

# Housing Agreement

## Application Form

This form must be completed and returned to the Office of Admissions together with the Housing Deposit and the Key Deposit (see next page for details). Housing allocation will be made on a first-come, first-served basis according to the date of receipt of this form and the Housing Deposit payment. The Housing Deposit is non-refundable after 30 September and or 31 January. In the event that this housing application is accepted, the present document becomes a Housing Contract whereby all terms and conditions are described.

### SECTION I - Personal Information

Reference Number :

Family Name :

First Name :

Mailing Address :

City :  Country :

Email Address :

Passport No./ID card :

Home Phone Number :  Mobile Number :

Gender :  Male  Female  Date of Birth :  Day  Month  Year

Nationality :  Religion :

### Parents' Information

Father's Name : <input type="text"/>	Mother's Name : <input type="text"/>
Address : <input type="text"/>	Address : <input type="text"/>
City : <input type="text"/>	City : <input type="text"/>
Country : <input type="text"/>	Country : <input type="text"/>
Home Phone : <input type="text"/>	Home Phone : <input type="text"/>
Work Phone : <input type="text"/>	Work Phone : <input type="text"/>
Email : <input type="text"/>	Email : <input type="text"/>

### Enrollment Status

### Entering Semester

### Program of Study

New Student	FALL semester 201.....		
Student with advance standing	SPRING semester 201.....		
Erasmus Student	SUMMER semester 201.....		

## Life Style

1. Are you a smoker?  Yes  No
2. Thinking about your style of living, what would your room most often look like in order for you to have a comfortable, "at home" feeling.  
 Cluttered but comfy "lived in look", bed unmade  Neat, clean, and orderly room where everything has its place
3. Describe your noise level:  High  Moderate  Low
4. Describe your social habits:  Very sociable  Moderate sociable  Keep to myself
5. Do you have any special needs that should be taken into consideration when allocating housing?  Yes  No

If yes, please specify:

## Roommate Preference

Every effort will be made to provide you with a roommate of your preference. Please note that it is not always possible to meet students' demands, since other factors such as room availability and students' cultural and religious background are uncontrollable variables.

Name (if known) :	Smoker :	Non Smoker :
Age :	Nationality :	Religion :

## SECTION II - Accomodation Cost and Apartment Preference

HOUSING UNIT	Contract Duration	Cost €	Please tick <input checked="" type="checkbox"/> your choice
<b>Cyprialife Residence</b>			
Studio Apartment	12 months	5,880	
<b>Serenity House</b>			
One Bedroom Apartment	12 months	5,940	
Two Bedroom Apartment	12 months	3,480	
Three Bedroom Apartment	12 months	3,240	

**Note 1:** Any housing contract which has a contract period less than 9 months bears an additional monthly charge of €30.

**Note 2:** Priority is given to Housing Application with full period contract (12 months).

**I hereby certify that I have read carefully this housing agreement and I fully understand and comply with the Terms and Conditions of this agreement. I understand that this agreement obligates me to reside in the Housing Facility I have chosen, for the period described in this Application Form.**

## ΜΕΡΟΣ III - Payment of the Housing and Key Deposit

For a reselection in **Cyprialife Residence and Serenity House** please proceed with the payment of the Housing and Key Deposit in one of the below ways

<b>1. HELLENIC BANK</b>	<b>2. ONLINE PAYMENT</b> <a href="http://www.jccsmart.com">www.jccsmart.com</a>
Account Name SPS Institute of Education Ltd	<b>3. AT THE CASHIER'S DESK</b>
Account Number 121-01-030320-01	
IBAN CY73005001210001210103032001	
SWIFT HEBACY2N	

\* Please make sure that on the receipt you include only your **Reference/Registration Number** and the name of the facility of your choice.

Student's Signature

Day

Month

Year

# Housing Agreement

## Cyprialife Residence, Serenity House

### Terms and Conditions

All the materials contained herein are an integral and binding part of this Housing Agreement. It is the student's responsibility to become familiar with all provisions of this Agreement. To the extent that any provision in this contract is susceptible to more than one meaning, the interpretation of the Director of Housing Services or his/her designee shall control.

**a) Reservation Policy:** A Housing Deposit of €350 is required for reserving an apartment. The deposit is used against damages that might occur during residents' stay. The Housing Deposit is refunded to the student upon contract expiration and after the apartment is delivered in a "broom-clean" condition and undamaged. Residents will be held responsible for damages to, or loss of property in the apartment.

