



**KOLPINGHAUS GRAZ**

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**APPLICATION FORM FOR PUPILS**

Family name: ..... First name: ..... Sex: .....

Date of birth: ..... Nationality: .....

Street, No.: ..... Postal code, city: .....

Telephone: ..... E-Mail: .....

Name of the school in Graz: .....

School branch: .....

Room request: .....

Preferred date for moving in: .....

**Parents (Guardian):**

Name: .....

Address (in case of divergence): .....

Telephone: .....

E-mail: .....

**Cost bearer (payer):**

Name: .....

Address (in case of divergence): .....

**I ensure that I have given all information to the best of my knowledge. I declare that I have read, understood and will accept the House Rules and Payment Regulations and fully agree to abide by them. I am aware that moving into Kolpinghaus Graz does not constitute a tenancy. If the applicant is under 18, this agreement is only validated at the time the application's parents enter the contractual payment obligations.**

**I have read and accepted the data protection declaration. I am aware that I can get data information by mail or phone at any time.**

.....  
Place and date

.....  
Signature of applicant

.....  
Signature of cost bearer

<p style="text-align: center;"><b>Terms of Agreement for Pupils</b> <b>PAYMENT REGULATIONS 2020/2021</b></p>
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## 1.

A housing agreement is generally closed for the duration of one school year. If an agreement is closed during a school year, it is binding to the end of that year. The general limit for first admission is 30 years.

Residents are required to empty their rooms during summer holidays; otherwise the fix costs charges stated in article 7 will be claimed.

Residents who want to keep their room during summer have to announce this at the secretary's office by May 31 latest.

## 2.

With this contract Kolping Graz agrees to grant the resident housing and board including three meals daily (except on Saturday evenings, Sundays and public holidays) as well as ancillary services such as cleaning and the like. Laundry services are not included.

Meals can only be taken during scheduled Dining Hall hours. There is no basis for claiming financial compensation on missed meals.

Legally, the conclusion of this agreement and admission to Kolpinghaus Graz is no rental contract. Thus moving into Kolpinghaus Graz does not constitute a tenancy (§ 1 Abs. 2 Ziffer 1 MRG.).

The applicant's parent's collateral promise is precondition for the legal validity of this agreement.

## 3.

The management board is empowered to terminate this agreement without notice for disciplinary reasons or in cases of severe violations of the house rules or the payment regulations.

## 4.

Pupils applying for residence have to settle an **advance payment of € 400,00**, **payment of the service charge of € 20,00** and the **amount of sponsorship of € 15,00** for the respective year at the time of being given notice of admittance.

The advance payment will be used as deposit at the time of moving in, but will forfeit in favour of Kolping Graz in cases of non-entrance. In cases of non-entrance in the following year, the deposit will be accounted according to the claims listed in article 7.

The acceptance loses validity if payment is not settled on due date, so that the management board is entitled to contract the room again on a basis that excludes any claims whatsoever without giving further reasons.

## 5.

The deposit serves as security against damage in the dormitory property, outstanding rents, key replacement, and membership or sponsorship fees.

The deposit will be refunded after a duly completion of the agreement and proper notice of departure and vacation of the room. There will be no interest calculation on the deposit.

## 6.

Residents, parents or legal guardians respectively, agree to pay rents of

**€ 393,00 for double rooms**

**€ 494,00 for single rooms**

**€ 555,00 for comfort single rooms**

**€ 597,00 for studio apartments**

**ten times per year** for the period of September of the respective year to June of the following year. The monthly rent is to be understood as a flat rate in the calculation of which breaks during the academic year, field trips as well as Sundays and public holidays have been taken into account. The rent has to be paid by the fifth of each month. In cases of default of payment 9 % p.a. interest on overdue payment will be charged, further, reminder charges of € 4,00 per reminder will be brought to account. The amount of rent as stated here equals the amount of rent at the point of time the contract is concluded. The management board wishes to explicitly state that the amount of rent might be subjected to modifications in response to increasing prices, wages, taxes, rates and so forth.

## 7.

Since unilateral terminations of contract through pupils during the school year are not intended abandonments of residence during that period are basically viewed as violation of contract entitling the management board to charge fix costs fees until the end of the respective school year of

€ 321,00 for double rooms

€ 422,00 for single rooms

€ 483,00 for comfort single rooms

€ 525,00 for studio apartments

on a monthly basis.

**This remains valid also in cases of early contract termination due to severe violations of the house rules or the payment regulations.**

## 8.

The application for contract renewal for a further school year has to be made by **31<sup>th</sup> March 2021**.

Concurrent that, a **residence guarantee fee of € 200,00** has to be paid by **31<sup>h</sup> March 2021**.

