electricity meter, the resident will pay a deposit on electricity consumption within the defined deadline. A resident must not bring in and use in the premise electric cookers and heaters that will not have been installed by the provider.
- 7) A resident is obligated to ensure and present a certification, within 30 days since his/her arrival on campus, issued by an inspection technician according to the Czech norm ČSN 331610, group E, of all electric appliances brought in which are older than 2 years or present a copy of a receipt, a warranty card in case of appliances that are under warranty.
- 8) A resident undertakes to comply with fire regulations and smoking ban in the premises of halls of residence (smoking is permitted only in designated premises).
- 9) A resident is obligated to be responsible for cleaning the room that he/she uses and ensure cleaning himself/herself.
- 10) It is prohibited to drill into walls without consent of a manager of a hall of residence.
- 11) It is prohibited to carry out repairs or modifications of the room, and interfere with windows, window sills, blinds, etc.
- 12) It is prohibited to manipulate or interfere in any way with façade and windows of the building.
- 13) It is prohibited to arbitrarily change the safety pad on the door of the room.
- 14) Rights and obligations of contractual parties are furthermore regulated by the Accommodation code and House regulations of halls of residence of CTU in Prague - SFA, the wording of which the resident must get familiar with at the arrival on campus.
- 15) At the request of the provider a resident is obligated to prove his/her authorisation to remain in the accommodation facility of the provider.

b) Termination of the accommodation contract

The contract for accommodation expires:

- 1) When the period of time for which it was concluded expires.
- 2) On the day of termination, interruption/dropout, expulsion from studies (after appeal proceedings end) and transfer of the student to another school, unless agreed otherwise; if a resident brings a confirmation about termination or interruption of studies to DfA (if this is a CTU student whose information about termination or interruption of studies has been retrieved from the KOS system to ISKAM4, the confirmation is not required) and cancels accommodation, the deposit for accommodation will be refunded in this case – the resident is obligated to resolve the aforementioned situations within 3 working days, otherwise he/she will bear the consequences of failing to adhere to this obligation. In case of accommodation of a person who has a permanent residence outside the Czech Republic no later than one month, and furthermore in accordance with this paragraph.
- 3) On the last day of the deadline stated in section G) paragraph a) point 3) in case, if a resident fails to report deferral of the date of moving in the defined premises in writing, or by the lapse of the deadline determined by the provider, unless agreed otherwise by the parties of this contract.
- 4) By written termination of the contract for accommodation by the resident.
- 5) By written termination of the contract for accommodation by the provider.
- 6) By death of the resident.

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

- 1) A resident offers or lets the allocated premises to another person without notifying the provider,
- 2) A resident, despite warning, breaches his/her obligations arising from the contract for accommodation – e.g. ignores the instructions of the provider to move, section E) bod 11), (provision § 2331 of the Civil Code, as amended) or other obligations arising from internal regulations of the provider,
- 3) Repeatedly and severely breaches hygienic regulations in halls of residence, interferes with installations of all types and uses prohibited electric appliances,
- 4) A resident wears or holds a gun, ammunition and explosives (or stores it there), subject to the current wording of the law on weapons and ammunition, as amended,
- 5) A resident physically attacked another student or resident of halls of residence of the provider,
- 6) A resident holds, manufactures, possesses or procures for someone else psychotropic substances or poisons within the meaning of the generally applicable legal regulations,
- 7) A resident failed to pay duly and in a timely manner for accommodation services and associated fees and is in delay for more than 5 days,
- 8) A resident uses, without prior written consent of the provider, the allocated premises or common premises of the accommodation facility for business activities or without prior written consent the resident established a place of business or branch of a legal or natural person - entrepreneur at the address of the provider.

d) Other conclusions

- 1) The provider and resident are obligated to adhere to the general regulations of the Act No. 89/2012 Coll., new Civil Code, as amended, in particular provisions in § 1721 et seq.,

including reasons to withdraw from the contract for accommodation.

- 2) Withdrawal from the contract for accommodation must be in writing and the contract for accommodation in this case is terminated by withdrawal of the provider, on the fifth day since the dispatch of the written notification about withdrawal from the contract for accommodation by the provider.
- 3) A resident is obligated to vacate the accommodation premises and hand them over to the provider in the condition she/she accepted them considering usual wear and tear, by the end of the contract for accommodation at the latest, within morning office hours of the given hall of residence (unless the parties agree otherwise).
If a resident has concluded a contract for accommodation by the end of summer holidays and has reservation confirmed for the next AY in another room within all halls of residence of CTU, he/she can arrange moving to the booked room before the end of the summer holiday with the economic manager of the hall of residence who confirmed his/her reservation. Such move is only possible if the booked room is vacant.
- 4) In the event the contract for accommodation is terminated and the resident fails to vacate it duly and in a timely manner (hereinafter 'check out') the allocated premises within the deadline stipulated in the previous paragraph, the contractual parties agree that on the following day, after the stipulated deadline, a contractual penalty will be charged in accordance with the Pricelist of payments, see www.suz.cvut.cz/cenik. After 14 working days the room can be made vacant officially.

