



## APPLY FOR A PLACE IN A DORMITORY

The room is needed from: ..... Room request: .....

### Applicant's personal data:

Family name: ..... First name: ..... Sex: .....

Date of birth: ..... Nationality: .....

Street, No.: ..... Postal code, city: .....

Phone number: ..... e-mail: .....

### Information about the school in Graz:

Name of the school in Graz: .....

School branch: .....

### Parents (Guardian):

Name: .....

Address (in case of divergence): .....

Phone number: ..... e-mail: .....

### Who bears the costs (to be paid by the 5th of each month):

Name: .....

Address (in case of divergence): .....

I ensure that I have given all information to the best of my knowledge. I declare that I have read, understood and will accept the House Rules and Payment Regulations and fully agree to abide by them. I am aware that the contract will be concluded by the end of the respective academic year and that moving into the Kolpinghaus Graz does not constitute a tenancy agreement.

I have read and accepted the data protection declaration. I am aware that I can get data information by mail or phone at any time.

.....  
Place and date

.....  
Signature of applicant

.....  
Signature of cost bearer

To be filled in by the Kolpinghaus

Deb-Nr: .....

A/K: .....

Einzug: .....

Auszug: .....

## **Terms of Agreement for Pupils PAYMENT REGULATIONS 2023/2024**

### **1.**

A housing agreement is generally closed for the duration of one school year. If an agreement is closed during a school year, it is binding to the end of that year. The general limit for first admission is 30 years.

Residents are required to empty their rooms during summer holidays; otherwise the fix costs charges stated in article 7 will be claimed.

Residents who want to keep their room during summer have to announce this at the secretary's office by May 31 latest.

### **2.**

With this contract Kolping Graz agrees to grant the resident housing and board including three meals daily (except on Saturday evenings, Sundays and public holidays) as well as ancillary services such as cleaning and the like. Laundry services are not included.

Meals can only be taken during scheduled Dining Hall hours. There is no basis for claiming financial compensation on missed meals.

Legally, the conclusion of this agreement and admission to Kolpinghaus Graz is no rental contract. Thus moving into Kolpinghaus Graz does not constitute a tenancy (§ 1 Abs. 2 Ziffer 1 MRG.).

The applicant's parent's collateral promise is precondition for the legal validity of this agreement.

### **3.**

The management board is empowered to terminate this agreement without notice for disciplinary reasons or in cases of severe violations of the house rules or the payment regulations.

### **4.**

Pupils applying for residence have to settle an advance payment of **€ 400,00, payment of the service charge of € 25,00 and the amount of sponsorship of € 15,00** for the respective year at the time of being given notice of admittance.

The advance payment will be used as deposit at the time of moving in, but will forfeit in favour of Kolping Graz in cases of non-entrance. In cases of non-entrance in the following year, the deposit will be accounted according to the claims listed in article 7.

The acceptance loses validity if payment is not settled on due date, so that the management board is entitled to contract the room again on a basis that excludes any claims whatsoever without giving further reasons.

## **5.**

The deposit serves as security against damage in the dormitory property, outstanding rents, key replacement, and membership or sponsorship fees.

The deposit will be refunded after a duly completion of the agreement and proper notice of departure and vacation of the room. There will be no interest calculation on the deposit.

## **6.**

Residents, parents or legal guardians respectively, agree to pay rents of

**€ 429,00 for double rooms**

**€ 539,00 for single rooms**

**€ 599,00 for comfort single rooms**

**€ 639,00 for studio apartments**

**ten times per year** for the period of September of the respective year to June of the following year. The monthly rent is to be understood as a flat rate in the calculation of which breaks during the academic year, field trips as well as Sundays and public holidays have been taken into account. For this reason, for example, no meal costs are charged for the days when there are no lessons during the school year.

The rent has to be paid by the fifth of each month. In cases of default of payment 4 % p.a. interest on overdue payment will be charged, further, reminder charges of € 4,00 per reminder will be brought to account. The amount of rent as stated here equals the amount of rent at the point of time the contract is concluded. The management board wishes to explicitly state that the amount of rent might be subjected to modifications in response to increasing prices, wages, taxes, rates and so forth.

## **7.**

Since unilateral terminations of contract through pupils during the school year are not intended abandonments of residence during that period are basically viewed as violation of contract entitling the management board to charge **fix costs fees** until the end of the respective school year of

€ 351,00 for double rooms

€ 461,00 for single rooms

€ 521,00 for comfort single rooms

€ 561,00 for studio apartments

on a monthly basis.

