

Accommodation in the Jan Opletal Halls of Residence

FAQ: <https://koleje.osu.eu>

When you arrive to the dormitory

- At the reception, you will show your passport/id, fill in and sign the paper for the Foreign Police
- You will receive the key of your room and bed linen
- You can ask for a short-term Internet connection voucher - it is only temporary, not for your whole stay.

On the following working day you will go:

1. to the study department of the university/ to see your faculty coordinator – you will register there
2. to the Accommodation Office (upstairs across the reception, 1st floor) to conclude accommodation contract and issue the dormitory card in your first week of your mobility.

You will bring:

- a passport photo (3x4 cm)
- your passport/ ID

You will show your residence card at the reception every time you enter the dorms, you can use this card to borrow the keys to the laundry room, gym, table tennis court, study room, PC room etc.

You can also contact us via email: accommodation@osu.cz

Borrowing keys of the common areas

Laundry room:

- the laundry rooms are available in the basement of buildings A and B
- the key to the laundry room can be rented at the reception
- there are two washing machines in the laundry room, the student will borrow one key and washes their laundry in one washing machine. The second washing machine is for another student. **1 CYCLE = 40 CZK.**
- the students keep the laundry room clean, they clean the washing machine after they use it - in case of any problem or damage of the washing machine, the student must immediately inform the reception.

Please do not open wash machine before you hear the signal of finish working!

Dryer:

- the dryer can be found in the room next to the reception
- the dryer can be used in exchange for a residence card
- the student must clean the dryer after they use it according to the instructions from reception
- **1 CYCLE = 50 CZK**

Gym, table tennis, piano rooms, TV rooms, study room, PC room, court:

- the keys can be borrowed in exchange for a residence card which will be returned at the same time as the keys
- the students must keep all the rooms, the court and the garden clean, they take out their garbage, they put the equipment back in the gym

Drying rack, iron, ironing board, vacuum cleaner, desk games etc.

- can be borrowed in exchange for a residence card which will be returned at the same time as borrowed equipment
- the students must return the borrowed equipment in the original state, unbroken, the vacuum cleaner must be cleaned

Reporting defects

If the student finds a defect in their room or common areas (bathroom, kitchen, laundry room etc.), they inform the reception either in person or by e-mail vratnice.koleje@osu.cz or you can use mobile phone application Fixatio by the using QR codes (in rooms).

In case of sudden failures (water, heating, electricity etc.) and planned repairs the students will be informed in the form of notes at the reception or via student e-mails.

Vacating the Halls of Residence

You must submit a written document "Termination of the Accommodation at JOHR" to the Residence Office **by the 15th day of the month in which you plan to terminate** your accommodation. You move out of the residence **by the last working day of the month**.

You vacate the room in person, during working days and office hours.

When moving out you must show to a cleaning lady (from 8 am to 10 am), she will confirm you then "**Check out Ticket**":

- tidy room with furniture moved back to its original location,
- emptied and cleaned wardrobe, bed, desk, etc.,
- mopped floor in the room (even behind your bed and desk),
- defrosted and cleaner fridge (defrosting must be started the day before),
- emptied and washed kitchen cabinet,
- you will also return the bed linen.

You will hand in the "Check out Ticket" signed by a cleaning lady and return your residence card and key back to the Residence Office from 8 am to 10 am or at the reception.

The deposit is refundable only if you are accommodated in the dormitory min. 3 calendar month (it is not valid for shorter mobility).

The deposit we refund to the bank account which you announced to us or in cash if you requested in advance.

The deposit to the bank account we refund in the middle of the NEXT month after your departure.

Payments (prices valid from 1st March 2023)

First calendar month:

CZK 150 / per night

Make the payment for accommodation as soon as possible at the reception after your arrival to the dormitory – not in advance.

Next calendar months:

The payment for accommodation is per current month, it depends how many people are in the room (not beds!!!):

3 persons / room = CZK 3 400/ per person

2 persons / room = CZK 3 900/ per person

1 person / room = CZK 4 500/ per person

Make the payment for accommodation by every 15. day in the month.

The penalty for missing payment is CZK 500 (if you will not pay by the end of the current month).

Last calendar month:

The payment is for the WHOLE calendar month, no matter how many days you stay in your room and when you started your accommodation in the dormitory!
(i. e. 1.5.-31.5., 1.6.-30.6.)

Make the payment at the begging of the month, before your arrival day.

ALL PAYMENTS DO AT THE RECEPTION OR IN THE ACCOMMODATION OFFICE.

We accept only czech crowns for payment in cash or you can use bank card.

It is possible to pay accommodation fee for more months in advance.

Bank account no. for international students:

IBAN: CZ72 0300 0000 0000 1773 0683

SWIFT: CEKOCZPP

Československá obchodní banka, a.s. (ČSOB, a.s.)

Specific symbol: use your pseudo-birht code without letters