Rules of collection and settlement of deposit fees paid by foreign students living in the University of Lodz Dormitories

1. Accommodation of UL students who are foreign citizens continuing their residence in the UL Dormitories is based on the list of persons entitled to residence, as generated from the USOS system. Accommodation of students starting a cycle of education, students of exchange programs and SJPdC participants is based on accommodation lists prepared in Excel format.

2. UL Student / SJPDC participant, who is staying at the Dormitory, is obliged to complete and sign:
   a) personal questionnaire,
   b) statement of compliance with the provisions of the Regulations on the allocation and use of housing in the University of Lodz Dormitories,
   c) statement of consent to bear responsibility for the destruction of property in the Dormitory in which the student resides,
   d) inventory list.

3. A student who has been granted a place in the University of Lodz Dormitory for a given semester / academic year is obliged to pay a refundable deposit equivalent to PLN 700 (words: seven hundred zlotys).

4. Deposit shall be paid by means of bank transfer to the indicated bank accounts of the University of Lodz Dormitories to the following deadlines:
   a) September 25, for students accommodated from the winter semester in the given academic year; if they continue their accommodation - the deposit in this case also constitutes a booking fee for the Dormitory; The list of students who have made such a deposit-and-booking fee is transferred by Dormitory Manager to the BWZ as needed,
   b) 10 February for students starting their accommodation in the summer semester.

5. Each Dormitory has a separate account to collect deposit fees paid by foreign students.

<table>
<thead>
<tr>
<th>Dorm no.</th>
<th>Bank account no.</th>
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<tbody>
<tr>
<td>II</td>
<td>11 1240 3028 1111 0010 7347 7214</td>
</tr>
<tr>
<td>III</td>
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<td>XIV</td>
<td>49 1240 3028 1111 0010 7347 4978</td>
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6. Confirmation of the transfer must be provided to the Dormitory administration on the day of check-in.

7. Failure to pay the deposit will result in the loss of the allocated place in the Dormitory.

8. The deposit fee serves to secure the property of the dormitory against destruction, to cover the costs of repairing possible damage caused in the room allocated or its equipment.
9. If the necessary amount is covered by the University of Lodz from the deposit funds, the student is obliged, within 3 days from the date of receiving information about the reduction of the deposit funds, pay a balance fee up to the amount specified in the Regulations for the allocation and use of housing in the University of Lodz Dormitories.

10. The Dormitory Manager or an employee authorized by him/her is obliged to keep records of residents who pay deposit fees and to settle the damage caused by them.

11. Settlement of the deposit may take place after the end of the accommodation period and after transferring the room to the Dormitory administration.

12. The Dormitory Manager or an employee authorized by him shall assess the technical condition of the room and its equipment.

13. In the case of damage found in the Dormitory (room) or deficiencies in its equipment, the Dormitory Manager shall appoint a commission which shall perform the valuation of possible damages.

14. Valuation of damages shall be based on the amount of costs that must be incurred to restore the room or equipment to its condition prior to the occurrence of damage.

15. The student is obliged to cover the repair costs pertaining to the damage and the costs of purchasing new equipment. The costs are covered first of all by the deposit funds paid by the student.

16. If the value of the damages exceeds the amount of the deposit paid, the student is obliged to cover the difference.

17. The student reimburses the repair cost of damaged property by paying the required amount to the book of receipts at the Dormitory administration, or to the bank account indicated by the Head of the Dormitory on the day of report on damages or lacks in equipment.

18. The deposit is refundable at the written request of the student. The request should be submitted to the Dormitory administration not later than 7 working days before the planned date of departure. (Attachment No. 15 to the Regulations for the allocation and use of housing in the University of Lodz Dormitories).

19. The deposit may be repaid on condition that the room or place occupied by the resident is returned to the Dormitory Manager, or an authorized person, and upon the fulfillment of all the obligations that the student has towards the Dormitory.

20. The deposit is refunded to the bank account specified by the student within 21 working days of the date of checking out from the Dormitory.

21. The deposit paid is not refundable when:
   a) the student caused damages in the Dormitory and in the adjacent area,
   b) the student is in arrears with the accommodation fees,
   c) the student did not submit a written request for the repayment of the deposit,
   d) the student left the room occupied without settling the deposit with the Dormitory administration.

22. The deposit fee is not subject to interest rates.

23. The deposit is not applicable to short-term accommodation, i.e. less than one month.

24. In the case of resignation from short-term accommodation before the check-in, or in the case of failure to begin classes for reasons independent of the candidate, the deposit shall be returned to the account indicated in the written application by the foreign student / SJPDC participant.