Dear Resident,

We would like to inform you that the 2019/2020 midterm dormitory contract modification and the first moving out period will begin.

If you would like to change the duration of your existing dormitory legal relation and / or move out at the end of the fall semester of 2019/2020, please complete the necessary request form in NEPTUN. Submission period of request: 01.12.2019 - 07.12.2019!

What do you need to do if you would like to extend your staying in the dormitory:

- You can apply for a period from 5 months to 10 months, free of charge from 01.12.2019 to 07.12.2019, by submitting the extension application form via the Neptun system.

After the deadline has expired, we will not be able to accept a request for extension. If you missed the deadline above, you can apply for a dormitory place through the EKB website (3rd-9th January 2020).

You can find the request form for extension of dormitory legal relation in the Neptun system:

Administration / Requests/Available requests forms

*Name of the form: Request to extension of the Dormitory Residence Legal Relation for 2019/20/2!*

Please read your request carefully before the submission!

If you have any questions, write an email to kinizsikoli@gmail.com

*The acceptance of the request it is not automatic, you will get a decree about the decision, that you can find here: Neptun / Administration / Requests/Submitted requests*

You cannot change your dormitory to another one if you have an active legal relation with any of the dormitories because your application will be rejected.

You need to apply via the EKB website, but we cannot guarantee that you will get a place in any of the dormitories if you will cancel your dormitory legal relation in your current dormitory.

What do you need to do if you would like to cancel your dormitory legal relation or move-out:

- From 10 months to 5 months changing opportunity is available from 01. 12. 2019 to 07. 12. 2019, by submitting “Dormitory Moving Out Application 2019/20/1 (autumn) semester” request and specifying the moving out date in January.
• If you have a 5 months term dormitory legal relation at the latest you have to leave the dormitory till 31st January 2020. Submission of the dormitory moving out form is obligatory. If you miss the submission you will lose the deposit.

You can find the request of the dormitory move-out form in the Neptun system:

Administration / Requests /Available requests part

_Name of the form: Dormitory Moving Out Application 2019/20/1 (autumn) semester!

In case of moving out please follow the mentioned instructions below:

_Do not forget it:_ you can move out only if you submitted the Move out request in the Neptun system at least 5 working days before you want to move out. **Note that** this date is your registration date and you must check out and leave the dormitory at the same time. In case you will not be there personally you can manage it by proxy who has a formal Authorization Letter from you.

Please be careful when you are choosing your move out time, because in case of delay, Section 2.4. of the **Unified House Rules for the Halls of Residence** shall take effect:

„2.4. Should Residents not have a pre-approval by the administrator in charge of the dormitory building, they will forfeit the Move in request fee (deposit) in case the move out date is delayed.”

• leave the dormitory no later than the date specified in the request, which need to be included the removal of all the belongings,
• settle debts against to the dormitory,
• please note that hosting a visitor will be limited to 5 working days before your check out
• leave your place in your room in a clean, orderly condition. (We'll check that and the inventory too.)
• return the dormitory card (intact),
• during the move out, you must complete the administrative part of the move out, which can be done in the dormitory secretary office.

If you fail to complete these steps by the deadline or you have debts for the dormitory:

Refund of the deposit will be partially or totally denied!

Modification and move out policy:

_According to the unified protocol for dormitory admission, as used by the Corvinus University of Budapest, (III. Students' Regulations, Appendix 5/e)_

(7) _Moving out, free of charge, before the date indicated at the time of application expires (waiving of the place, that is) is only possible with the presentation of a medical document or any other equivalent proof, provided that such cases may as well receive irregular social grants or concern marriage. Waiving requires the submission of a copy of the attesting document, or its original must be presented to the Building Administrator of the given dormitory building. A total (100%) of the fee shall be paid for each commenced_
month, and **students will lose the fee (deposit) paid** at the time the Move-in application form was submitted, with the exception of students just starting their partial studies abroad (provided that this has been timely and formally proven, in compliance with their move-out registration requirements). In the event the applicant has been granted dormitory placement for an academic year, he/she will lose his/her dormitory place for the second semester if a respective waiver is submitted through Neptun until 15 December. The applicant cannot be obliged to pay any fee in connection with this.

**Students who have 10-month dormitory accommodation may not apply for a dormitory place in the dormitory application procedure announced for the spring semester.**

(8) In the event the applicant has been granted dormitory placement for 5 months or has waived of his/her dormitory boarding services for the second semester, and he/she has failed to officially move out from the dormitory by the deadline set in consideration of the academic year’s schedule (until no later than the expiry date of the boarding agreement, or until the deadline agreed upon in the Move-out application form submitted through Neptun), the applicant will lose the fee (deposit) paid at the time when the Move-in application form was submitted.

(10) **Dormitory placement** requested for an academic year (10 months) or a semester (5 months) may be modified free of charge to a semester (5 months) or an academic year (10 months) respectively. For this, an application must be submitted **through Neptun applications between 01 and 07 December.** Applications for extended accommodation will be assessed by the respective Campus head, and the Move-out application form (waiver) will be acknowledged by the respective Campus head.

According to above you can prolong your dorm’s contract period from 5 months to 10 months or cancel 10 months to 5 months form 1st December until 7th December in 2019.

28/11/2019 Budapest.

On behalf of the Dormitory leadership sincerely,

Katerina Fodor
Dorm’s Manager
Kinizsi Dormitory

Ákos Tiringer.
Campus Director
Közgáz Campus

Valéria Mikó
Coordinator of Dormitories
Közgáz Campus

Martin Rimóczi
Student Committee
Kinizsi Dormitory

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