**b) Housing Deposit - Refund Policy:** If a student chooses to cancel the Housing Application prior to entry in the Housing facilities, the following Reservation Refund Policy will be in effect:

Fall Semester		Spring Semester	
Prior to 1 September	100%	Prior to 1 January	100%
Prior to 15 September	75%	Prior to 15 January	75%
Prior to 22 September	50%	Prior to 22 January	50%
Prior to 29 September	25%	Prior to 29 January	25%
After to 30 September	0	After 31 January	0

The deposit is required to insure European University Cyprus against loss through unpaid rent charges, property loss and excessive wear and tear. Upon termination of the Housing Contract and submission of keys, the housing deposit is refunded, less any amount due for damages (including common area damages), unpaid rent and any other outstanding University charges. In addition, for the refund of the deposits the resident must submit the final water and electricity bills. Payment of the Housing Deposit does not necessary guarantee apartment assignment. Apartment assignment is subject to availability.

**c) Key Deposit:** The Key Deposit of €40 is payable together with the Housing Deposit and it is fully refundable at the end of the contract and upon returning the key to the Housing Office.

**d) Fire Extinguisher Deposit:** Residents who reside in two bedroom apartments in Serenity or Perfect House or Cyprialife Residence must remit a deposit of €11 per resident. Residents who reside in one bedroom/studio apartment must remit €21. This deposit is fully refundable upon return of the fire extinguisher when the contract expires and provided that the fire extinguisher is returned intact.

**e) Connectivity Fee:** In case residents wish to connect water and electricity in their apartment prior to their arrival they can do so through the Connectivity Service. For more information contact the Housing Office.

#### GENERAL TERMS AND CONDITIONS

**1. Apartment Assignment.** The University reserves the right to make apartment assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one apartment to another. Apartment assignments take place only upon written authorization from the Housing Office.

Apartments in the University's Housing Facilities are to be occupied only by the students assigned to them. A student's right to occupy an apartment in the University's housing facilities pursuant to this Agreement may not be assigned or transferred by the student.

**2. Consolidation.** The University may consolidate apartments to full capacity when vacancies occur and move a student to another apartment when such consolidations become necessary. Students who have a two bedroom apartment contract and who do not have a roommate, must either move to another apartment or a roommate will be assigned by the Housing Office.

Any apartment change must be approved and be completed within five days after notification to consolidate. If the consolidation has not occurred within this five day period, the student will

automatically be charged and legally obligated to pay for both rooms in a two bedroom apartment.

**3. Contract Duration.** All housing contracts in Serenity House and Cyprialife Residence have a duration of one year. **The contract periods are fixed and all housing contracts begin on September 01 and end on August 31.**

**4. Check-in / Check-out Policy.** Upon entry to an apartment, all residents will receive the **Check-in Form**, which they will need to complete and submit to the Housing Office one week after their entry to the apartment. Each resident will need to submit a separate Form (two and three bedroom apartments). The Check-in Form will detail the condition of the apartment and upon contract expiration, during the Check-out, a Housing Officer will evaluate the condition. Failure to submit the Check-in Form will result to charging the resident for all damages found in the apartment during the Check-out process. The residents must deliver the apartment in the same condition in which they received it. Furthermore, the apartment should be delivered with all items and furnishings which are described hereafter and on the Check-in Form. **Personal property left in an apartment following the termination of the occupancy will be considered abandoned and the Housing Office will give instructions for its disposal.**

**5. Description of Furniture and Fixings.** All studio/one/two/three/four bedroom apartments in Cyprialife Residence and Serenity House contain: 1/2/3 single bed(s), desk(s), library shelves, desk chair(s), armchairs, a coffee table, chest of drawers, a TV stand, a cupboard, a dining table with two chairs, curtains and bathroom fittings. The kitchen is fully equipped with an oven, cooker, refrigerator and a room controlled heat/air condition unit. No alterations or repairs may be made to the assigned apartment, to its furnishing or equipment without the written consent of the Housing Office.

**6. Utilities.** All utility bills (water, electricity, etc.) and/or deposits or taxes are the sole responsibility of the tenant. Upon contract expiration, residents must present a receipt of payment for the water and electricity bill before they can collect their Housing Deposit.

