

Dormitory Services and Rules

- all students can use kitchen and the TV room (keys available at the reception);
- bedclothes are changed once a month;
- students get bedclothes and other equipment, for which they are financially responsible until they return them to head of dormitory when checked-out;
- students can change room only with permission from head of dormitory;
- while entering the dorm one always should show *Identity Card*;
- leave the key room at the reception when going out of the dormitory;
- the “Quiet hours” from 11:00 PM till 6:00 AM are in force; give a time for rest your neighbors;
- in case of serious damages or reprehensible behavior student might be expelled from the dormitory;
- dispose of rubbish regularly and only at designed places;
- it is requested to keep room, kitchen, bathroom and other general purpose rooms clean;
- in order to use more effectively places in the dormitory students are obligated to change their rooms if head of dormitory decides so;
- **payment for room in the dormitory must be done till the 15th day of each month;**
- while check-out return the equipment, accomplish all formalities and leave the room cleaned up; in lack lacks in equipment or damage room done in the room, student will be charged with the costs of repair.

Dormitory deposit (OBLIGATORY)

Dormitory deposit (refundable) - 150 PLN (**40 EURO**) - is one-off payment made IN CASH in each dormitory at the reception, which each exchange student is obligated to pay on the day of accommodation.

Deadline for payment: deposit at the day of yor arrival/accommodation, payment for room until 15th day of each month,

Type of payment: in cash only.

In case of:

- stated damages in the dormitory room,
- stated damages of the dormitory property made by resident,
- lack of payment for room in domitory,

deposit will be reduced respectively to costs.

If Accommodation form is not signed by student it means that concern person disagree to pay dormitory deposit. As result room in the SUT's dormitory won't be available.

Access to the Internet

In order to gain access to the Internet follow the instructions:

- have a computer with properly installed network card (wired),
- print and fill in **application form** (ask at the dormitory reception for this document);
- application form deliver to network administrator (Polish student who lives in the dormitory BARTEK (room number 214); in person,
- connection to the network is free of charge.

Exchange students are accommodated to particular dormitory and number of free places.

Check-out procedure

- inform person for Erasmus/ exchange students of the Department of International Relations as well as head of dormitory about your departure at least 5 working (not calendar!!!) days ahead; take into account that 5 working days it's a minimum and it is suggested to do it much earlier,
- make sure that you paid for room in the dormitory (monthly/ daily payment; in case doubts related to amount of money contact head of your dormitory),
- in order to get back dormitory deposit contact head of dormitory,
- leave room clean, the way you would like to find it yourself upon arrival; mind that room standard/ condition as well as equipment depends on user,
- don't forget to take all of your belongings,
- give back key room to the reception
- **HAVE A SAFE JOURNEY!**

I have read these rules and agree to follow them:

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Date, Full name and a signature of the student