

ACCOMMODATION RULES 2021//2022

- The accommodation form **for the first semester and the full year has to be sent by email** to Centro Assistenza Studenti **from June 7th within July 9th , 2021**. By undersigning the accommodation form the Student accepts the conditions shown in this rules paper.
- Incomplete or late accommodation forms will not be considered.
- Students will be informed about their accommodation by email according to the following deadline: **from June 22nd to July 30th, 2021**.
- We will send you our accommodation proposal and if we do not receive a written confirmation for the proposed room within the given date (usually a couple of days), your reservation will be cancelled and we will propose the room to another student.
- Students **coming for the second semester** have to send the complete accommodation form **from October 15th within Novembre 30th, 2021**. They will be informed about their accommodation **from December 1st to December 17th , 2021**. If we do not receive a written confirmation within a couple of days from the date of our accommodation proposal, your reservation will be cancelled.

Together with the application for accommodation form, Students will have to print, sign and send back to Centro Assistenza Studenti a copy of the following accommodation rules within the 9th of July 2021 (first semester and full year) or the 30th of November 2021 (second semester).

Accommodation is guaranteed to students for the periods indicated in the application form and till availabilities -

Students leaving at the end of the 1° semester MUST leave their accommodation by February 15th, 2022.

Students arriving for the 2° semester will have the room available from February 17th, 2022.

Change of dates

If Centro Assistenza Studenti reserves a room according to the dates that the student has selected in the application form, the student will have to pay the rent for the whole selected period. Late arrivals or early departures will not produce a reduction of the rent.

CONTRACT REGISTRATION FEE: students who will book a room in private flats, Campus Residence and Camplus will have to pay for the registration fee in order to register the rental contract. The fee will be calculated before issuing the rental contract.

All the students applying for a room through our service, will sign and accept the following rules (every kind of accommodation has its own rules , read carefully any details here below)

A) PRIVATE FLATS

Prior to Arrival

In order to reserve a room in a private flat, every student must pay by bank transfer before arrival Euro 300 to the landlord. The room cannot be considered reserved if the bank transfer is not accomplished. The Euro 300 will become part of the deposit if the student confirms the room after arrival.

After Arrival

Deposit: upon arrival students will be asked to pay three months' rent as deposit (minus euro 300 already paid before arrival) - The deposit will be returned at the end of the stay (minus the cost of the last bills) by bank transfer within 60 days after the student's departure, after the accommodation has been checked and if no damage is found.

First instalment : students will be asked to pay the rent at the beginning of each month – first month's rent upon arrival together with the missing part of the deposit (within 24 hours of their arrival). Payments have to be made directly to the landlords by bank transfer – Rent must be paid for the whole period of stay selected in the application for accommodation form (it means for the exact validity of the rental contract to be signed upon arrival) -

The flat owners will keep Euro 50 from the deposit paid by every student at the end of their stay for the flat cleaning after their departure.

Refusal of accommodation after arrival

If students refuse the accommodation within the first 24 hours of their allocation in the flat, they will be returned Euro 250 of the validation down payment (50 Euro will be kept for the first day and the flat cleaning).

If students refuse the accommodation anytime after the first 24 hours of their allocation in the flat, they will not be returned the deposit – The landlord will keep the whole deposit.

Cancellation before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by email to Centro Assistenza Studenti within the 1st of September 2021 (1° semester and full year) and within the 15th of January 2022 (second semester) together with the bank details of the student so that the landlord will be able to refund the deposit.

Check-in times

Students accommodated in private flats should arrive during our office opening times in September /October) :

Mondays to Thursday : 9:30-12:30 / 14:30 – 17:30 on Fridays only in the morning till 12:30 -

Students accommodated in private flats will have to meet the owners directly at the booked apartments

B) EDiSU STUDENT RESIDENCES / COLLEGES

Prior to arrival

Deposit: In order to reserve a room in one of the EDiSU student residences, before arrival every student must pay by bank transfer one month's rent to the bank details of EDiSU.

The room cannot be considered reserved if the bank transfer is not accomplished within the fixed date and without emailing a scanned copy of the payment to Centro Assistenza Studenti.

Students accommodated in Colleges should not arrive earlier than the date selected in the accommodation form, otherwise they will have to stay in a hotel.

Cancellation before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by email to CentroAssistenza Studenti within the 15th of AUGUST 2021 (first semester and full year) and within the 15th of January 2022 (second semester) together with the bank details of the student so that EDiSU will be able to refund the deposit. After these dates the deposit will never be refund .

After Arrival

First instalment: On arrival students will be asked to pay the first 2 months' rent immediately (full rent).

Rent must be paid within the first 5 days of each month and for the whole period of stay selected in the application for accommodation form.

For periods of stay inferior to 1 full month here follow the conditions :

- -For a period of stay inferior to 14 days, students will have to pay for the exact number of days (tariff calculated by the Accounting Department of each single college)
- - For a period of stay superior to 15 days , students will have to pay for the full month -

METHODS OF PAYMENT: payment has to be made by credit card or bank transfer – - cash no accepted - you will get more information by the bursar upon arrival

Refusal of accommodation after arrival

If students refuse the accommodation anytime after the first 24 hours of their allocation in the student residence, they will not be returned the whole deposit.

