

Accommodation Schedule in the academic year of 2021/2022

Halls of Residence of the University of Hradec Králové

Article 1

I. Applications for accommodation for students studying in the complete study program, with the exception of future first grade foreign self-payers

Applications for accommodation may be submitted no sooner than after the student's admission.

Accommodation applications shall be submitted on the ISKAM web interface at <https://ubytovani.uhk.cz>.

Round I (current UHK students)

May 3, 2021 - May 31, 2021	Application submission
June 4, 2021	Result announcement
June 4, 2021 - June 25, 2021	Booking deposit payment (the Booking deposit must be credited to the account of UHK Halls of Residence by the deadline specified)
June 5, 2020 – June 25, 2021	Selection of the accommodation starting date and bed reservation (the reservation cannot be made unless the deposit is paid to the account of the UHK Halls of Residence)
Within Sep. 13, 2021	Payment of the Halls of Residence Rent for the month of September 2021 (see Art. 3, par. 6 hereof)

Round II (future first grade student + current UHK students who did not apply in the Round I, students of other universities)

July 12, 2021 – Aug. 6, 2021	Application submission
Aug. 11, 2021	Result announcement
Aug. 11, 2021 – Aug. 31, 2021	Booking deposit payment (the Booking deposit must be credited to the account of the UHK Halls of Residence by the deadline specified)
Aug. 12, 2021 – Aug. 31, 2021	Selection of the accommodation starting date and bed reservation (the reservation cannot be made, unless the deposit is paid to the account of the UHK Halls of Residence)
Within 13 September 2021	Payment of the Halls of Residence Rent for the month of September 2021 (see Art. 3, par. 6 hereof)

Procedure for determining the date of arrival for accommodation and bed reservation:

The student reserves the date of arrival at <https://ubytovani.uhk.cz>. First, the student reserves the date of arrival in the UHK reservation system and consequently in an approved application for accommodation in the ISKAM system, where he/she makes a bed reservation for the same date he/she has chosen in the UHK reservation system. In case of discrepancy between the starting dates of accommodation in the UHK reservation system and the ISKAM accommodation system, the UHK Halls of Residence reserves the right to decide on one of the dates thus booked in which the student shall be accommodated.

For applications submitted in Round I and II, the right to accommodation ceases if the deposit is not paid and credited to the account of the UHK Halls of Residence within the period required. The previous sentence does not apply if, on the last day of the specified date for payment of the deposit, the student meets the conditions under which the UHK Halls of Residence are obliged to provide the student with accommodation under other legal regulations.¹ In exceptional and justified cases, the deadline for sending the Booking deposit may be extended individually; however, the student has to request such extension in writing **before** the expiration of the deadline and has to provide reasons for not being able to pay the Booking deposit.

The student can request by e-mail to koleje@uhk.cz to cancel the submitted application with the right to a refund of the Booking deposit within the following

¹ E.g. protective measure of the Ministry of Health of April 3, 2021, ref. no. MZDR 20599/2020-69/MIN/CHAN

period:

- for applications submitted in Round I by Aug. 6, 2021
- for applications submitted in Round II by Sep 10, 2021

The Booking deposit shall be converted into an Accommodation deposit of the same amount upon arrival at the accommodation. The surplus of the Accommodation deposit after the end of the accommodation and offsetting of any receivables shall be refunded to the bank account of the student within 30 days. To refund the Accommodation deposit to the bank account, please fill in the bank data on the ISKAM web interface.

After these dates, those interested can apply for accommodation by e-mail at:
koleje@uhk.cz.

