



## APPLY FOR A PLACE IN A DORMITORY

The room is needed from: ..... until: ..... 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 university / college in Graz:

Name of the university / college: .....
Subject of study: .....

### 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 confirm that I have read and understood the home and payment regulations, accept them and will comply with the specifications. Furthermore, I undertake to report any changes to this information immediately in writing.

I am informed that the contract is only concluded for the period specified above and that no tenancy is justified by moving into the Kolpinghaus Graz.

I have read and accepted the data security declaration. I am aware that I can request data information by e-mail or telephone 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: .....

## **General terms of contract for undergraduate and graduate students Erasmus+ program**

### **1.**

The contract is concluded for the period indicated on the registration form.

### **2.**

The object of the contract on the part of Kolping Graz is the provision of accommodation and meals with three meals from Monday to Saturday noon (excluding holidays) including ancillary services such as room maintenance and the like. Laundry services are not included. The meals can only be taken during the designated meal times in the dining room, for missed meals there is no claim to financial compensation.

Conclusion of the contract and admission to the Kolpinghaus Graz does not constitute a rental agreement (§ 1 para. 2 no. 1 MRG.).

### **3.**

For disciplinary reasons or in case of serious violations of the house and payment rules, the management is entitled to terminate the contract immediately and without notice.

In the case of underage residents, the parents or legal guardians must be informed immediately.

### **4.**

The student applying for a place has to pay a deposit of € 400,00 and a handling fee of € 25,00 upon receipt of the acceptance of admission.

The deposit will be counted as a security deposit upon admission, but will be forfeited in favor of Kolping Graz if the first admission does not take place.

If the deposit is not paid in time, the commitment loses its effectiveness, so that the management is entitled to dispose of the place of residence without further explanation, excluding claims for any reason whatsoever.

### **5.**

The deposit is earmarked to secure claims for damage to the inventory, overdue rents, key replacement.

The deposit will be refunded after proper termination of the contract and proper deregistration and vacating of the place of residence.

No interest is paid on the deposit.

## 6.

The amount of the monthly home fee depends on the length of stay.

For a length of stay of at least 3 months, the following monthly prices apply:

**€ 429,00 for double room**

**€ 539,00 for single room**

**€ 599,00 for comfort single room**

**€ 639,00 for studios**

For stays under 3 months, the cost of the entire stay will be communicated to you in the confirmation of the room.

In case of late payment, 4% interest on arrears p.a. will be charged, in addition reminder fees of € 4.00 per reminder will be charged.

## 7.

Since there is no provision for unilateral termination of the contract by the student, giving up the place of residence before the end of the period of stay is in principle a breach of contract, which entitles the management to collect the dormitory fees less the meals not consumed until the end of the period of stay.

**This also applies in the event that the resident is dismissed from the Kolpinghaus due to gross violations of the home and payment regulations.**

## 8.

The resident is liable for any damage culpably caused by him/her. In the case of minors, the parents or other legal representatives or the cost bearers of the rents also assume liability with the resident on an undivided basis.

**Financial liability is not limited to the amount of the deposit provided.**

## 9.

A fireproof base must be used for coffee makers and kettles.

**Heating and cooking appliances such as toasters, plate grills, hot plates, microwave ovens, pizza ovens, immersion heaters, etc., and irons may not be used in the rooms.**

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

## 10.

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.

For all disputes arising from this contractual relationship, the jurisdiction of the competent court in Graz is agreed.

# HOME RULES FOR STUDENTS

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.

## General notes:

In order to feel comfortable in the Kolpinghaus, you can hang up pictures and posters in the room. It is important that you do not dirty the walls and do not hammer nails into the walls or furniture.

The furniture and the door of the room must never be covered with pictures, posters, etc. The attachment of LED strips is generally not allowed. Box, bed and desk may not be moved.

You must pay for any damage caused.

## Move-in and 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.

Office hours are:

Mon -Thu	08 <sup>00</sup> -17 <sup>00</sup>
Friday	08 <sup>00</sup> -14 <sup>00</sup>

When leaving, the living space must be completely cleared. The box and the desk must not be locked. Before moving out and handing in the keys in the office, the room must be checked by a supervisor.

If the day of moving out falls on the last day of the month, the place of residence must be vacated by 10:00 a.m. at the latest, without exception.

If the last day of the month falls on a Saturday or Sunday, the accommodation must be vacated on the the previous Friday no later than 10:00 a.m.

## Room key:

When you move into your room, you will be given a key that locks your room and the front door. So you have the possibility to come and go when you want. Please note that the Kolpinghaus is not responsible for lost or damaged property. Therefore it is important that you always lock your room when you leave it.

## Visitor regulation:

Visitors may be taken to the room between 9:00 a.m. and 9:00 p.m.

**However, it is not allowed to let someone stay overnight or live with you!**

## General night rest:

Out of consideration for your fellow residents, the night's rest is to be observed from 10:00 p.m. to 06:00 a.m. If you come into the house after 10.00 p.m., this must be done quietly so that the other residents are not disturbed.

## Sign-in sheet:

No later than three days after moving into your room, you must fill out a registration form and register at the district office. You can get the registration form in the office.

## Post:

In order for you to receive letters and parcels safely, it is important to give your name and the exact address of the Kolpinghaus.

Letters are brought to your room, packages must be picked up at the office.

## Food in the house:

	Mon-Fri	Saturday
<b>Breakfast:</b>	06 <sup>00</sup> -09 <sup>00</sup>	06 <sup>30</sup> -09 <sup>00</sup>
<b>Lunch:</b>	11 <sup>30</sup> -14 <sup>45</sup>	11 <sup>30</sup> -13 <sup>00</sup>
<b>Dinner:</b>	16 <sup>30</sup> -18 <sup>45</sup>	---

Lunch is to be taken in the dining hall at the indicated times. If the lecture lasts so long that you miss lunch, you can prepare a snack at the buffet in the morning.

**The dishes must not be taken out of the dining room!**

## Smoking:

Smoking is absolutely prohibited in all premises of the Kolpinghaus.

## Illegal drugs:

In our house, the possession, consumption and distribution of illegal drugs is strictly prohibited and constitutes grounds for immediate termination.

## Dye hair:

Hair colouring is strictly prohibited throughout the Kolpinghaus.

## Pets:

Keeping animals of any kind is not allowed.

## TV & Internet:

All rooms are equipped with connections for broadband internet and digital television (DVB-T) with approx. 70 TV channels as standard. In addition, we have area-wide WLAN in our house. Like many other student residences, we are participants in the Virtual Campus Graz (VCG), therefore there is up to 100 MBit/s fast internet for all internet users. Internet use is free of charge, 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.

### **Bicycle Compound:**

Kolpinghaus Graz is located at the center of Graz and only five minutes from Jakomini square, at which all major bus and tram routes pass. Cycle ways are easily accessible as well. We offer a sheltered bicycle compound for free in the backyard.

Unfortunately we are not in a position to offer you parking spaces at the Kolpinghaus Graz premises. If you register Kolpinghaus Graz as your main residence you can apply for a parking permit at the municipal administration on payment of a fee.

### **Further important points:**

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!

### **Violation of Home Rules:**

If you do not succeed in adhering to the rules of the home and nothing changes even after a conversation  
If you do not comply with the rules of the home and nothing changes after a discussion, the manager or the pedagogical director can terminate your contract 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>.