

International Office, VU University
Short-stay accommodation for foreign students

Rules and regulations for Master's, Bachelor's and exchange students 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*.

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 necessary information on how to apply for accommodation for foreign fee- paying students in international Master's, Bachelor's programmes and for exchange students.

1. Arrangements for students

Information

For an overview of all accommodations types, please consult our website:

www.vu.nl/accommodation

Depending on the type of housing and the facilities offered, the price of accommodation varies between €350,- and €700,-.

Housing corporations

VU University Amsterdam has housing contracts with two housing corporations: DUWO and Ymere.

Rental periods

This is the period during which student and the housing corporation have agreed to rent (out) accommodation. The rental periods for VU University students are always fixed periods, even if you arrive later, or leave earlier.

- Rental period Master students

International Master students receive a tenancy agreement for a fixed period of 1 year.

For students who are enrolled in a 2 year master programme, it is possible to obtain accommodation for second year. During the first year (around April, May) you will be asked whether you would like to extend the tenancy agreement for the maximum period of another year. If you choose not to extend your tenancy agreement, you are expected to find accommodation by yourself for the 2nd year.

Rental period	14 August 2015 – 15 August 2016
---------------	---------------------------------

For 1 year master programmes it is not possible under any circumstances to extend after the first year. For 2 year master programmes it is not possible under any circumstances to extend after the second year.

- Rental period Bachelor students

International Bachelor students will receive a tenancy agreement for a fixed period of 1 year. After the first year, it is not possible under any circumstances to extend after the first year.

Rental period	14 August 2015 – 15 August 2016
---------------	---------------------------------

- **Rental periods Exchange students**

Exchange students will receive a tenancy agreement for the fixed period of 1 semester or 1 year, depending on the period they will come to VU University.

For exchange students who come to VU University for 1 year, the rental period is:

Rental period	14 August 2015 – 15 August 2016
---------------	---------------------------------

For exchange students who come to the VU University for 1 semester, the rental periods are:

First semester:

Rental period	14 August 2015 – 26 January 2016
---------------	----------------------------------

Second semester:

Rental period	29 January 2016 – 15 August 2016
---------------	----------------------------------

2. Application

Procedure

You should make arrangements to apply and reserve accommodation through the central international office.

Application form

All students who have been accepted to VU University (conditionally and otherwise) receive a request to confirm their participation in the specific bachelor's, master's or exchange programme. Once this is confirmed, students get access to housing application.

The accommodation we offer can be divided in three price categories:

- **Category 1:** Rooms, with shared facilities. Prices from € 350 - € 400 per person per month.
- **Category 2:** Rooms with private bathroom (or shared with 2 persons) and shared kitchen. Prices from €400 - € 475 per person per month.
- **Category 3:** Rooms with private bathroom and kitchen. Prices from €475- € 700 per person per month.

For a general overview of the accommodation offered, please see www.vu.nl/accommodation.

The rules and regulations automatically apply to all applications that are submitted to VU University. An application is a request for housing accommodation: it does not constitute an offer of accommodation or the acceptance of such an offer.

Housing Fee

Students who would like to get accommodation through VU University, will be charged with a fee of € 400,-. This fee is charged to cover the costs of the university in providing the housing service to international students.

All students have to pay VU University this fee of € 400,-. Exchange students who come to VU University for only 1 semester have to pay € 200,- housing fee.

Deadline: **1 June** (1 December for students coming for the second semester only).

Applications for accommodation will **not be dealt with until** the university has received this fee.

We assume that it is possible to offer housing to all students who apply in time. In case VU University does not manage to offer housing to these students, the housing fee will be refunded. Eventual complaints about the offered accommodation, does not imply a refund of the fee.

3. Confirmation

Housing offer

If accommodation is assigned to you, you will be informed about this till the end of June (till the end of December if you are an exchange student coming for second semester only).

Students who submitted their applications late/ paid the housing fee after the deadline and who have been placed on a waiting list cannot cancel a housing offer without costs after **11 July** (or 19 December if you are exchange student for second semester only). See below, chapter 4 'Cancellation'

Please note the following conditions:

1. If you accept the offer, you do so for the entire period of tenancy. It is *not* possible to terminate or change your contract during your stay in the Netherlands.
2. If you are planning to arrive on a date other than the one set for your arrival, you must inform the housing corporation.
3. No discounts will be given for late arrival or early departure.
4. 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.

