

Dear Student,

The following contains important information as well as some general guidelines. Please note that you must **read this carefully before signing and returning your Housing Contract.**

Rent

It is very important that you keep your receipts from your transfers and/or payments with your important documents. Please keep and bring all subsequent receipts from your transfers (rent, deposit and start package) to Copenhagen in case of any misunderstandings.

You must pay the full amount of your rent by the due date stated in your Housing Contract. Please read your Housing Contract for specific instructions.

Rent must be paid on time. If not, a late payment fee of DKK 250.00 will be deducted from your deposit. In very exceptional circumstances (e.g. documented delay in the transfer of scholarship funds from your home university) special arrangements can be made allowing delayed payment. Please **ALWAYS** contact the CBS Housing Department if your payment is delayed.

You are responsible for paying rent for the whole rental period. Make sure you understand the terms and conditions regarding your accommodation and your rent as stated in the Housing Contract.

You are also responsible for all fees added to your payment due to international bank transfer. Some fees will be added late in the process and therefore will not be known to your home bank.

Cancellation

Prior to arrival

If you wish to cancel the accommodation with the 14 day cooling-off period you must send an email to contracts.intoff@cbs.dk. If you neglect to do so, you will be responsible for paying rent for the full rental period.

After arrival

If, for any reason, you have to leave Copenhagen earlier than expected, you will be held responsible for the rent for the remaining part of the period. Any amounts already paid cannot be refunded, unless it is possible to rent the room for the remainder of the period agreed upon in the rental agreement.

Security

We have experienced an increase in the number of damages to our facilities and complaints from both residents and neighbours about the behaviour of the residents. There has also been an increase in the amount of trash left scattered both inside and outside of the premises. CBS is legally responsible to the Municipalities of Copenhagen and Frederiksberg and we must ask you to note the following:

In the case of damage done to the residence or to the equipment of the residence, we will try to identify the students involved. If this is impossible the cost to repair the furniture or the building will be divided among all residents. This will also be the case if we need to order a cleaning service after social gatherings. If we are able to identify the persons responsible for the damage or lack of cleaning, or if witnesses come forward, the costs in question will be charged to those responsible. Students identified by witnesses will of course be called in and given a chance to present their side of the story.

In case of repeated involvement in disturbances or irresponsible behaviour in the residences, we are required to inform the President of CBS who will contact the home universities of those involved about the incident and, if there are further incidents, the student(s) in question might risk being excluded from the residence as mentioned in your housing agreement.

Please remember to show common courtesy to one other and to your neighbours by respecting the house rules and keeping quiet after 10 p.m. Loud music and noisy behaviour are not accepted. The housing department and the inspectors will check on the residences from time to time.

The common areas in CBS student residences are under video surveillance in the interest of both securing the safety of our students as well as solving questions concerning responsibility for damages or disturbances.

Bed linen

Upon arrival, you will find a duvet, a pillow, sheets, tea towels and two towels provided in your room.

Cleaning

The Housing Department employs a professional cleaning company to inspect and clean all rooms prior to arrival. A charge of DKK 255.00 is included as part of the Rent and Utilities and Services stipulated in your contract.

If a student leaves a room in a condition which requires additional cleaning, the Housing Department will inform the student concerned and the additional charge will be sent to the student.

Telephone and Internet

In your room you will have access to telephone and to the Internet for study-related use and for basic e-mail correspondence. The telephone number in your room is provided in your Housing Contract. Please note that in Peder Skramsgade and Tietgen Kollegiet there is no telephone phone access from your room, but you will have Internet access.

Please note that CBS cannot be held responsible for Internet failure due to misuse in the form of downloading materials other than study-related documents, for example in the form of music or movies, or because of breakdowns on the part of our internet provider.

Check your email

Make sure to check your email often, preferably every day. Sometimes changes occur which we will notify you about via your CBS email, and we will often need a quick reply.

Guests

It is not permitted to have friends and family staying over in your room.

Questions to the Housing Department

It is important to us that you understand that inexpensive and perfectly located accommodation is very hard to find in Copenhagen. However, if there are extremely unacceptable conditions, you should of course contact the CBS Housing Department for help.

Additional information can be found at our accommodation website:

http://www.cbs.dk/cbs_international/accommodation

If you have any further questions, feel free to contact the Housing Department at the International Office.

From comments made by previous residents, we know that the friendships made with other residents from all over the world, is an important outcome of being here with us at CBS.

We hope you will have a wonderful time in Copenhagen.

Sincerely,

Marianne Bach

Housing Coordinator