International Office, VU University Amsterdam

PhD’s / Guest Regulations 2015-2016

The International Office offers accommodation to participants in exchange programmes, to foreign fee-paying students in international Master’s and Bachelor’s programmes, to visiting staff, scholars and international PhD’s and guests at VU University Amsterdam. The International Office offers furnished and unfurnished rooms with private or shared facilities. The number of rooms available is limited, so we cannot guarantee accommodation for every student or guest, but the International Office will do its utmost best to find suitable accommodation for everyone.

This document contains all the information on the rules and regulations concerning accommodation arranged via the VU University Amsterdam for International Guests and PhD’s.

1) Arrangements for PhD’s and Guests

**Information**
For an overview of all accommodations types, please consult our website: [http://vu.nl/en/research/taking-phd/phd-guest-accommodation/index.asp](http://vu.nl/en/research/taking-phd/phd-guest-accommodation/index.asp). The price of accommodation varies between €500,- and €870,- depending on the type of room and the facilities provided. More information about the rooms and procedure can be obtained from FAQ list. Any remaining questions can be sent to: accommodation@vu.nl

**Housing corporations**
VU University Amsterdam has housing contracts with 4 housing corporations: DUWO, De Key, Eigen Haard and Ymere.

**Rental periods**
This is the period during which a guest / PhD and the housing corporation have agreed to rent (out) accommodation.

**Rental period Short Stay Housing**
A Short-stay rental agreement can only be made for a minimum period of one month, and up to a maximum period of twelve months. **It is not possible to extend the rental contract after 1 year.** The start date of the rental period is always on the 1st or on the 16th of the month. The end date of the rental period is always on the 15th or on the last day of the month.

**Rental period PhD housing**
A PhD Housing rental agreement is accessible for PhD students of VU University Amsterdam only and can be made for a maximum period of five years. PhD housing is only available for international PhD students of VU University. When the tenant ends the doctoral research at VU
University Amsterdam, the tenant is no longer entitled to the accommodation provided by the International Office and immediately has to notify the housing corporation and the contact person for accommodation of the faculty. **It is not possible to extend the rental contract after 5 years.** The start date of the rental period is always on the 1st or on the 16th of the month. The end date of the rental period is always on the 15th or on the last day of the month.

**Extra Conditions for PhD Housing**
The International Office has limited possibilities for long term rental contracts for PhD’s. Please take notice on the following conditions:

- Maximum income of your household is € 33,000 per year at the start of your rental contract. (This does not apply to PhD’s in Uilenstede Oost 510).
- Most rooms are for 1 person only, there are limited possibilities for couples.
- Children are not allowed in these accommodations.
- It is not possible to sublet these rooms.

2) **Application**

**Procedure**
You can receive the application form from the accommodation department (accommodation@vu.nl). Once the accommodation office received your application form, your request will be placed on a waiting list. As soon as accommodation becomes available for you the International Office will inform you. There is no set deadline for submitting an application, but we advise to apply at least six months in advance.

**Application form**
There are two different parts on the forms: One section concerning Short-stay housing and one section concerning PhD-housing. An application is a request for accommodation: it does not constitute an offer of accommodation or the acceptance of such an offer.

3) **Confirmation**

**Housing offer**
If the International Office is able to offer you accommodation, the Confirmation Letter for Accommodation with a confirmation of the address, type and expected price of the room will be sent to you.

As long as there is no accommodation available, your request stays on the waiting list.

Note: Housing corporation DUWO enables guests to make a reservation themselves for accommodation. The Confirmation Letter for Accommodation can also be seen as an invitation to make a reservation for housing in the system of housing corporation DUWO. Please take notice on the following conditions:
• The rental contract can only be signed after you have paid the VU University housing fee.
• No discounts will be given for late arrival or early departure.
• If you are planning to arrive on a different date than the one set for your arrival, you must inform the housing corporation as well as accommodation@vu.nl.
• The International Office is not obliged to offer alternative accommodation to applicants who are not satisfied with their accommodation, either before they have taken up residence or afterwards.
• If you wish to change your date of arrival, you should be aware that the original date on which accommodation has been reserved for you cannot be changed without financial consequences.
• A few weeks before your scheduled arrival, the housing corporation will mail you detailed information about payments, signing the contract and how to collect your keys.