II. Applications for accommodation for students studying in an exchange program (Erasmus) + future first grade foreign self-payers

Future first grade foreign students and Erasmus students do not apply themselves. Accommodation is guaranteed to the students based on a list of students from the Study Department of the respective UHK Faculty submitted **by the deadline below**. Requests for the change of the bed reservation can be accepted by September 1, 2021 only. The choice and reservation of a bed is fully within the competence of the Accommodation Office of the UHK Halls of Residence. The foreign student listed on the list of students of the Faculty shall make an Accommodation Contract on the day of arrival and pay the Halls of Residence Rent and Accommodation deposit according to No. 3, par. 7 hereof. In the case of failure to pay the Accommodation deposit or the Halls of Residence Rent for a given month, the University Halls of Residence may unilaterally terminate the Accommodation Contract with such a student who is then obliged to leave the Halls of Residence on the next working day, unless the student meets the conditions under which the UHK Halls of Residence is obliged to provide accommodation to the student according to other legal regulations.² Student receiving a scholarship from UHK shall pay for his/her accommodation upon receipt of this scholarship, but no later than 3 weeks from the date of the Accommodation Contract making. The dates for booking a bed for foreign students and the terms and conditions for Halls of Residence Rent payments are specified in details in Articles 2 and 3 hereof.

July 23, 2021 providing a list of students by respective UHK Faculties

² E.g. protective measure of the Ministry of Health of April 3, 2021, ref. no. MZDR 20599/2020-69/MIN/CHAN

Article 2

Dates of Accommodation

The dates of accommodation in the UHK Halls of Residence in the academic year of 2021/2022 are as follows:

1. Sep. 13, 2021 - Sep. 17, 2021 and Sep. 20, 2021 – Sep. 24, 2021 – for students in the complete study program under Art. 1, par. 1 (Application submission in Round I and II)

- The first day of accommodation (check-in) is the date when the student filled in the application for accommodation on the ISKAM web interface (it is the date from which the student starts paying for his/her accommodation, regardless of his/her actual arrival to the Halls of Residence). The UHK Halls of Residence reserves the right to limit the number of students for boarding on individual days (individual check-in days reserved for students are limited by the maximum number of the students; after meeting the specified daily accommodation capacity, the students in such a case choose another day of arrival from the accommodation dates offered). Boarding is only possible on working days from 7:00 a.m. to 6:00 p.m. on the basis of the prepaid Rent for September 2021 (see Article 3, par. 6 hereof)
- After the date specified, accommodation is still possible, provided that the Rent for the given month is paid and a later start of accommodation is announced to in advance and confirmed by the Accommodation Office (e-mail: koleje@uhk.cz). Otherwise, the Accommodation Contract and reservation are cancelled in accordance with the terms and conditions of the Accommodation Contract without the right to a refund of the Booking deposit.

2. Sep. 8, 2021 – Oct. 8, 2021 – for foreign students listed by Faculties (under Art. 1, par. 2 hereof)

- The date of arrival for foreign students means the day listed on the list of foreign students provided by the Faculties by July 23, 2021. The starting date of accommodation can be changed until September 1, 2021 only; by this date all changes concerning entry of students must be submitted to Accommodation Office of the Halls of Residence. In justified cases, the student may request a change in the date of arrival for his/her accommodation even after this date; if the student learns of the circumstances making entering the accommodation within the specified period objectively impossible, he/she is then obliged to immediately inform the Accommodation Office of such circumstances (e-mail: koleje@uhk.cz).

Foreign students pay for accommodation in the Halls of Residence from the day of booking a bed according to the list of students by the respective faculty, regardless of the actual date of arrival (dates earlier than September 8, 2021 are generally not accepted unless agreed in advance with the Accommodation Office).

- After the date specified, the boarding is still possible only if the Rent payment for that month made by the foreign student is credited to the account of the UHK Halls of Residence including the Booking deposit required. The International Office of the respective Faculty shall immediately notify the Accommodation Office of such later date of the foreign student's arrival, however no later than by September 24, 2021. Otherwise, the right to reserve a bed ceases and the bed shall be offered to another accommodation applicant.

