Mendel University in Brno  
Management of the Dormitories and Canteens Administration (DCA) 

Brno, March 3, 2020  
Ref. n°: 6030/2020-43810  

Director’s Directive n° 03/2020  
Rules Governing Accommodation at Accommodation Facilities of Mendel University in Brno for Academic Year 2020-21  

Article 1  
Allocation of Beds and Re-accommodation of Students in Second Year and Consecutive Years of Study  

1. The accommodation is provided to students of Mendel University in Brno (hereinafter referred to as “University”) who:  
   - are full-time students, or  
   - are students in mobility programs at the University, and  
   - have all their mature obligations against the Management of the Dormitories and Canteens Administration (hereinafter referred to as “DCA”) of the University satisfied.  

These students may conclude the Accommodation Agreement for the academic year 2020/21 in the following periods:  

<table>
<thead>
<tr>
<th>Period</th>
<th>Who may reserve a bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 15 April 2020</td>
<td>Currently accommodated may reserve only the current bed</td>
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<tr>
<td>16 - 30 April 2020</td>
<td>Currently accommodated students may change their room</td>
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<tr>
<td>01 - 15 May 2020</td>
<td>Any Mendelu University students may reserve any free bed</td>
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</tbody>
</table>

2. Students accommodated at the accommodation facilities who have already paid the deposit of CZK 3,000, shall use their university login and password to log into the webiskam application, where they can choose their room and confirm the Accommodation Agreement. Students who want to be accommodated as a mixed couple in the following academic year and students who are not yet living in the accommodation facilities, shall come in person to the accommodation office.  
3. Foreign students (outside of the EU) shall conclude the Accommodation Agreement in the accommodation office in person in order to make check their residence visas.  
4. Students who do not live in the halls of residence yet, must pay the reservation deposit of CZK 3,000 before making the reservation, either in the accommodation office or via the web-based payment from their bank.  

Article 2  
Allocation of Beds to Students Entering the First Year of Study  

1. Together with the decision of acceptance, students will receive information on how to book a bed.  
2. Students shall be advised to conclude the Accommodation Agreement directly at accommodation facilities at the latest on the day of enrollment, even without a prior application.  
3. DCA will provide accommodation up to the (agreed) capacity allocated for 1st year students who will apply for a dormitory by 4th September 2020. After this date, the accommodation will be provided only from vacancies, ie without guarantee.
Article 3
Withdrawal from the Agreement and Refund of the Deposit

1. In case of a written withdrawal from the Agreement by 31st August 2020 incl., 100 % of the deposit shall be refunded to the student.
2. In case of a written withdrawal from the Agreement between 01 - 15 September 2020, 50 % of the deposit shall be returned to the student.
3. In case of a withdrawal from the Agreement after 15th September 2020, the deposit is forfeited. The only exception are study reasons: termination or interruption of studies and study stay abroad.
4. A notification sent by e-mail is also considered as a written withdrawal from the Agreement.

Article 4
Students’ Check-in

1. Documents necessary for the check-in:
   - Valid identity document (identity card, passport), foreigners (outside of the EU) also a valid residence permit for the Czech Republic
   - Valid ISIC card (in case the student has one)
   - Students must have a direct debit authorization for the DCA account maintained by KB Brno-City, bank acc. n° 27-7498230277/0100, with the debit limit of CZK 8,000.
2. Students have to check-in to the accommodation facility to Friday, 11:00 am, in the first week of classes. Failure to check-in to the accommodation cancels the Accommodation Agreement, students lose their entitlement for the bed and the accommodation deposit is forfeited.

Article 5
Final Provisions

1. Decision No 04/19 of the Director is repealed
2. This Directive comes into force on the day of its signature April 1, 2020.

Ing. Jana Hradská
Director