



APPLICATION 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 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 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:

General terms of contract for students

Payment regulations academic year 2025/2026

1.

The contract will be concluded for a period of 10 months (September 2025 to June 2026 inclusive).

If the contract is concluded during the current academic year, the contract ends on 30 June 2026.

The general limit for first admission is 30 years.

The resident is obliged to empty their rooms during the summer holidays, otherwise the fixed cost contribution agreed under point 7. must be paid.

Residents who wish to stay in the house during the summer holidays must inform the office by the end of May at the latest.

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.

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 students 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 academic 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 resident or the parents or legal representatives undertakes to pay a rent of

€ 475,00 for double room

€ 585,00 for single room

€ 655,00 for comfort single room

€ 695,00 for studios

ten times a year for the period September of the current year to June of the following year.

The monthly rent is a flat rate, which is calculated taking into account the time off academic during the academic 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 academic 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.

Since there is no provision for unilateral termination of the contract by the pupil during the academic year, moving out of the Kolpinghaus during this period is in principle a breach of contract, which entitles the management to charge a **fixed fee** of

€ 364,00 for double room

€ 474,00 for single room

€ 544,00 for comfort single room

€ 584,00 for studios

monthly.

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 application for renewal for another academic 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.

Also by April 13, 2026, a **residency guarantee fee of € 200.00** must be paid. 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.

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 academic year, the sponsorship fee already paid for the academic 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 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:

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

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

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 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 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 a.m. and 9 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 p.m. to 6 a.m.

If you come into the house after 10 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:

	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	- - - -

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-C) 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, water boilers and air humidifiers) might set off an alarm and are therefore to be used with care. The use of e-cigarettes is generally not permitted.

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.

Parking space for bicycles and e-scooters:

The Kolpinghaus Graz is very centrally located and is five minutes from the public transport hub, Jakominiplatz, where both bus and tram lines converge. The cycle paths are also within easy reach. There is therefore a dedicated covered bicycle parking area. You can also park your e-scooter here.

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

Car park:

For cars there is unfortunately no parking facilities at the Kolpinghaus site.

However, if you register the Kolpinghaus as your main residence, you can apply for a parking permit at the Magistrate's Office in the short-term parking zone for 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>.