**Housing fee VU University Amsterdam**
VU University Amsterdam charges all guests with a housing fee. The exact amount of this fee depends on the length of your rental period:

- Short Stay rental period up to 6 months = €200,- housing fee
- Short Stay rental period more than 6 months and up till 12 months = €400,- housing fee
- Long stay PhD housing = €400,- housing fee

The fee is necessary to cover the costs of VU University Amsterdam in providing the housing service to international students and guests. This fee is not included in the rent of the accommodations that is published on the websites of the housing corporations.

**Waiting list**
If you have not yet been offered accommodation, your name will be added to a waiting list. You will be updated by e-mail once a room becomes available. The accommodation department will do her best to offer you alternative options.

The waiting list for PhD housing is long, it can take a few years before a room will be available for you. Therefore there are strict conditions in use:

- If you do not accept the PhD room offer and/ or you do not response to such room offer, your name will be removed from the waiting list.
- We ONLY take into account your preference for an one OR two person accommodation without preferences for a specific location.

**Housing Corporation**
A few weeks before your arrival, the housing corporation will send you detailed information about payments and how to collect the keys of your room. You can only collect the keys after the required payments have been made and the contract has been signed.
4) Cancellation Short Stay and Long Stay housing

Cancellation and Termination Policy

1. If you wish to cancel your room offer prior to your arrival, you must do so in writing. You should send your written cancellation notice to accommodation@vu.nl, bearing in mind that there is a one month notice period.

2. If your housing offer is cancelled less than one month before the starting date, the housing fee will not be refunded to you.

3. If you have not yet been offered accommodation, your name will be added to a waiting list, and you will be informed once a room becomes available for you. If you would like to cancel your housing application please send your written request to accommodation@vu.nl.

4. From the start of your housing contract, the contract can only be cancelled with one month notice. If you wish to terminate the rental agreement earlier than the original ending date, you should contact the housing corporation and accommodation@vu.nl. Please do this at least one full calendar month prior to the date on which you will be vacating the housing accommodation. The last day of the rental contract is always the 15th or the last day of the month.

5. If your relationship with VU University Amsterdam has terminated, you are no longer entitled to the accommodation provided by the International Office.

6. On your departure, you must have paid all outstanding invoices in full.

7. No settlement will be made regarding interest earned on any outstanding deposits.

8. The accommodation must be left in the state in which it was found at the beginning of the rental period.

Extra conditions Cancellation Policy PhD Housing

1. If you do not accept the PhD room offer and/or you do not response to such room offer, your name will be removed from the waiting list.

2. In order to find a new tenant in time we ask you to contact us within 3 months before departure. In this way it is possible to make an appointment with the next tenant to take over your furniture.

5) Arrival

Upon arrival, you will need to visit the housing corporation’s office to attend to a number of formalities. It is very important that you check the office hours of the housing corporation as you will only be able to pick up the keys to your accommodation during these hours. The housing corporation will require you to sign the rental agreement. Prior to arrival you need to complete your first payment to the housing corporation.

First payments

For Short Stay Housing, the first payment will include the rent for the first month and the last two months and an administration fee (€ 152).
For PhD Housing, the first payment will include a deposit which differs per housing corporation. This deposit ranges from one month’s rent to €152,-. You will be notified about the exact deposit by the housing corporation.

6) Changes during your stay

- It is not possible to change accommodation after your arrival.
- As a tenant, you are responsible and liable for the accommodation you are renting.
- As a tenant, you are not allowed to sublet your accommodation.

Any remaining questions can be sent to: accommodation@vu.nl