Article 3

Rent Payment

1. Payment by direct debit: the 5th day of the given month
2. Payment by a bank order, cash/card at the UHK Halls of Residence reception desk: by the 15th day of each month.
3. From the 16th day of the specific month, a late payment fine shall be paid according to the pricelist in effect³.
4. The Rent shall be paid in the amount calculated as the product of the daily rate for the relevant room according to the price list in effect and the number of calendar days in the specific month. (Therefore, it is not possible to set up a monthly standing order to pay the Rent and we prefer the direct debit payment instead.)

Example of payment calculation for the month of September 2021, for reservations from Sep. 13, 2021:

Number of days	x	rate per room	
18	x	CZK 118.00 (2 beds modernized)	= CZK 2,124.00

Variable symbol: to be found in the student's general data in ISKAM

5. In the direct debit payment, the student has to give permission to it in their internet banking with a sufficient amount limit (maximum 3,700 CZK based on the chosen accommodation standard) in favour of the UHK Halls of Residence account. At the same time, the student has to give permission to

³ All price lists, i.e. the current price list of student accommodation, the current price list of hotel accommodation and the price list of services are published on the UHK Halls of Residence website: <https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/celouniverzitni-pracoviste/sprava-vysokoskolskych-koleji/dokumenty>

the direct debit on the ISKAM web interface (<http://ubytovani.uhk.cz>). If the direct debit payment fails (e.g. due to insufficient funds on the student's account or the direct debit insufficient limit or an incorrect account number), the student can pay the Rent through the bank order or in cash at the reception desk by the 15th day of the given month.

6. The Rent for the month of September 2021 is paid cashless before entering the Halls of Residence according to the daily rate specified in the accommodation price list for the academic year of 2021/2022 and from the date selected as the day of the student's arrival at Halls of Residence when submitting the application - see Article 2 Dates of Accommodation. In case of non-payment of the Rent for the month of September, the student shall not be accommodated until the payment is made. On the arrival day to the Halls of Residence, the Rent for the month of September must be credited to the bank account of the UHK Halls of Residence.
7. Foreign students pay for the accommodation on the day of their arrival or no later than the next working day at the Halls of Residence reception. At the same time, they also pay the Accommodation deposit of CZK 2,000, which is the same amount as the Booking deposit (Accommodation deposit is paid on the day of arrival by all foreign students, regardless of receiving a scholarship from the UHK). If a student arrives for one semester only (Erasmus), he / she shall pay the Rent for the whole period of this semester. An exception is made for students who will be paid a scholarship from the respective UHK Faculty; they shall pay the one-semester Rent no later than 3 weeks from the date of their arrival (by this date such a student receives a scholarship from the respective UHK Faculty). Foreign students arriving to study for the entire academic year pay for their accommodation on a monthly basis, always by the 15th day of each month.
8. Students can follow their payment transfers through the ISKAM web interface.

Article 4

Payment data

1. Data for cashless payment:

Account number: 78-2733582/0800 (attention: "78" is a refix!!!)

Variable symbol: **You can find it on the ISKAM web interface**
(2220000XXX)

Variable symbol: Do not enter if the rent is paid by the direct debit!!!

Constant symbol: 0308

2. Data for foreign cashless payment:

Foreign payment:

Country: **Czech Republic**

IBAN: **CZ79 0800 0000 7800 0273 3582**

Account number: **78-2733582 / 0800**

Variable symbol: **222000xxxx** (available on the web interface of the accommodation system, it identifies the student's payment)

BIC (SWIFT): **GIBACZPX**

Bank: **Česká Spořitelna**

Currency: **CZK**

Recipient: **University of Hradec Králové, Halls of Residence**

Amount: **CZK**

Article 5 Final Provisions

The Directive comes into force and effect on the day of its signature. The Bursar's Directive No. 4/2020 – Accommodation Schedule in the 2020/2021 academic year hereby expires.

In Hradec Králové on April 29, 2021

Ing. Aleš Klicnar