



APPLICATION FOR A PLACE IN A DORMITORY

I need the room from: Room request:

Personal data of the applicant:

Family name: First name: Sex:
Date of birth: Nationality:
Street, No.: Postcode, City:
Phone: E-mail :

Information about the company:

Company:
Profession: Year of apprenticeship:
Contact person: Phone:

Parents (Guardian):

Name(s):
Address (if different):
Phone:
E-mail:

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

Name:
Address (if different):

I confirm that I have provided all information to the best of my knowledge. I confirm that I have read and understood the home and payment regulations, recognise them and will comply with them. Furthermore, undertake to notify me immediately in writing of any changes to this information. I am informed that the contract is concluded for the period stated above and that moving into the Kolping House Graz does not constitute a tenancy.

I have read and accepted the privacy policy. 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 completed by Kolpinghaus Graz

Deb-Nr: A/K: Eintritt: Austritt:

General terms of contract for apprentices and professionals

Payment regulations home year 2025/2026

1.

The contract is concluded for the duration of one home year.

The home year begins on 1 September 2025 and ends on 31 August 2026.

If the contract is concluded during the current home year, the contract ends at the end of the home year.

The general limit for first admission is 30 years.

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.).

This agreement becomes legally effective only under the condition of the parents' assumption of the debt.

3.

The resident is entitled to terminate the contractual relationship with a **notice period of two months**, to the last working day of a month. Notice of cancellation must be given in writing to the management.

The management is also authorised to terminate the agreement without stating reasons by giving two months' notice to the end of each month.

The management is authorised to terminate the contract immediately and without notice for disciplinary reasons or in the event of serious breaches of the house rules and payment regulations.

In the case of underage residents, the parents or the legal representative will be notified immediately.

In this case, the management is authorised to collect the residence fee for the following two months.

4.

The pupils applying for a place at Kolpinghaus must pay a deposit of € 475,00, a processing fee of € 25,00 and a sponsorship for the respective school year in the amount of EUR 15,00 upon receipt of the confirmation of admission.

The deposit is counted as a security at the time of entry, but is forfeited in favour of Kolping Graz if the first entry does not take place. In case of non-admission in a subsequent year, the deposit is to be offset against the claims according to point 7.

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

5.

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

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 applicant or the parents or legal representative undertakes to pay a residence fee of

€ 475.00 for double room

€ 585.00 for single room

€ 655.00 for comfort single room

€ 695.00 for studios

The care home fee is a flat rate that is calculated excluding Sundays and public holidays.

The monthly rent is a flat rate, which is calculated taking into account the time off school during the school year, ski courses, excursions and the like, as well as public holidays. For this reason, the same amount is to be paid for all months, regardless of the respective length of the month or whether there are school vacations in the respective month or not.

The rent is in each case by the 5th of the respective month to pay. 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.

The aforementioned rent refers to the time of the conclusion of the contract; the management expressly reserves the right to increase the rent to cover increases in prices, wages, taxes, tariffs, etc.

The studios are given only to applicants of legal age.

7.

In the event of justified absence of one week or more, e.g. holiday such as holidays, sick leave, assembly, further vocational training, military service, etc., an amount of **€ 3.70 per day** will be reimbursed.

The prerequisite for this is cancellation before or at the beginning of the absence and re-registration at the end of the absence in the office. Failure to report even one absence will result in no entitlement to reimbursement due to lack of control.

8.

The application for renewal for another school year must be submitted no later than April 13, 2026. The readmission form will be emailed to parents or residents in March 2026, but can also be picked up at the office.

9.

The resident is invited to apply for membership of Kolping Graz. In this case, an annual membership fee of € 15,00 is to be paid from the date of admission, which is determined and used according to the statutes of Kolping Graz.

All residents and non-members are required to pay a sponsorship fee of the same amount. In the event that membership is acquired during the school year, the sponsorship fee already paid for the school year in question will be credited as the membership fee. Members of other Kolping Families (proof of membership or payment of membership dues) are exempt from this rule.

10.

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.

11.

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.

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.

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

HOME REGULATIONS FOR APPRENTICES AND PROFESSIONALS

In order for living together in the Kolpinghaus to work, a certain amount of order must be maintained. Therefore we ask you to keep the following rules. With this you make an important contribution to the community.

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.

You must note that the Kolpinghaus is not liable for lost or damaged property. Therefore it is important that you always lock your room when you leave it.

Move-in and move-out:

Moving in and moving out is only possible during office hours. Entries and exits outside office hours are only possible by prior arrangement with the office.

The office hours are:

Monday to Thursday: From 8 a.m. to 5 p.m.

Friday: From 8 a.m. to 2 p.m.

Pupils moving out have to entirely vacate their room. 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.

In case of leaving on the last day of the month, the place of residence must be vacated by 10 a.m. at the latest, without exception.

