

LEOPOLD STUDENT DORMITORY – accommodation reservation for visiting students

I. Reserving accommodation

The number of rooms available to visiting international students is limited, which is why the Leopold Student Dormitory cannot guarantee accommodation for all visiting staff. After reviewing the ARF form, places will be allocated according to the time of application, depending on who submitted their request first, until the places are filled. In case of incomplete applications, requests for accommodation will not be accepted.

The list of accepted students and those who are on the waiting list will be published by July 1st/December 1st on the website of the Leopold Student Dormitory. The lists are subject to editing.

Reservation of accommodation in the Leopold Student Dormitory is done by sending the **Accommodation Request Form (ARF)** to E- mail: erasmus@vevu.hr until June 10th (for the winter semester) and October 10th (for the summer semester).

By submitting the application form for accommodation, the applicants give consent to the Leopold Student Dormitory to publish their personal data on its website within the procedure of choosing candidates.

Upon receiving the ARF form, the application is submitted to evaluation. After receiving the evaluated request from the reservation administration, the Erasmus coordinator will inform the visiting student on the results of their request and inform them on further proceedings to confirm their reservation.

II. Acceptance of the offered accommodation

The students accepted for accommodation in the Dormitory will receive an e-mail with a response to their request and the instructions on confirming their reservation, in particular, on the need to deliver a **Statement of Acceptance (SoA) and a proof of payment** for the accommodation (by bank transfer into the account) in the complete amount needed for the entire length of their stay in accordance with the application from the Accommodation Request Form (ARF).

The delivery of the SoA and the proof of payment needs to be done by July 15th (for students arriving for student exchange in the winter semester or for the whole year) and by December 15th (for students who are arriving for student exchange in the summer semester). The delivered scanned documents from the visiting staff are considered to be acceptance for accommodation in the Leopold Student Dormitory.

Prior to signing the SoA, the student is required to read the Legal acts through which rights and regulations for accommodation in the Leopold Student Dormitory are being regulated, Those acts are available to read on the website of the **Leopold Student Dormitory**.

In case the time limit for the delivery of the Statement of Acceptance (SoA) and a proof of payment for the accommodation is not met, or if the Leopold Student Dormitory does not receive the documents from the visiting student, it will be considered as cancelation of their application for accommodation and the College will contact other students who are on the waiting list.

III. Price of accommodation in the Dormitory

According to the Decision on the price of accommodation in the Leopold Student Dormitory for academic year 2018/2019 from December 7th 2018.

The monthly price for accommodation of visiting (Erasmus) students is 400,00 HRK.

PAYMENT INFORMATION:

ADDIKO BANK d.d.

IBAN: HR4725000091102156476

BIC: HAABHR22

III. CONFIRMATION OF AN APPLICATION OR ITS CANCELATION

The reservation will be processed in the order of receiving the SoA form and proof of payment.

After receiving the SoA and proof of payment, the Leopold Student Dormitory will send a confirmation of the reservation to the chosen student, by which the student accommodation is guaranteed.

The original **Contract on the Use of Accommodation in the Leopold Student Dormitory in Vukovar** will be given to the student upon arrival to the Dormitory.

The student can cancel their reservation in the case of a Higher Power or move out of the Dormitory before the time limit. The cancelation must be in writing (by e-mail: dekanat@vevu.hr) with an explanation after which, in accordance with to Ordinance on Dormitory Order and Conditions of Accommodation, the compensation for accommodation will be either returned or kept.