

ACCOMMODATION RULES 2024-2025

The accommodation form for the second semester has to be sent by e-mail to Centro Assistenza Studenti within **the 30/11/2024** together with the accommodation rules paper duly signed.

Students leaving at the end of the 1° semester **MUST** leave their accommodation by **February 14th, 2025**.

Students arriving for the 2° semester will have the room available from **February 20th, 2025**.

CHANGE OF DATES

If Centro Assistenza Studenti reserves a room according to the dates that the student has selected in the application form, the student will have to pay the rent for the whole selected period. Late arrivals or early departures will not produce a reduction of the rent.

CONTRACT REGISTRATION FEE

Students who will reserve a room in private flats and at Campus Residence will have to pay for the registration fee in order to register the rental contract to the tax office. The fee will be calculated before issuing the rental contract upon arrival.

All the students applying for a room through our service, will have to sign and accept the following rules (every kind of accommodation has its own rules) that's why any student is invited to read carefully any details here below.

EDiSU COLLEGES AND STUDENT RESIDENCE

Prior to arrival

Deposit: In order to reserve a room in one of the EDiSU student residences, before arrival every student must pay by bank transfer one month's rent to the bank details of EDiSU.

The room cannot be considered reserved if the bank transfer is not accomplished within the fixed date and without emailing a scanned copy of the payment to Centro Assistenza Studenti.

Students accommodated in Colleges should not arrive earlier than the date selected in the accommodation form, otherwise they will have to stay in a hotel.

After Arrival

First instalment: On arrival students will be asked to pay the first 2 months' rent immediately (full rent).

Rent must be paid within the first 5 days of each month and for the whole period of stay selected in the application for accommodation form.

For periods of stay inferior to 1 full month the conditions will be calculated at the end of your stay and the tariff will be calculated by the accounting department of each single college. They will issue all the invoices.

For a period of stay until 14 days, students will have to pay for the exact number of days (price calculated by the Accounting Department of each single college)

For a period of stay superior to 14 days, students will have to pay for the full month.

METHODS OF PAYMENT: payment has to be made by credit card or bank transfer – **cash no accepted** - you will get more information by the bursar upon arrival.

Refusal of accommodation

Before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by e-mail to Centro Assistenza Studenti within the **15/01/2025** together with the bank details of the student so that EDiSU will be able to refund the deposit. After these date the deposit will never be refund.

After arrival

If students refuse the accommodation anytime after the first 24 hours of their allocation in the student residence, they will not be returned the whole deposit.

If a student decides to leave the accommodation after 24 hours from the entry into the room and before the date mentioned in the accommodation form, he/she will have to pay until the end of the period mentioned in the accommodation form. The student has to inform in a written letter both the Economo/a of the Collegio and Centro Assistenza Studenti.

Check-in times

ROOMS WILL BE AVAILABLE FROM THE 19 or 20/2/25 for the second session –

Students leaving at the end of the 1° semester must leave their accomodaiton by 14/2/2025

Check-in times: from Monday to Thursday: 8:30–17:00 - on Friday from 8:30 till 12:30 - administrative office working hours (Check-in times for Collegio Don Bosco a bit different – from Monday to Thursday: 8:00-13:00 – 16:30-20:00).

During the weekend the administrative offices are close and it is not possible to make the check-in. Students are kingly recommended to consider the above information before booking their flights (outside these times they will have to book a room in a hotel by themselves).

Colleges are close during Easter break. About your stay at the College during these festivity periods you will have to talk directly with the bursar of the college once in Pavia to get the permission to spend these periods there.

PRIVATE FLAT

Prior to Arrival

In order to reserve a room in a private flat, every student must pay, by bank transfer, before arrival € 300 to the owner's bank details. The room cannot be considered reserved if the bank transfer is not accomplished. The € 300 will become part of the deposit if the student confirms the room immeditaely after arrival.

After Arrival

Deposit: upon arrival students will be asked to pay three months' rent as deposit (minus € 300 already paid before arrival). The deposit will be returned at the end of the stay (minus the cost of the last bills and the balance of the common expenses) by bank transfer within 60 days after the student's departure, after the accommodation has been checked and if no damage is found.