If the last day of the month falls on a Saturday or Sunday, the room must be vacated no later than 10 a.m. on the preceding Friday.

Care in the house:

As long as you live in the Kolpinghaus, a supervisor will be responsible for you, who will be at your disposal for leisure activities (going out in the evening, etc.) and of course as a contact person for personal matters.

Getting up in the morning:

You will not be woken up in the morning. However, you must be up and tidy your room by 9 a.m.

General night rest:

Between 10 p.m. and 6 a.m. there is a general night's rest. Everyone goes to his room and has to behave quietly. Radios, mobile phones and similar devices have to be switched off.

Absence overnight during the week:

For residents under 18, overnight absence during the week is possible only with written parental consent.

Curfew conditions:

When moving in, you will be given a key that locks both your room and the front door, but you must adhere to specific curfew conditions.

These are:

Under 18: until 10 p.m.

Should you wish to stay out late in the evening, this is only possible in consultation with your supervisor.

Guest regulation:

Residents: under 18 years of age may receive visits only in the ground level rooms.

Adult residents are also allowed to have visitors in their rooms between 9 a.m. and 9 p.m.

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

Weekend:

On weekends you should go home. However, if you have to study for an exam or if a weekly trip home is not reasonable because of the distance, it is also possible to stay at the Kolpinghaus without any problems.

However, you are not allowed to stay at the Kolpinghaus during the Christmas, semester and Easter holidays.

When you get sick:

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

If you get sick during the night, call the supervisors and inform your parents so that they can come and pick you up.

If you become ill during the day and are subsequently sent to the Kolpinghaus by the school, call the office or the supervisors and then go to your room. Afterwards, inform your parents so that they can come and pick you up.

Alcohol and illegal drugs:

According to the Youth Protection Act, alcohol is strictly prohibited for residents under 16 years of age.

In the rooms, the possession and consumption of alcohol is prohibited without exception.

Possession, use or distribution of illegal drugs is strictly prohibited and constitutes an immediate reason for termination.

Smoking:

Smoking is absolutely prohibited in all rooms and facilities of the Kolpinghaus.

According to the Youth Protection Act, there is a general ban on smoking for those under 18.

It is therefore forbidden for minors to smoke in the courtyard or in front of the house.

Food in the house:

	MO - FR	SA
Breakfast:	05 ³⁰ - 09 ⁰⁰	06 ⁰⁰ - 09 ⁰⁰
Lunch:	11 ³⁰ - 14 ⁴⁵	11 ³⁰ - 13 ⁰⁰
Dinner:	16 ³⁰ - 18 ⁴⁵	- - - -

Meals are to be taken in the dining hall at the specified times. If your work takes so long that you miss lunch, you can prepare yourself a snack at the buffet in the morning.

Crockery may not be taken out of the dining room.

Fire alarm:

Fire alarms are installed in every room. All devices that generate steam (such as hair dryers, hair straighteners, curly tongs, coffee machines, water boilers and air humidifiers) can trigger an alarm and should therefore be used with caution. The use of e-cigarettes is generally not permitted.

Sparklers, incense sticks, candles, etc. can trigger an alarm due to their smoke development and are not permitted for this reason. The use of sprays in the rooms is not permitted. Hair sprays and deodorant sprays can be used in the sanitary rooms, paint and varnish sprays are generally not allowed in the Kolpinghaus.

If an alarm is triggered, there is no possibility to prevent the fire department from arriving. The costs of the operation will be charged to the person whose fire detector in the room triggered the alarm.

Computers & Television:

All rooms are equipped as standard with connections for broadband Internet with a speed of up to 100 MBit/s and digital television (DVB-C) with approx. 70 television channels. We also have WLAN throughout the hotel. Internet use is free of charge, but there is a monthly transfer limit.

Parking space for bicycles and e-scooters:

There is a separate covered bicycle parking area for bicycles and e-scooters.

Bicycles and e-scooters may not be parked inside the Kolping House!

Colour your hair:

Hair colouring is strictly prohibited throughout the Kolping House.

Pets:

The keeping of animals of any kind is not permitted.

Registration form:

If you are of legal age, you must fill out a registration form and register at the district office no later than three days after moving into your room. You can get the registration form from the office.

What else is important:

You must bring your own bedding (duvet and pillows) and bed linen. The rooms are cleaned once a week by the cleaning staff, but you are responsible for keeping your room tidy, especially for keeping the floor clear and changing the bed linen regularly.

Violation of the home rules:

If you do not manage to adhere to the residence rules and nothing changes even after a discussion, the manager or the Educational manager can terminate your contract without notice.

Final provisions:

The home and payment regulations are subject to change. The current version of the Home and Payment Regulations is published at <http://www.kolping-graz.at>.