e) Final conclusions

- 1) The resident agrees that the provider will maintain and process his/her personal data pursuant to the Act No. 101/2000 Coll., on data protection and change of some laws for 10 years after accommodation terminates, i.e. including a birth number.
- 2) The resident agrees with the conditions associated to the application for accommodation in half of residence.
These terms and conditions are published on the web interface ISKAM4, through which students apply for accommodation.

H) Other binding documents which students (applicants) must get familiar with before arriving on campus

- 1) **Accommodation Scenario** for the given academy year
- 2) **Accommodation Rules**
- 3) **House Rules**
- 4) **Accommodation agreement**
- 5) **Accommodation agreement for internship and exchange students**
- 6) **Pricelists** (residence fee, self-payer, of payments)
- 7) Other important documents at www.suz.cvut.cz/dokumenty

I) Terminology

Active student of CTU - a CTU student in a higher year than the first year and a student of the 1st year after arrival.

AY – academic year

Declaration of honour – a document which allows an underage student to be physically accommodated on in a hall of residence after receiving information about allocation of the hall of residence. The document must be verified by a notary or must have verified signatures, see CzechPOINT in the Czech Republic where it will be signed and certified by at least one statutory representative of the student. In case

of a foreign student, it is possible to have the document certified at the Czech embassy in the given country from which the student comes. The condition is a signature of at least one statutory representative. We recommend that the given document was signed by both parents.

E-mail in ISKAM4 – an e-mail address entered by the student to ISKAM4 that the provider uses to send information to the student regarding his/her accommodation and through which the student communicates with the provider

Schedule of Accommodation – (hereinafter 'SoA') is a document that includes a chronological list of the most important milestones of allocating accommodation on campus and accommodation on campus

Direct debit – a payment for accommodation services and associated fees. The resident sets up a direct debit in his/her bank. He/she must not forget to select such limit to be able to cover all services charged to his/her account. More details are available on https://www.suz.cvut.cz/files/platba_kolejneho.pdf

KOS – a study system of CTU in Prague

ST – summer term

Newly accepted student to CTU – a student accepted to CTU who has received an acceptance decision from CTU but is not enrolled as yet

DAS – Department of accommodation services

DfA – Department for accommodation

A deposit – has two functions:

- a) Reserved and new applicants, who were allocated accommodation on campus in the 1st round, show interest in the allocated accommodation by paying a deposit, see GTA, section A) point 4 and 5 and section F) point 5, 6 and 10
- b) 'Covers' financially student's accommodation for the entire time on campus and is used in case of a breach of the contract for accommodation by the resident (in particular adhering to the payment schedule and paying for damage caused by the resident to the provider)

A deposit = accommodation deposit in ISKAM4 or a deposit in ISKAM4

Reservation of accommodation – a student who lives on campus at the start of the reservation period is entitled to reserve accommodation at a specific hall of residence and in a specific room. Accommodation is reserved in accordance with the Accommodation Scenario as follows:

- a) For the next AY
- b) For the summer holiday in the current AY (for residents who have concluded a contract for accommodation only till summer holidays and want to extend it)

Accommodation Scenario – (hereinafter 'AS') is a document stipulating conditions under which accommodation is allocated in halls of residence of CTU

Single accommodation – a resident is accommodated on his/her own in a double room for 1.5 multiple of the price of the accommodation in accordance with the relevant pricelist

SMS – a telephone number that the student enters into ISKAM4, to which the provider sends SMS to students containing information about his/her accommodation

Assets = account balance – a summary of all financial means on the resident's account

Student (or self-payer) – a client who has reserved accommodation for the following AY or is applying for accommodation on the CTU campus

Accommodation – bed allocation – a student is allocated only one bed in a room

Resident – a person (student, self-payer, etc.) who has concluded a contract for accommodation with the provider.

Provider – CTU in Prague – SFA

General Terms of Accommodations – (hereinafter 'GTA') is a document summarising conditions of accommodation allocation, process and termination in CTU halls of residence. A fundamental document that elaborates the Accommodation Scenario

WT – winter term

Application for accommodation on campus – an application raised by a student (applicant) who does not currently live on campus or has not booked accommodation for the next AY.

Ing. Jiří Boháček

Director of CTU in Prague - SFA

In Prague on 22 February 2017