This sum will be accounted for the amount of the September rent but will be forfeited in case of cancellation or pupil termination in favour of Kolping Graz as lump compensation for the administrative effort caused by the contract violation.

## 9.

Residents are encouraged to seek Kolping Graz membership. In that case an annual membership fee of € 15,00 has to be paid. This sum is fixed by the constitution of Kolping Graz and will be used according to its articles.

All non-member residents have to pay a sponsorship fee of the same amount. In cases where a Kolping Graz membership is acquired during an academic year the already paid sponsorship fee will be regarded as membership fee. Members of other Kolping Families who can demonstrate that they have paid membership fees in the respective year are not affected by this rule.

## 10.

Residents are personally responsible for any damage they cause to Kolping Graz property. In minors parents, legal guardians or cost bearers respectively, are financially fully responsible for damages and losses.

**Financial responsibility is not limited to the amount of the deposit paid.**

## 11.

Refrigerators have to be registered. Due to the increased power requirement there is a fee on refrigerators which is announced separately on the announcement board.

Coffee machines and water boilers are to be used with a fireproofed base only.

**Heater assembly and cooking equipment such as toasters, barbecue grills, hot places, micro waves, pizza ovens, immersion heaters as well as electric irons must not be used in the rooms.**

## 12.

Entrants and their legal guardians respectively, declare with their signature that they have taken note of and agree with the general terms and conditions of housing and payment. Further, they oblige with their signature that they agree to fulfil all agreements of this contractual relationship.

Any dispute arising from this contract will be settled before a competent Graz court.

# HOUSE RULES FOR PUPILS

In order to make living together at Kolpinghaus work for all a few rules have to be followed. The following articles summarize the most important pieces of information. We kindly ask you to abide by them and thus make an important contribution to our community.

## General notes:

In order to feel comfortable and at home, you may hang pictures, posters and prints in your room. The furniture and door, however, must **never** be posted over or pasted with posters and pictures. It is important that you take care of the furniture and the equipment and that you do not dirty the walls or drive nails into them or the furniture. Wardrobe, bed and desk must not be moved or arranged differently!

You are personally responsible for all damages caused by you. This includes dirt on the walls caused by tape, stick or glue residues.

Please note that the Kolpinghaus is not responsible for any lost or damaged property. Therefore, we advise you to lock your room every time you leave it.

## Move-in & move-out:

Moving in and moving out are only possible during office hours. Moving in and moving out outside of office hours is only possible after consultation with the office.

Our office hours are:

MON-THU 08<sup>00</sup>-17<sup>00</sup>

FRI 08<sup>00</sup>-14<sup>00</sup>

Pupils moving out have to entirely vacate their room. Wardrobe and desk must not be locked. Before leaving and returning the keys at the office the room has to be checked by the storey supervisor.

In case the day of moving out is the last day of the month the room has to be vacated by **10<sup>00</sup>** without exception. In case the last day of the month is a Saturday or Sunday the room has to be vacated by **10<sup>00</sup>** on the preceding Friday.

On the last day of the school year rooms have to be vacated until **14<sup>00</sup>** the latest.

## Getting up in the morning

There is no waking call or similar device that will wake you up in the morning! It is, however, expected from you that you have got up and tidied your room by **9<sup>00</sup>**.

If you are ill or cannot attend your classes for other reasons you have to notify the office so that further measures such as visits to doctors can be arranged.

## In-house support

For the time of your stay at Kolpinghaus Graz a supervisor is responsible for you. You may consult him or her any time and he or she will help you with any concern regarding school or personal issues you have.

## Curfew conditions

When moving in you will receive a key that opens your door and the front door. However, you have to abide by the curfew conditions!

<u>These are:</u>	under the age of 18:	until 22 <sup>00</sup>
	over 18 years of age	until 24 <sup>00</sup>

Staying out longer than usually allowed is only possible within the conditions set by the law for the protection of the youth and in agreement with your supervisor. You **always** have to report your returning to Kolpinghaus to the supervisor on duty!

### **Nighttime peace:**

Please abide by our general nighttime peace from 22<sup>00</sup> to 06<sup>00</sup>. After 22<sup>00</sup> all pupils are supposed to stay in their rooms and behave quietly. Radios, mobile phones and similar devices have to be switched off!

### **Guest regulation:**

You are allowed to have guests in the ground facilities of the Kolpinghaus until 21<sup>00</sup>. You are further allowed to take your parents to your room.

Pupils over 18 years of age are permitted to have guests in their rooms from 9<sup>00</sup> to 22<sup>00</sup>.

