

**Julius Raab  
Studentenzentrum Linz  
Julius Raab Straße 10, A-4040 Linz**



**Check-In Procedures**

Rooms will be available from 1:00 PM on arrival day. Please check-in at the Reception Desk. Residents will receive a dorm contract as well as all other necessary forms, information, and documents. Please present your passport or passport identity card (mandatory!). The Reception Desk is open seven days a week, 24 hours a day.

**Check-Out Procedures**

Residents will be asked to vacate the room by 10:00 AM on departure day and deposit the key at the Reception Desk.

**Mandatory Residence Registration**

Residents at the Julius-Raab-Heim must officially register residency with the city, despite how long or how short the period of residence is. At check-in, the administrative staff will provide all of the necessary forms and information sheets. Please complete registration within 3 working days and return the original residence registration form to the main office. After departure, the administrative staff will complete the official de-registration process for you.

**Contract Terms**

Contracts are generally issued from the first day of the month to the last day of the month and only until June 30 (the end of the academic year).

The minimum contract period for the student dormitory section is generally 1 month and a one-month dorm fee will be charged.

Breaking the contract for a short period to, for example, move out between the end of January and move back at the beginning of March, is not possible.

Extension forms will be available by mid-April. These forms will be sent by email and are also available in the main office.

Reservations starting between:

1st – 10th of the month: 1 month's rent will be due

11th – 25th of the month: ½ a month's rent will be due

26th – 30th of the month: an additional €38.00 will be charged per night

Reservations ending between:

1st – 5th of the month: an additional € 38.00 will be charged per night

6th – 20th of the month: ½ a month's rent will be due

21st – 30th of the month: 1 month's rent will be due

Please note: In regards to billing, the reservation period is more significant and not the actual duration of stay.

Residents who move in before the first of the month - or who move out after the last day of the month - can be charged a fee of € 38.00 per night. We reserve the right to add fees in addition to the daily fee for expenses pertaining to those who stay without advance reservations, are delayed, or who overextend the period as stated in the contract.

For residents staying more than 2 months, the following fees will be added:

- Monthly dorm fee
- Registration fee for first-time applicants
- Insurance for the academic year
- Maintenance fee per semester
- Deposit

When extending a period of stay, these fees will apply, even if a shorter time span was previously agreed upon.

For period of stay up to 2 months only the dorm fee and registration fee will apply to first-time applicants.

### **Contract Termination**

A *guest contract* can be cancelled early by the end of the following calendar month in compliance with one-month advance notice of termination.

A *user contract* can be terminated in accordance to the termination deadlines as specified in the contract.

### **Methods of Payment**

Dorm rent must be paid each month in advance.

Dorm rent + fees are to be paid to administrative staff no later than 4 days after arrival.

Dorm rent, registration fees, insurance and maintenance fee can be paid for by credit card or in cash, the deposit is cash only.

Guests staying for a longer period must provide further payments via SEPA (Single Euro Payments Area) direct debit authorization. Direct debit can be authorized from any account within the SEP area.

### **Invoicing**

Please indicate the invoice recipient at the time of reservation. Invoices to the university must include the institute's internal order number and the contact person's e-mail address. If we are notified at a later date that the institute - and not the resident or guest – will be rendering payment - and a payment reminder notice with late fees has already been issued – the institute is responsible for both rent payment and late fee payment.

It should be noted that the resident is responsible for paying the deposit; an invoice cannot be issued for the deposit.

### **Cancellation Fees**

Up to 2 weeks before arrival

No charge

Up to the day of arrival (according to the contract\*)

€ 100 + a € 39 processing fee

After inquiry by administrative staff

min. 65 % of the monthly fee

(After arrival day)

+ a €39 processing fee

\*) or reservation confirmation

### **Deposit**

In general, the deposit will be refunded at the end of the following month via SEP area bank transfer approximately 4 weeks after moving out. Before moving out, residents from outside of the SEP area can receive the deposit back in CASH once the room has been inspected by staff members.

### **Guests**

Enrollment verification does not automatically qualify residents to receive the student rate.

If employed (and receiving an income over € 1,547.00), the guest fee will apply.

If notification is provided at a later date, the guest fee can be applied retroactively.

For applicants/prospective residents aged 35 years at start of contract, the guest fee will be charged.

We would like to remind you that the student housing facility is also open to university employees, employees at the universities of applied sciences as well as associated companies. This should, however, be considered as temporary accommodation and not permanent housing (this applies to the apartment units in particular).