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 on the progress of your application on a regular basis.

Late applications

Applications received after 1 June (1 December for students coming for the second semester only) will be accepted, but will be placed on a waiting list.

4. Cancellation

If you wish to cancel your reservation, you must do so in writing. Please send an e-mail to accommodation@vu.nl

Students: Cancellation and financial penalties VU University Amsterdam*

- Housing reservations can be cancelled without financial consequences until **11 July** (19 December for exchange students coming for second semester only).
- If you cancel your housing offer on or after 11 July (or on or after 19 December for exchange students coming for second semester only) the financial penalty will be € 400,-. The International Office will use your fee that you paid to VU University to cover this amount (for exchange students who applied for a semester, the penalty is € 200,-).

Cancellation and waiting list

Students on the waiting list who have received a room offer from VU University after 11 July (19 December) **cannot** cancel this offer without financial penalties. The financial penalty will in that case be: € 400,-. The International Office will use the fee that you paid to VU University to cover this amount (for exchange

students who applied for a semester, the penalty is € 200,-).

For example: If you are on the waiting list for accommodation and you receive an offer later than 11 July (19 December), it is not possible to cancel this offer without costs.

If you do not want to be on the waiting list anymore, please inform accommodation@vu.nl as soon as possible.

5. Arrival

On your arrival, you will need to visit the offices of the housing corporation to attend to a number of formalities.

It is very important that you check with the housing corporation to confirm their office hours, as you will only be able to pick up the keys to your accommodation during these hours. The housing association will require you to sign the rental agreement, as well as pay an administration fee and three months' rent.

The first payments to the housing corporations

The first payment to the housing corporations will include the rent for the first month and the last two months and administration fee (€ 152,-).

Arrival days

VU University Amsterdam organizes two arrival days in cooperation with the housing corporation, the municipality and student association ESN – Vuniverse. For the first semester the arrival days will be on the following dates: Monday 17 August and Tuesday 18 August 2015.

At one location, students will be able to sign the rental contract, to register at the Municipality and sign up for ESN – Vuniverse. You will receive more information about these arrival days at a later stage.

We strongly advise all students to arrive to Amsterdam on the arrival days. Not only is it possible to arrange a pickup service from the airport on these days, but it also enables students to arrange the necessary formalities at one location.

Please note: the housing contract starts already on Friday 14 August 2015. This means it is possible to arrive before the arrival days.

If you arrive before 14 August 2015 or during the weekend, be aware that you will have to arrange a room in a youth hostel or hotel yourself. For more information about hostels and hotels in Amsterdam, please check: www.vu.nl/hotels.

The housing corporations is only open during weekdays and cannot be reached on Saturdays and Sundays.

Pick up service

On Monday 17 August and Tuesday 18 August, student association ESN – Vuniverse offers a pickup service from Schiphol airport. If you provide ESN with the necessary details in time, they will make sure to meet you at the airport to give you a warm welcome to Amsterdam. He or she will take you to your accommodation.

6. Termination/cancellation

- If your participation in the Master's, Bachelor's or exchange programme or your relationship with VU University, you are no longer entitled to the accommodation provided by the International

Office.

- You **cannot** terminate your rental agreement during your stay at VU University.
- No discounts will be given for late arrival or early departure.
- On your departure, you must have paid all outstanding invoices in full.
- No settlement will be made regarding interest earned on any outstanding deposits.
- The accommodation must be left in the state in which it was found at the beginning of the rental period.

7. 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.

8. Extra arrangements for second-year Master's students

The following information is especially for Master's students.

- For 2 year master programmes it is possible to obtain accommodation for a second year. During the first year (around April, May) you will be asked to extend the tenancy agreement for the maximum period of another year. If you choose not to extend you will have to find accommodation by yourself for the 2nd year.
- It is not possible for Master's students to apply for accommodation that is different to their first year/first semester accommodation.
- For the second year/semester, students will receive a new rental contract from the housing corporation.
- In certain circumstances, students may have to move to other accommodation. In that case, the International Office will inform the relevant contact person for accommodation as soon as possible so that alternative accommodation can be offered.
- Students have to pay an administration fee to the housing corporation for a second contract.
- The extension of the rental contract may involve a rent increase.
- Be aware that the cancellation rules mentioned above in paragraph 4('Cancellation) are also applicable for the prolongation of the rental contract for the second year.