**This remains valid also in cases of early contract termination due to severe violations of the house rules or the payment regulations.**

## 8.

The application for contract renewal for a further school year must be submitted by April 08, 2024 at the latest. The form required for this will be emailed to the parents or residents in March 2024, but can also be picked up at the office. Concurrent that, a residence **guarantee fee of € 200,00** has to be paid by April 08, 2024.

This sum will be accounted for the amount of the September rent but will be forfeited in case of cancellation or pupil termination in favour of Kolping Graz as lump compensation for the administrative effort caused by the contract violation.

## 9.

Residents are encouraged to seek Kolping Graz membership. In that case an annual membership fee of € 15,00 has to be paid. This sum is fixed by the constitution of Kolping Graz and will be used according to its articles.

All non-member residents have to pay a sponsorship fee of the same amount. In cases where a Kolping Graz membership is acquired during an academic year the already paid sponsorship fee will be regarded as membership fee. Members of other Kolping Families who can demonstrate that they have paid membership fees in the respective year are not affected by this rule.

## 10.

Residents are personally responsible for any damage they cause to Kolping Graz property.

In minors parents, legal guardians or cost bearers respectively, are financially fully responsible for damages and losses.

**Financial responsibility is not limited to the amount of the deposit paid.**

## 11.

Coffee machines and water boilers are to be used with a fireproofed base only.

**Heater assembly and cooking equipment such as toasters, barbecue grills, hot places, micro waves, pizza ovens, immersion heaters as well as electric irons must not be used in the rooms.**

An exception are our studios, where a small kitchenette is part of the basic equipment.

## 12.

Entrants and their legal guardians respectively, declare with their signature that they have taken note of and agree with the general terms and conditions of housing and payment. Further, they oblige with their signature that they agree to fulfil all agreements of this contractual relationship.

Any dispute arising from this contract will be settled before a competent Graz court.

# HOUSE RULES FOR PUPILS

In order to make living together at Kolpinghaus work for all a few rules have to be followed. The following articles summarize the most important pieces of information. We kindly ask you to abide by them and thus make an important contribution to our community.

## **General notes:**

You can hang up pictures and posters in the room so that you feel comfortable in the Kolping House. It is important that you do not soil the walls and do not hammer nails into the wall or furniture.

The furniture and the room door must never be pasted with pictures, posters, etc. LED strips must not be stuck to the furniture or the walls. The cupboard, bed and desk may not be moved.

You must pay for any damage caused yourself.

You must note that the Kolping House accepts no liability for lost or damaged property. It is therefore important that you always lock your room when you leave it.

## **Move-in & move-out:**

Moving in and moving out are only possible during office hours. Moving in and moving out outside office hours is only possible after consultation with the office.

### **Our office hours are:**

MON-THU 08<sup>00</sup>-17<sup>00</sup>

FRI 08<sup>00</sup>-14<sup>00</sup>

Pupils moving out have to entirely vacate their room. Wardrobe and desk must not be locked. Before leaving and returning the keys at the office the room has to be checked by the storey supervisor. In case the day of moving out is the last day of the month the room has to be vacated by 10<sup>00</sup> without exception.

In case the last day of the month is a Saturday or Sunday the room has to be vacated by 10<sup>00</sup> on the preceding Friday.

On the last day of the school year rooms have to be vacated until 18<sup>00</sup> the latest.

## **In-house support**

For the time of your stay at Kolpinghaus Graz a supervisor is responsible for you. You may consult him or her any time and he or she will help you with any concern regarding school or personal issues you have.

## **Getting up in the morning**

There is no waking call or similar device that will wake you up in the morning! It is, however, expected from you that you have got up and tidied your room by 9<sup>00</sup>.

## **Nighttime peace:**

Please abide by our general nighttime peace from 22.00 to 06.00. After 22.00 all pupils are supposed to stay in their rooms and behave quietly. Radios, mobile phones and similar devices have to be switched off!

## **Weekends, holidays & breaks**

You should go home on the weekends. But if you have to study for an exam or if a weekly trip home is not reasonable because of the distance, you can stay in the Kolping House without any problems.

**However, you are not allowed to stay in the Kolping House during the Christmas, semester and Easter holidays.**

## Curfew conditions

When moving in you will receive a key that opens your door and the front door. However, you have to abide by the curfew conditions!

