

## **A. Sample notice of accommodation allocation to an accepted applicant**

### **Notification of accommodation allocation**

Dear Mr./Dear Mrs. <First Name> <Last Name>

Your request for accommodation in the accommodation facility of the Comenius University in Bratislava (hereinafter referred to as "AF") has been approved and, based on your choice of room in the electronic system, you have been allocated accommodation for the academic year <Academic Year>:

AF:	<NameofAF>
Object/room:	<Idroom>
Accommodation fee:	<Fee> €/ the bed/ month
Characterisation of the room:	<Internet>
Roommates:	<Roommate1>, <Roommate2>

Pursuant to the CU rector's directive no. 26/2023, you are entitled to allocated accommodation only in case of enrollment in the study program and only during the period of your studies.

#### **Deposit payment**

On the basis of Art. 2 par. 7 of the CU rector's directive no. 26/2023 and the binding methodological guidelines Schedule of the accommodation process for the academic year <Academic Year>, every student who is accommodated in AF is obliged to pay a deposit in the amount of ... €. The deposit is paid in two installments as follows:

1. The first installment of the deposit in the amount of ... € - **you do not pay this installment**, as you have already paid it after submitting the application for the allocation of accommodation,
2. The second installment of the deposit in the amount of €... together with the price for accommodation for the month of February - **this installment is paid to the AF bank account.**

#### **Payment of the price for accommodation for the month of September**

We ask you to pay the price for the accommodation for the month of September by <C2 of the schedule> at the latest. At the same time, we would like to inform you that in accordance with § 567 para. 2 of the Civil Code, the payment is considered to have been made on the day the financial amount is credited to the AF bank account. If you do not meet the deadline, you will lose your right to allocated accommodation (Article 12, paragraph 6, letter e) of the CU rector's directive no. 26/2023). When making a bank transfer, you must use the following data:

IBAN:	<IBANAF>
SWIFT:	<SWIFTAF>
Bank:	Štátna pokladnica
Variable symbol (university personal student number):	<UPSN>
Constant symbol:	308
Accommodation fee:	<Sum> €
Payment note:	<First Name> <Last Name>, <Idroom>

The due dates for rent for individual months are part of the Accommodation Agreement. We recommend that you set up a permanent monthly payment order for its payment through the "Internet banking" service, or in person at your bank's branch.

We ask you to fill in the number of your bank account in the form of IBAN through the electronic interface E-wallet <LinkEpenazenska>, to which the deposit will be returned to you after the end of the academic year, or its part after payment of all contractual obligations towards AF.

You can find detailed information related to accommodation on the website: [www.<AF>.uniba.sk/en](http://www.<AF>.uniba.sk/en), including the binding deadline for accommodation.

**B. Sample notice of accommodation allocation to a continuing student and PhD student**  
**Notification of accommodation allocation**

Dear Mr./Dear Mrs. <First Name> <Last Name>

Your request for accommodation in the accommodation facility of the Comenius University in Bratislava (hereinafter referred to as "AF") has been approved and, based on your choice of room in the electronic system, you have been allocated accommodation for the academic year <Academic Year>:

AF:	<NameofAF>
Object/room:	<Idroom>
Accommodation fee:	<Fee> €/ the bed/ month
Characterisation of the room:	<Internet>
Roommates:	<Roommate1>, <Roommate2>

Pursuant to the CU rector's directive no. 26/2023, you are entitled to allocated accommodation only in case of enrollment in the study program and only during the period of your studies.

**Úhrada kaucie**

On the basis of Art. 2 par. 7 of the CU rector's directive no. 26/2023 and the binding methodological guidelines Schedule of the accommodation process for the academic year <Academic Year>, every student who is accommodated in AF is obliged to pay a deposit in the amount of ... €. The deposit is paid in two installments as follows:

1. The first installment of the deposit in the amount of €... together with the price for accommodation (apartment) for the month of September,
2. The second installment of the deposit in the amount of €... together with the price for accommodation (apartment) for the month of February.

**Deposit installments are paid to the AF account. If the student concludes an accommodation contract for a period of less than 10 months, the deposit is paid in one installment.**

**Úhrada ceny za ubytovanie za mesiac september**

We ask you to pay the price for the accommodation for the month of September together with the first installment of the deposit by <C2 of the schedule> at the latest. At the same time, we would like to inform you that in accordance with § 567 para. 2 of the Civil Code, the payment is considered to have been made on the day the financial amount is credited to the AF bank account. If you do not meet the deadline, you will lose your right to allocated accommodation (Article 12, paragraph 6, letter e) of the CU rector's directive no. 26/2023). When making a bank transfer, you must use the following data:

IBAN:	<IBANAF>
SWIFT:	<SWIFTAF>
Bank:	Štátna pokladnica
Variable symbol (university personal student number):	<UPSN>
Constant symbol:	308
Accommodation fee:	<Sum+Deposit> €
Payment note:	<First Name> <Last Name>, <Idroom>

The due dates for rent for individual months are part of the Accommodation Agreement. We recommend that you set up a permanent monthly payment order for its payment through the "Internet banking" service, or in person at your bank's branch.

### Annex no. 3 to the CU rector's directive no. 26/2023

We ask you to fill in the number of your bank account in the form of IBAN through the electronic interface E-wallet <LinkEpenazenka>, to which the deposit will be returned to you after the end of the academic year, or its part after payment of all contractual obligations towards AF.

You can find detailed information related to accommodation on the website: [www.<AF>.uniba.sk/en](http://www.<AF>.uniba.sk/en), including the binding deadline for accommodation.