First instalment: students will be asked to pay the rent at the beginning of each month – first month's rent upon arrival together with the missing part of the deposit (within 24 hours of their arrival). Payments have to be made directly to the owner by bank transfer.

Rent must be paid for the whole period of stay selected in the application for accommodation form (it means for the exact validity of the rental contract to be signed upon arrival). IT MUST BE FOR 11 FULL MONTHS – ORE 6 FULL MONTHS FOR THE SHORT PERIOD

Contract registration fee: a regular contract will be made and registered and the registration fees will be shared between students and owners to be paid when signing the rental contract.

The flat owners will keep € 50 from the deposit paid by every student at the end of their stay for the deep flat cleaning after their departure. Flats will be periodically checked.

Refusal of accommodation after arrival

If students refuse the accommodation within the first 24 hours of their allocation in the flat, they will be returned € 250 of the validation down payment (€ 50 will be kept for the first day and the flat cleaning).

If students refuse the accommodation anytime after the first 24 hours of their allocation in the flat, they will not be returned the deposit. The landlord will keep the whole deposit.

Cancellation before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by e-mail to Centro Assistenza Studenti within the **15/01/2025** (2° session) together with the bank details of the student so that the landlord will be able to refund the deposit.

Check-in times

Students accommodated in private flats should arrive from Mondays to Thursday: 9:30-17:30 and on Fridays only in the morning till 12:30. We will have to arrange an appointment with the landlord.

CAMPUS RESIDENCE

Prior to arrival

In order to reserve a place at Campus Residence, **Erasmus students** will have to pay a deposit equal to two months' rent by bank transfer. The deposit will be returned at the end of the stay (details concerning the refund of the deposit are written on the rental contract).

There is a limited number of flats available for Erasmus students:

- **MONOLOCALE FLAT** (studio flat for one student).
- **OPEN SPACE FLAT** (apartment with kitchen corner and bedroom corner with 2 beds for **2 students coming together**).

If a student arrives any day within the first half of the month, he/she will have to pay the rent for the whole month. If a student arrives any day within the second half of the month, he/she will have to pay the rent for half the month. Contract can be issued from the first or from the Fifteenth day of each month.

Cancellation before arrival

If a student for a serious reason (to be proved) cancels his/her reservation after the payment of the deposit by bank transfer prior to arrival but before coming to Pavia, the deposit will be returned if the cancellation arrives in a written letter by e-mail to Centro Assistenza Studenti **within the 15th of January 2025 (2° semester)** together with the bank details of the student so that Campus Residence Accounting Department will be able to refund the deposit.

Refusal of accomodation after arrival

If Students refuse their accommodation within 24 hours of their arrival at Campus Residence, they will have to inform in a written letter both Campus Residence Accounting Department and Centro Assistenza Studenti.

In this case, students must leave the accommodation within the first 24 hours, and they will have to pay € 50 for the first day and the cleaning of the flat. They will be refund.

If students refuse the accommodation anytime after the first 24 hours of their allocation in the Campus, they will not be returned the whole deposit.

Check-in Time

The arrival times in order to make the check-in are

- **MONDAYS TO FRIDAYS: 8.30- 17:30**
- **SATURDAY & SUNDAY: closed**

Outside these hours, they will be asked to book a room in a hotel.

Important reminder:

Please notice that you will need your own bed sheets and towels. Campus Residence provides: pillow, mattress, blankets.

Guests are not allowed to stay for the night for security reasons unless previously agreed with Campus Residence Administrative Office. The flats will be periodically checked

In addition, close to Campus Residence there is a very big sportive centre **Campus Aquae**, with fitness area, inside and outside swimming-pools, beauty wellness area, bar, restaurant and pizzeria, for any details and costs, please visit www.campuspavia.it and go to the reception point once in Pavia - here follows a short recap of the main conditions from 1/9/2024:

- Payment of the annual membership fee: € 20 + non-competitive sport medical certificate
- € 20 month's cost access to the gym & indoor swimming with not time limitation; in addition only access to the outdoor swimming pool (without beach lounge and beach umbrella) during the summer time.

CONTRACT REGISTRATION FEE

Students who will reserve a room at Campus Residence will have to pay for the registration fee in order to register the rental contract to the tax office. The fee will be calculated before issuing the rental contract upon arrival.

Signature
