

DIRECTIVE ISSUED BY THE RECTOR
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University of Ostrava Halls of Residence – Deposits

Article I
Introductory provisions

In connection with the operations of the halls of residence of the University of Ostrava (hereafter “Halls of Residence”), I hereby set the deposit payable by each student allocated accommodation at Halls of Residence as the sum of **CZK 3 000** (three thousand Czech Crowns). This deposit is collected in order to cover any costs which the accommodated party may become liable to pay to the accommodation provider. The deposit cannot be used to cover accommodation fees during the student’s period of accommodation at Halls of Residence.

Article II
Payment of the deposit

1. The deposit is payable on the basis of the Notification on Accommodation (hereafter “Notification”); a document proving payment of the deposit (i.e. a photocopy of a bank statement or a postal order) must be submitted by:

- a) **Students from higher year groups (i.e. not first year students)**
when collecting the Notification, on the dates set out in the Information on Accommodation for Students in Halls of Residence - <http://koleje.osu.cz/>

- b) **First year students and students accommodated after the standard deadline**

according to the information given in the Notification, on the dates set out in the Information on Accommodation for Students in Halls of Residence - <http://koleje.osu.cz/>

No Notification will be issued and no contract of accommodation will be concluded with a student unless the above-mentioned document proving payment of the deposit is submitted.

2. The deposit is not paid in cash; the only exception is for Erasmus students, who may pay the deposit in cash when commencing their accommodation.

Article III
Use of the deposit

1. University of Ostrava Halls of Residence are entitled to use the deposit, or a fractional share of the deposit, if the student accommodated at the Halls of Residence becomes liable to pay costs to the Halls of Residence, as in the following cases:

- a) for reimbursement of the costs of damage caused by the student
- b) for reimbursement of costs incurred due to the student's departure from the Halls of Residence without fulfilling all his/her related obligations (return of borrowed items, return of Accommodation Identity Card, return of room keys)
- c) for reimbursement of accommodation fees still unpaid after termination of accommodation

In these cases, the Halls of Residence shall deduct said costs from the deposit and remit the remaining part of the deposit to the student's bank account (as listed on the University of Ostrava Portal) during the month following the student's departure from the Halls of Residence. Should the costs for which the student is liable exceed the sum paid as the deposit, the accommodation provider shall recover the outstanding sum from the student; this recovery of debt shall be pursued even after the termination of the contract of accommodation.

2. The Halls of Residence are entitled to use the deposit to its full extent (i.e. the student may forfeit the entire deposit) in the following cases:
 - a) if the student fails to present him/herself to be accommodated in September of the given academic year on the dates stipulated in the Notification
 - b) if the student will be accommodated at the Halls of Residence for less than 3 calendar months in a given academic year

Article IV Return of the deposit

1. The Halls of Residence shall return the full deposit to the accommodated student in the following cases:
 - a) after the termination of the student's accommodation, provided that the student is not liable for any costs payable to the Halls of Residence (see Article III, section 1 of this Directive), unless the deposit is carried over to the following academic year on the basis of a written request submitted by the student (see Article II, section 1a) of this Directive).
 - b) in cases of accommodation for less than three calendar months, in exceptional circumstances:
 - if the accommodated student is participating in an ERASMUS stay; this status must be proved to the Halls of Residence by submitting a written confirmation from the office for studies of the faculty at which the student is registered
 - if the accommodated student terminates his/her accommodation on serious health-related grounds (supported by a doctor's note)
 - if the accommodated student concludes a contract for a fixed period (shorter than 3 months); such a contract may only be concluded subject to agreement with the site manager and depends on current capacity
 - c) if the student is expelled from the Halls of Residence due to a breach of the Regulations for Halls of Residence.

Article V
Concluding provisions

1. This Directive is valid as of its date of issue and enters into force as of 1 April 2013.
2. This Directive replaces and revokes Directive no. 113/08 issued by the Rector (University of Ostrava Halls of Residence – Deposits).
3. Monitoring of compliance with this Directive is the responsibility of the Bursar of the University of Ostrava.

Prof. RNDr. Jiří Močkoř, DrSc., in his own hand
Rector

Directive drafted by: Ing. Dagmar Navrátilová, Head of the Accommodation Section

Distribution list: All University of Ostrava units and workplaces, University of Ostrava
Portal