

Dear Students,

thank you very much for choosing Jarov III. dormitory. Below you can find important information for rent payment, moving into the dormitory and moving out of the dormitory.

Read the instructions carefully and keep it well for future reference:

1. **Moving into the dormitory** – January 31, 2018 (Wednesday). You can find more information about move-in here: <https://accommodation.vse.cz/international-students-exchange/accommodation/move-in-move-out/move-in/>)
2. **Contract on Accommodation** – read the full text of the Contract **before you arrive** here: <https://accommodation.vse.cz/wp-content/uploads/2016/02/CONTRACT-ON-ACCOMMODATION-%E2%80%93-Exchange-students.pdf>
3. **The rent: for the whole period from January 31, 2018 to June 15, 2018 all at once.** The rent is payable by 10 days from the Contract on Accommodation signing. Payment can be done in the following ways:
 1. **ISKAM:** payment is the same as for accommodation deposit, but charge your **Main account**
 2. **Bank transfer:** there is the *administrative fee for the international transfer. The international transfer can take up to 14 days.
 3. **Dormitory Manager's office by payment card** (please check your maximum daily spending limits on your payment card)
 4. **Bank:** the payment is possible in cash in Czech crowns (CZK).

For more information about the rent click

here: <https://accommodation.vse.cz/international-students-exchange/accommodation/dormitory-fee/>

Opening Session – February 2, 2018 and February 4, 2018 at xPORT premises.

For more information, updates and useful links, please visit our:

Website: <https://accommodation.vse.cz/international-students-exchange/>

- **Moving out process** - during working hours until 11:00 AM, we refund your deposit by payment card at the office. It does not affect the deposit return what card you used to pay your deposit. If you are leaving outside of office hours, we refund it via bank transfer (CZK 500 will be deducted for *administrative fee). Please follow the instructions at the websites: <https://accommodation.vse.cz/international-students-exchange/accommodation/move-in-move-out/move-out/>

***Administrative fee:**

Any payment received from abroad bank account without paid administrative fees will be lowered by the amount of fees incurred. We advise abroad students to allow for the handling fees and to increase payment amount by a minimum of 500 CZK. This amount is deemed to be sufficient to cover abroad administrative fees. Any potential overpayment after administrative fee deduction will be credited towards accommodation payments.