

LEOPOLD STUDENT DORMITORY – accommodation reservation for visiting staff

I. Reserving accommodation

The number of rooms available to visiting international staff 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.

Reservation of accommodation in the Leopold Student Dormitory is done by sending the **Accommodation Request Form (ARF)** to E- mail: erasmus@vevu.hr .

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

II. Accepting the offered accommodation

The staff chosen for accommodation in the Dormitory will receive an e-mail with the 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 within 2 days before the arrival. 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 staff 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 staff, it will be considered as cancelation of their application for accommodation.

III. Price of accommodation in the Dormitory

According to the **Decision on the Price of Accommodation** in the Leopold Student Dormitory for current academic year.

The monthly price for accommodation of visiting (Erasmus) staff is 200,00 HRK per overnight stay.

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 staff, by which the accommodation is guaranteed.

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

The staff 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.