<u>These are:</u>	under the age of 18:	until 22 <sup>00</sup>
	over 18 years of age	until 24 <sup>00</sup>

If you want to stay out longer in the evening, this is only possible in consultation with your supervisor.

## Guest regulation:

Residents under the age of 18 may only receive visitors in the ground-floor rooms.

Residents of legal age may also take visits to their room between 9 a.m. and 10 p.m.

**It is not permitted to let someone stay overnight or live with you!**

## Study lessons

Pupils are supposed to do their assignments and studying individually in their rooms. For pupils of the ninth grade/ninth year of schooling study lessons are mandatory. In cases of weak school performances regular study lessons may be viewed as a necessity and this period may therefore be extended. You have to report all your test and exam dates as well as your grades to your supervisor without any delay! If you intend to transfer to another school you have give account at the office!

## Dining hours:

	MO-FR	SA
<b>Frühstücksbuffet:</b>	06 <sup>00</sup> -09 <sup>00</sup>	06 <sup>30</sup> -09 <sup>00</sup>
<b>Mittagessen:</b>	11 <sup>30</sup> -14 <sup>45</sup>	11 <sup>30</sup> -13 <sup>00</sup>
<b>Abendessen:</b>	16 <sup>30</sup> -18 <sup>45</sup>	- - -

Meals can only be taken during these scheduled dining hall hours. If you miss lunch due to your school schedule you may prepare some snacks for your breaks at the breakfast buffet.

**Crockery and cutlery must not be taken away from the dining hall!**

## Smoking:

Smoking is strictly prohibited in all rooms and facilities of the Kolpinghaus, especially in the residents' rooms. Moreover, minors under 18 years old are not allowed to smoke in the court yard or in front of the building (see Jugendschutzgesetz / law for the protection of the youth).

## Alcohol and illegal drugs:

With reference to the law for the protection of the youth alcoholic beverages are strictly forbidden for minors under 16 years old!

In our residents' rooms the possession and consumption of alcohol is prohibited for all pupils!

**The possession, enjoyment and passing on of illegal drugs is strictly forbidden in our house and constitutes an immediate reason for termination.**

## **If you get sick:**

If you already feel sick at the weekend, please do not travel at all.

If you get sick during the night, call the supervisor and inform them then your parents to come pick you up.

If you become ill during the day and are subsequently sent from school to the Kolping House, call the office or the supervisors and then go to your room. Then inform your parents so that they come to pick you up.

## **Computer & TV:**

All rooms are equipped with connections for broadband internet with a speed of up to 100 Mbit/s and digital television (DVB-T) with around 70 television channels as standard. In addition, we have comprehensive WLAN in our house. Internet use is free, but there is a monthly transfer limit.

## **Fire detector:**

Every room is equipped with fire detectors. All devices that emit steam (such as hair dryers, hair straighteners, curly tongs, coffee machines, and water boilers) might set off an alarm and are therefore to be used with care.

Sparklers, joss sticks, and candles are prone to set off an alarm due to smoke development and are therefore not permitted.

Sprays must not be used in your rooms due to their potential of setting off an alarm. Hair sprays and anti-perspirants may be used in the bathrooms, colour, lacquer and oil-based sprays are generally forbidden.

If an alarm is set off there is no way the approach and arrival of the fire brigade might be stopped. All costs arisen from the fire run will be forwarded directly to the person in whose room the alarm had been set off.

## **Coloring the hair:**

Coloring your hair is strictly forbidden in the entire Kolping House.

## **Pets:**

It is not allowed to keep any type of pet.

## **Residence registration form:**

If you are full-aged or do not have a residence in Austria, you have to fill out a residence registration form and register at the municipal district office within three days. You will receive the residence registration form at the office or the reception.

## **Further important aspects:**

Blankets, cushions and bedclothes have to be brought by the residents. All rooms are cleaned by our cleaning staff once a week; still you yourself are responsible for the tidiness and cleanness of your room!

## **House rules violation:**

If you do not abide by the house rules and do not show changes in your behavior and attitude after a talk with your supervisors or the director the management board as well as the pedagogical director are empowered to terminate the agreement without notice!

## **Final clauses:**

The house rules and payment regulations are subject to change. The latest effective version is published online under: <http://www.kolping-graz.at>.