If a student decides to leave the accommodation after 24 hours from the entry into the room and before the date mentioned in the accommodation form, he/she will have to pay until the end of the period mentioned in the accommodation form. The student has to inform in a written letter both the Economo/a of the Collegio and Centro Assistenza Studenti.

Check-in times

Check-in times: from Monday to Thursday : 8:30 – 17:00 -on Friday from 8:30 till 12:30 - administrative office working hours -

During the weekend the administrative offices are close and it is not possible to make the check-in – Students are kindly recommended to consider the above information before booking their flights (outside these times they will have to book a room in a hotel by themselves)

Colleges are close during Christmas and Easter break – about your stay at the College during these festivity periods you will have to talk directly with the bursar of the college once in Pavia and you will be allowed to spend these periods there .

C) CAMPUS RESIDENCE

Prior to Arrival

In order to reserve a place at Campus Residence, **Erasmus students** will have to pay a deposit equal to two months' rent by bank transfer. The deposit will be returned at the end of the stay (details concerning the refund of the deposit are written on the rental contract).

Erasmus students, according to personal preferences, may choose among two different accommodation options:

MONOLOCALE FLAT (studio flat for one student) -

OPEN SPACE FLAT (apartment with kitchen corner and bedroom corner with 2 beds – for 2 students coming together)

If a student arrives any day within the first half of the month, he/she will have to pay the rent for the whole month. If a student arrives any day within the second half of the month, he/she will have to pay the rent for half the month.

Cancellation before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by email to Centro Assistenza Studenti within the **1st of September 2021** (1° semester and full year) and within **the 15th of January 2022** (second semester) together with the bank details of the student so that Campus Residence Accounting Department will be able to refund the deposit.

Refusal of accommodation after arrival

If students refuse their accommodation within 24 hours of their arrival at Campus Residence, they will have to inform in a written letter both Campus Residence Accounting Department and Centro Assistenza Studenti.

In this case, students must leave the accommodation within the first 24 hours, and they will have to pay Euro 50 for the first day and the cleaning of the flat. They will be refunded.

If students refuse the accommodation anytime after the first 24 hours of their allocation in the campus, they will not be returned the whole deposit.

Check-in times:

The arrival times in order to make the check-in are **MONDAYS TO FRIDAYS 8.30- 17:30 – Saturday & Sunday: closed** Outside these hours, they will be asked to book a room in a hotel.

Please notice that you will need your own bed sheets and towels –

Campus Residence provides : pillow – mattress – blankets.

Guests are not allowed to stay for the night for security reasons unless previously agreed with Campus Residence Administrative Office.

D)  The logo for Camplus, featuring the word 'camplus' in a blue, lowercase, sans-serif font. The 'c' is blue, and the 'a' is green. The logo is positioned to the right of a yellow horizontal line that starts under the 'D)' and extends to the right.

PRIOR TO ARRIVAL

Payment:

In order to reserve a place at Camplus, every student must pay one month's rent as a deposit by

bank transfer within the fixed date (within 1 week from the confirmation letter issued by Camplus Accounting Department) –

Cancellation:

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by email pec to Camplus camplus.international@legalmail.it or via registered mail **within the 1st of September 2021** (1° semester and full year) and **within the 15th of January 2022** (second semester) together with the “written letter explaining the serious reason “ so that Camplus Accounting Department will be able to refund the deposit. After these dates , the deposit will not be refund.

AFTER ARRIVAL

Payment:

Once at Camplus you will have to sign the rental contract , pay for the registration fees and the first month’s rent; then, rent must be paid within the first ten days of each month and for the whole period of your stay (it means for the exact validity of the rental contract signed upon arrival)

Cancellation / Refusal of accommodation

If students refuse the accommodation anytime within the first 24 hours of their allocation in the flat at Camplus, they will be returned the deposit minus € 50,00 for the room cleaning.

If students refuse the accommodation anytime after the first 24 hours of their allocation in the flat at Camplus, they will not be returned the whole deposit and once they have signed the rental contract, they will have to pay for the whole selected period..

General conditions;

Refund of the deposit: The deposit will be returned at the end of the stay by bank transfer - within 90 days after departure - after the flat has been checked and if no damage is found -

Method of payment: bank transfer , bancomat and credit card

ARRIVAL DATES

At Camplus, students are allowed to arrive on the 1° or on the 15° day of the month:

- For a period of stay inferior to 15 days, students will have to pay for 15 days
- For a period of stay superior to 15 days , students will have to pay for the full month -

If a student arrives any day within the first half of the month, he/she will have to pay the rent for the whole month. If a student arrives any day within the second half of the month, he/she will have to pay the rent for half the month.

CHECK-IN TIMES:

Students accommodated at Camplus should arrive during the reception opening times:

Mondays to Fridays: 9:00-15:00 – Saturday & Sunday: closed - Outside these hours, students will have to book a place in a hotel by themselves, in fact, **STUDENTS WILL ALWAYS HAVE TO ARRANGE AN APPOINTMENT TO PLAN THE CHECK-IN AT CAMPLUS -**