

# Rules of procedure of fees collection for stay in Students Dormitories

In force as of 1 March 2013

## Chapter I

### Fees collection during check-out

1. All students checking-in at the beginning of the academic year **for the first time and who have been assigned a room by their university**, shall prior to check-in pay an outright fee for stay in the Students Dormitory in the amount of 1.000,00 PLN (i.e. fee for the first month of stay + additional charges, e.g. cash deposit, other charges). Payment should be made to the bank account of Students Dormitories: DS-1, DS-3, DS-4, as well as old type dormitory buildings” (bank account number to be found on the “Przyjaźń” Students Housing Estate website: <http://www.osiedleprzyjazn.pl>).
2. Students Dormitories rooms price list is available on the “Przyjaźń” Students Housing Estate homepage (<http://www.osiedleprzyjazn.pl>). The person responsible for assigning a particular student a particular room is the manager of each Students Dormitory, who makes decision based on room availability and student’s preferences.
3. In case of being assigned and taking a room, for which the monthly charge is lower than the prepaid outright fee, the payment in excess will be credited to the student’s next monthly payment for stay in the Students Dormitory. In case of paying the outright fee referred to in an amount smaller than required monthly fee, Students Dormitory resident is obliged to pay the rest of the sum while settling next monthly Students Dormitory room fee at the latest.
4. In case of checking-in before 1 October each year, for staying in the Students Dormitory between 15 and 30 September student will be charged on a daily basis. The fee for the period referred to will be added to the invoice for October.

5. Foreign students, who cannot make a payment in a way described above (i.e. because of inability of the bank transfer proceeding on the days, when bank offices are closed, or inability of money exchange), may be in exceptional cases accommodated in Students Dormitory under condition of paying all required and above mentioned fees on the next working day, at the latest.
6. As of November of each academic year, each student accommodated in Students Dormitory is required to pay the room fee via money transfer to the individual bank account number specified in Students Dormitory room tenancy agreement.

## **Chapter II**

### **Fees for stay in the Students Dormitory during the academic year**

1. Students regulate payments via money transfer (using money transfer terminal – if possible) to the individual bank account number specified in Students Dormitory room tenancy agreement.
2. Payment for the stay shall be made by 10th day of each month in advance; the payment deadline will be met only if the requested amount of money is booked on the “Przyjaźń” Students Housing Estate bank account on the specified date. From late payments statutory interests will be accrued.
3. Everyday Financial and Accounting Department provides managers of Students Dormitories with information about payments for stay in the Students Dormitory in the particular month.
4. Students Dormitories Administration staff verifies payments for:
  - payments timeliness,
  - payments arrears.
5. In case of lack of or incomplete payment, not covering the full fee, Students Dormitories Administration:
  - a) informs student via Students Dormitories staff (in the new Students Dormitories: via reception desk staff) about the existing arrears and calls on her/him to immediately regulate payment. In case when the information about the arrears cannot reach the student (especially in “old type dormitory buildings”) integrated amount of interests will be added to the invoice of the check-out or deducted from the auction;

b) calculates statutory interests on untimely payments and leaves to student a written notice – to be handed to her/him by Students Dormitory staff (in new students houses the note would be left at the reception desk) – of interests amount that has to be paid off while settling the next monthly fee at the latest;

c) in case of charging student for damages incurred in a room/annex occupied by her/him or by a person for whom the student is responsible (his guest), she/he shall repay the amount due while settling the next monthly fee at the latest.

### **Chapter III**

#### **Individual overnight visits**

1. Each student shall inform Students Dormitory administrative staff or Reception desk staff about her/his guest's overnight request, as well as fill in "**Declaration**" form (to be collected at the Reception desk or downloaded from the "Przyjaźń" Students Housing Estate website (<http://www.osiedleprzyjazn.pl>)).
2. Students Dormitory administrative staff, on the basis of "**Declaration**" form, charge student for her/his guest overnight stay with the fee specified in the price list. Student is required to repay the amount due while settling the next monthly fee at the latest.

### **Chapter IV**

#### **Cash deposit return**

1. When checking-out at the end of academic year, student gets back cash deposit, which is transferred to her/his individual bank account (this relates only to banks operating in Poland) within 30 days starting from the date of submitting proper "**Application**" form (to be collected at the Reception desk or downloaded from the "Przyjaźń" Students Housing Estate website (<http://www.osiedleprzyjazn.pl>)).
2. It is possible to withdraw a cash deposit at the main "Przyjaźń" Students Housing Estate cash desk located in "Rogaś" Students Dormitory (DS-3):
  - a) in case of foreign students who, for various reasons, could not set up an account in a bank operating in Poland;
  - b) in exceptional circumstances, following permission of the Head of "Przyjaźń" Students Housing Estate (or his deputies), based on opinion of Students Dormitories administrative staff.

3. Cash deposit will be refunded on the basis of submitting “**Application**” form (to be collected in Students Dormitories management offices – houses number: 1, 3, 4, 63, at the Reception desks or downloaded from the “Przyjaźń” Students Housing Estate website (<http://www.osiedleprzyjazn.pl>)).

## **Chapter V**

### **Overnight stay in guest rooms**

1. Persons, who are not students, but who make a request of renting a room or book a place at the Students Dormitory, shall, following consultations of room/annex renting conditions with the Students Dormitory administrative staff but before check-in, make a prepayment for the entire stay via money transfer to the bank account of the particular Students Dormitory, where she/he is going to stay overnight. Guest should indicate in the transfer title following information:
  - **overnight in guest room, in Students Dormitory number: .....**,
  - **reservation number: .....**,
  - **number of days: .... .**
2. After presenting Students Dormitory Reception desk staff or administrative staff with payment confirmation, guest can get a key to the room.
3. It is possible to pay for renting a guest room at the main “Przyjaźń” Students Housing Estate cash desk open from 10.00 am to 3.00 pm, based on an invoice issued by Students Dormitory administrative staff.