

ACCOMMODATION RULES 2022/2023

- The accommodation form for the first semester and the full year has to be sent by email to Centro Assistenza Studenti from June 1st within July 1st, 2022 together with the accommodation rules paper duly signed
- Students will get an accommodation proposal by email according to the following deadline: from July 4th to July 29th, 2022, they will have to confirm it within the given date (usually a couple of days), otherwise the 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 mid-October within November 30th, 2022. They will get our proposal from December 1st to December 17th, 2022 (to be confirmed within a couple of days from the date of our accommodation proposal)

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 13th, 2023. Students arriving for the 2° semester will have the room available from February 15th, 2023.

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, Camplus and any other private residence 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 owner's bank details- 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 owner 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 deep 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 15th of August 2022 (1° semester and full year) and within the 15th of January 2023 (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 from Mondays to Thursday : 9:30-17:30 and on Fridays only in the morning till 12:30 - We will have to arrange an appointment with the landlord

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 Centro Assistenza Studenti within the 15th of AUGUST 2022 (first semester and full year) and within the 15th of January 2023 (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 (price 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 to get the permission 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. – Contract can be issued from the first or the Fifteenth of each 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 15th of August 2022 (1° semester and full year) and within the 15th of January 2023 (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 refund.

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.

Important reminder:

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) CAMPLUS

According to personal preferences, students may choose among two different kinds of flats:

- monocale flat: a studio flat for one student
- 1 place in a shared trilocale flat: a flat with two separate single bedrooms for two students

Bed sheets, blankets , pillows, towels and some cooking tools (such as pots and dishes) are not provided by Camplus.

Only students aged 18+ are accepted.

Guests are not allowed.

Payment:

In order to reserve a place at Camplus, every student must pay :

- Euro 500 for a single bedroom in a shared apartment
- Euro 700 for the studio flat

as a deposit by bank transfer within 5 days 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 ONLY if the cancellation arrives in a "written letter explaining the reasons " by e-mail pec to Camplus camplus.international@legalmail.it or via registered mail within 20 days before the start of the lease , exactly as from the reservation , otherwise 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 five 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 have to send a written letter to the staff at Camplus , they will not be returned the deposit and they will be asked to pay for the room cleaning up to € 50,00

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; it will not be possible to cancel it.

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 accepted: bank transfer , bancomat, credit card , SDD

FINAL COMPULSORY CLEANING COST : Euro 80

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 AND CHECK-OUT TIMES:

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

Mondays to Fridays: 9:00-15:00 – Saturdays & Sundays: closed – Students will have to arrange an appointment with the management offices to plan their arrival and departure.