### **Study lessons**

Pupils are supposed to do their assignments and studying individually in their rooms. For pupils of the ninth grade/ninth year of schooling study lessons are mandatory. In cases of weak school performances regular study lessons may be viewed as a necessity and this period may therefore be extended. You have to report all your test and exam dates as well as your grades to your supervisor without any delay! If you intend to transfer to another school you have give account at the office!

### **Weekends, holidays & breaks**

As a general rule you are supposed to leave for your home at weekends. The management board may allow an over-weekend stay on submission of a written agreement by your parents.

**Our house is generally closed for pupils during school break. Pupils therefore have to leave for their homes. This is also valid for school-free days hat are administered autonomously by each school.**

### **Computer & TV:**

Kolpinghaus Graz provides digital satellite TV (DVB-T) offering about 70 different channels. In order to receive digital satellite TV a DVB-T Box or TV set with integrated DVB-T Tuner is required. Every room provides access to the network (LAN) of Graz universities and student residence halls (Virtual Campus Graz). We also have **WLAN** in the entire house. Entering VCG is free but limited. The registration form is available at the office and the reception.

Only pupils above the age of 18 years are allowed to have a TV set in their rooms.

### **Dining hours:**

	<b>MON-FRI</b>	<b>SAT</b>
<b>Breakfast:</b>	06 <sup>00</sup> -09 <sup>00</sup>	06 <sup>30</sup> -09 <sup>00</sup>
<b>Lunch:</b>	11 <sup>30</sup> -14 <sup>45</sup>	11 <sup>30</sup> -13 <sup>00</sup>
<b>Dinner:</b>	16 <sup>30</sup> -18 <sup>45</sup>	- - -

Meals can only be taken during these scheduled dining hall hours. If you miss lunch due to your school schedule you may prepare some snacks for your breaks at the breakfast buffet.

**Crockery and cutlery must not be taken away from the dining hall!**

### **Smoking:**

**Smoking is strictly prohibited in all rooms and facilities of the Kolpinghaus, especially in the residents' rooms.** Moreover, minors under 18 years old are not allowed to smoke in the court yard or in front of the building (see Jugendschutzgesetz / law for the protection of the youth).

### **Alcohol:**

With reference to the law for the protection of the youth alcoholic beverages are strictly forbidden for minors under 16 years old! In our residents' rooms the possession and consumption of alcohol is prohibited **for all pupils!**

**The possession, enjoyment and passing on of illegal drugs is strictly forbidden in our house and constitutes an immediate reason for termination.**

### **Fire detector:**

Every room is equipped with fire detectors. All devices that emit steam (such as hair dryers, hair straighteners, curly tongs, coffee machines, and water boilers) might set off an alarm and are therefore to be used with care.

Sparklers, joss sticks, and candles are prone to set off an alarm due to smoke development and are therefore not permitted.

Sprays must not be used in your rooms due to their potential of setting off an alarm. Hair sprays and antiperspirants may be used in the bathrooms, colour, lacquer and oil-based sprays are generally forbidden.

If an alarm is set off there is no way the approach and arrival of the fire brigade might be stopped. All costs arisen from the fire run will be forwarded directly to the person in whose room the alarm had been set off.

### **Pets:**

It is not allowed to keep any type of pet.

### **Residence registration form:**

If you are full-aged or do not have a residence in Austria, you have to fill out a residence registration form and register at the municipal district office within three days. You will receive the residence registration form at the office or the reception.

### **Facilities:**

#### **Common room (ground level):**

...provides space for entertainment, casual conversations and contact with fellow residents.

#### **Residents' kitchen:**

... so that you can cook your own meals on weekends. The kitchen is equipped with an electric cooker including an oven, a microwave and dishwasher. You must bring your own dishes.

#### **Laundry**

Our laundry is equipped with two washing machines two dryers, an ironing board and an electric iron. Washing marks can be bought at the office.

#### **Fitness room & weight room**

... so that you can practice sportive activities such as soccer, table tennis and many more.

#### **Two music rooms**

Please use one of our two music rooms if you want to practice. The keys are available at the reception.

#### **Private chapel – meditation room**

Our chapel is on the fifth floor and is accessible anytime. You may gain strength from calmness, silence and meditation.

### **Further important aspects:**

Blankets, cushions and bedclothes have to be brought by the residents. All rooms are cleaned by our cleaning staff once a week; still you yourself are responsible for the tidiness and cleanness of your room!

It is strictly forbidden to dye your hair in the rooms.

### **House rules violation:**

If you do not abide by the house rules and do not show changes in your behavior and attitude after a talk with your supervisors or the director the management board as well as the pedagogical director are empowered to terminate the agreement without notice!

### **Final clauses:**

The house rules and payment regulations are subject to change. The latest effective version is published online under: <http://www.kolping-graz.at>.