

Plzeň, 20 January 2022
ZCU 37/2022 SKM

Accommodation and Catering Administration Director's Decision No. 2R-SKM/2022

MANUAL FOR INTERNATIONAL STUDENTS – PROCEDURE FOR ACCOMMODATION REQUESTS

- THE APPLICANT CONTACTS THE INTERNATIONAL OFFICE (IO) OR THE ACCOMMODATION AND CATERING ADMINISTRATION (ACA) AND A RESERVATION IS MADE
- THE APPLICANT PAYS IN ADVANCE A RESERVATION FEE CONSISTING OF A SECURITY DEPOSIT OF CZK 2,500 AND AN AVERAGE MONTHLY RENT OF CZK 3,000.

- PAYMENT INFORMATION:

1) **PAYMENT BY ELECTRONIC MONEY TRANSFER TO THE RECIPIENT'S BANK ACCOUNT**

THE UNIVERSITY OF WEST BOHEMIA (ZÁPADOČESKÁ UNIVERZITA V PLZNI),
UNIVERZITNÍ 8, 301 00 PLZEŇ
UNICREDIT BANKA (SWIFT ADDRESS: BACXCZPP)
UNICREDIT BANKA ČESKÁ REPUBLIKA A SLOVENSKO, A.S., ŽELETA VSKÁ 1525/1,
PRAHA 4 – MICHLE 140 92, CZECH REPUBLIC
BANK ACCOUNT NO.: 78887000 /CZK/
IBAN: CZ8027000000000078887000 BANK CODE 2700
VARIABLE SYMBOL (PAYMENT IDENTIFIER): THE ASSIGNED BIRTH CERTIFICATE
NUMBER, WHICH IS GENERATED UPON SUBMITTING AN APPLICATION FOR
STUDY/STUDY VISIT + STATE THE APPLICANT'S FULL NAME IN THE "MESSAGE FOR
RECIPIENT" BOX SO THE PAYMENT CAN BE MATCHED
SPECIFIC SYMBOL: 7777
FEE: **OUR**

2) **PAYMENT THROUGH A PAYMENT GATEWAY**

- FOLLOWING PAYMENT OF THE RESERVATION FEE, THE RESERVATION IS CONSIDERED TO BE BINDING; IO DRAWS UP A PRELIMINARY CONTRACT IF SUCH A DOCUMENT IS REQUIRED BY THE STUDENT.
 - IF THE RESERVATION FEE IS NOT CREDITED TO THE UWB'S CURRENT ACCOUNT WITHIN 2 WEEKS OF THE REQUEST FOR RESERVATION, THE RESERVATION SHALL BE CANCELLED AND NO PRELIMINARY CONTRACT WILL BE DRAWN UP
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- IF THE APPLICANT CANCELS THE ACCOMMODATION NO LATER THAN 1 MONTH BEFORE THE RESERVATION'S START DATE, THE RESERVATION SHALL BE CANCELLED AND THE APPLICANT SHALL FORFEIT HIS/HER RESERVATION FEE IN FAVOR OF ACA
- IF THE APPLICANT DOES NOT CHECK IN AND FAILS TO STATE THE REASON WHY THEY DID NOT CHECK IN, THE RESERVATION SHALL BE CANCELLED AND THE APPLICANT SHALL FORFEIT HIS/HER RESERVATION FEE IN FAVOR OF ACA
- IF THE APPLICANT DOES NOT CHECK IN AND DOES NOT STATE THE REASONS FOR HIS/HER LATE ARRIVAL WITHIN A MONTH OF THE RESERVATION'S START DATE (INFORMING EITHER IO OR ACA), THE APPLICANT SHALL PAY FOR THE DAYS FOR WHICH THEIR RESERVATION WAS HELD (START DATE OF THE RESERVATION – 1 MONTH)
- IF THE APPLICANT CHECKS IN AS PLANNED, THE ACCOMMODATION ACCOUNT SHALL BE SETTLED IN CASE OF ANY BALANCE DUE OR OVERPAYMENT (TO BE REFUNDED TO THE STUDENT'S MAIN JIS ACCOUNT)
- IF THE APPLICANT DOES NOT CHECK IN FOR NO FAULT OF THEIR OWN (E.G., FAILURE TO GET A VISA) AND HE/SHE IS ABLE TO PROVE THIS FACT, THE RESERVATION SHALL BE CANCELLED, WITH AN ADMINISTRATION FEE OF CZK 300 BEING DEDUCTED IN FAVOR OF ACA, AND THE REMAINDER OF THE RESERVATION FEE SHALL BE RETURNED BASED ON A SUBMITTED REQUEST
- **THE NOTICE PERIOD FOR TERMINATING ACCOMMODATION IS 3 MONTHS AND COMMENCES ON THE FIRST DAY OF THE MONTH FOLLOWING DELIVERY OF THE NOTICE OF TERMINATION OF ACCOMMODATION**

Ing. Petr Jícha
ACA Accommodation Facility Director