**7. Internet Connection.** Wireless connection is offered free of charge to all Housing Facilities. It is important to note that in case of internet connection abuse the connection may fail to provide access to the internet, in some cases it may cause termination of the users' internet access. The resident will be charged €100 in the event that he/she damages the modem. All Housing Facilities have the necessary provisions in case any residents wish to have their own internet connection, at their own expense.

**8. Cancellation Policy.** Students who have signed a housing contract and who have commenced occupancy in Cyprialife Residence and Serenity House will be held responsible for fulfilling their obligation under the contract. A student who withdraws from University housing will be obligated to pay for the full contract period. Cancellations are only possible in the event of unexpected charge of conditions in the family (i.e. serious illness, loss in the family) or war or political arrest to the country of origin of a student.

**9. Contract Renewal.** The resident is required to notify the Housing Office three months prior to the end of the housing contract whether he/she wishes to renew his/her contract in order to safeguard availability. The Housing Office reserves the right to rent the apartment to another individual after the above set period. As per Housing policies 30% of the current residence have the opportunity to renew their contracts.

**10. Delinquent Account.** Payment not made by the due date as shown in the method of payment (see paragraph 18), may result in the following actions after the 7th calendar day:

- Eviction from the assigned apartment and assessment of withdrawal charges. The resident is evicted from the apartment but the full amount of the Housing Fees as designated by the contract will remain payable.
- A late payment charge of €30 (if payment is remitted within 15 working days).

c) Restriction of registration for the next semester until all delinquent payments are made.

**11. University Obligation.** The University has an obligation to ensure an atmosphere conducive to learning, allowing residents to study and rest with a degree of privacy within their apartment. The Housing Office reserves the right to reassign, suspend, or terminate a Resident's Agreement when such action is deemed necessary or it is recommended by the Resident Assistant or any other staff member or committee.

**12. University Liability.** The University does not assume any obligation or liability for loss or damage to items of personal property which may occur in the building. This includes but is not limited to damage, loss, fire, theft, flooding etc.

**13. Code of Conduct.** All residents are required to abide by the code of conduct contained in the University's Bulletin and Housing Guide.

**14. Enforcement Cost.** Should the University incur any expenses in the enforcement of any terms of this Agreement, the resident shall pay the cost of such enforcement included, but not limited, to attorney fees.

**15. The Right to Entry.** The University reserves the right to enter an apartment without notice or permission from the residents to perform routine maintenance inspection and offer repair services. Furthermore, the Housing Office reserves the right to inspect an apartment if there is reasonable cause to believe that the tenant is in breach of contract or that the apartment contains any of the prohibited items listed below.

**16. Prohibited Items.** The following items are not permitted to be used or stored in student apartments or any other area: any acids, gasoline, firearms or other weapons, drugs or fireworks. Due to health standards and possible inconvenience to other residents, no animals other than fish, are to be housed or kept in the residential facilities.

**17. Housing Contract Termination by the University.** The University may terminate a Housing Agreement for the following reasons:

- a) for non-payment.
- b) upon disciplinary dismissal of a student from the University.
- c) upon violation of a term or condition of occupancy by the student or his/her visitor(s).

**18. Method of payment**

Installment Procedure	Cyprialife Residence	Serenity House			Payment Period
	Studio	One bedroom Apartment	Two bedroom Apartment	Three bedroom Apartment	
Housing & Key Deposits	€390	€390	€390	€390	Upon reservation
Payment 1	€1470	€1485	€870	€810	Upon entry in the apartment
Payment 2	€490	€495	€290	€270	02 October
Payment 3	€490	€495	€290	€270	02 November
Payment 4	€490	€495	€290	€270	01 December
Payment 5	€490	€495	€290	€270	07 January
Payment 6	€490	€495	€290	€270	01 February
Payment 7	€490	€495	€290	€270	02 March
Payment 8	€490	€495	€290	€270	02 April
Payment 9	€490	€495	€290	€270	02 May
Payment 10	€490	€495	€290	€270	02 June
Refund	€390	€390	€390	€390	Upon contract expiration

**FOR OFFICE USE ONLY - Please do not write in this section**

Ref. Number:	Reg. Number:	Amount	Receipt No.	Date
Housing Deposit				
Key Deposit				
Apartment Rent Installment				

Studio Apartment    
  One Bedroom Apartment    
  Two Bedroom Apartment    
  Three Bedroom Apartment

Housing Facility :  Cyprialife Residence     Serenity House

Date of Entry :

Roommate's Name :

Apartment Assigned :

Date Application Received :