General Conditions

The University of St.Gallen - Housing Office provides off-campus accommodation for exchange students according to the following conditions. For questions or assistance, please contact the Housing Office.

Room assignment
To help with room assignment, students must complete the housing application form. The information given in the application will help us assign a room that best meets personal preferences. However, it is not always possible for us to meet all individual requirements.

All rooms/apartments including common areas are non-smoking and pets are not permitted.

Furnishings
Furnishings include a bed, bedding (duvet, pillow, mattress, and a set of linen), cupboard, desk, office chair and desk lamp. The Housing Office does not supply towels. Kitchens are equipped with standard appliances (stove, refrigerator) and basic household items such as utensils (pots, pans, plates, cutlery, etc.).

Location
Most rooms are not more than 30 minutes (bus ride) away from the University.

Internet
All residences and rooms have wireless internet connection.

All WIFI-enabled computers, laptops, tablets and other electronic devices must be protected with an updated anti-virus program. If my unprotected device causes spam or phishing or similar attacks, the Housing Office is entitled to invoice me for the cost related to clean up by an IT specialist. If I reset, modify or otherwise interfere with the WIFI-router, I am responsible for all costs related to network reinstallation.

Housing application fee
The non-refundable application-processing fee of CHF 250.00 must be wired by bank transfer to the Housing Office no later than the housing application deadlines indicated. Please upload a copy of the bank transfer confirmation as well as the housing application form in Mobility Online Tool. Most banks charge administrative fees for this service. So be sure that your payment is adequate to cover these as well.

Transfer Information:
Bank: acrevis Bank AG
Bank address: Marktplatz 1, 9004 St.Gallen
IBAN No.: CH36 0690 0016 0089 2300 0
Account No: 16 0.089.230.00
BIC/Swift.: ACRGCH22
Beneficiary: Universität St.Gallen, Dufourstrasse 50, 9000 St.Gallen
Reason for payment: Last name, first name, reason for payment (e.g. housing application fee, rent, etc.)
Deadlines and rental period

<table>
<thead>
<tr>
<th>Exchange semester</th>
<th>Autumn term regular</th>
<th>Autumn term ISP programme</th>
<th>Spring term regular</th>
<th>Spring term ISP programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>15.05.</td>
<td>15.05.</td>
<td>30.09.</td>
<td>30.09.</td>
</tr>
<tr>
<td>Rental period *</td>
<td>01.09. - 31.12.</td>
<td>01.09 - 30.11.</td>
<td>01.02. - 31.05.</td>
<td>01.01 - 31.03.</td>
</tr>
</tbody>
</table>

* Fixed rental period

Housing contracts can only be arranged for the fixed rental periods indicated above. It is not possible to give early notice and the lessee must pay for a full rental period. This applies even if the stay in St.Gallen is of shorter duration.

Rental contract
With the student's acceptance/agreement of the room/studio offer, a legal rental contract comes into being. Additionally, the lessee will receive the contract in paper form upon arrival in St.Gallen.

Deadline payment

<table>
<thead>
<tr>
<th>Payment rent and fees (total amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange semester</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Term of payment</td>
</tr>
</tbody>
</table>

Payment only possible in cash at the post office or through wire transfer. No possibility to pay with credit card.

Cancellation of housing
If the student has been offered a room and he/she has accepted the offer, the student is obliged to inform the Housing Office directly in case of a cancellation of the exchange stay. Cancellation at the home University or the Student Mobility Office of the University of St.Gallen is not sufficient. If the Housing Office receives the cancellation too late or not directly from me, I am obliged to pay the listed costs according to the cancellation policy.

Cancellation policy

<table>
<thead>
<tr>
<th>Exchange semester</th>
<th>Autumn term regular</th>
<th>Autumn term ISP programme</th>
<th>Spring term regular</th>
<th>Spring term ISP programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation on or after: Cancellation fee:</td>
<td>01.08.</td>
<td>01.08.</td>
<td>01.01.</td>
<td>01.12.</td>
</tr>
<tr>
<td></td>
<td>In the amount of one month’s rent</td>
<td>In the amount of one month’s rent</td>
<td>In the amount of one month’s rent</td>
<td>In the amount of one month’s rent</td>
</tr>
<tr>
<td>Cancellation on or after: Balance due:</td>
<td>01.09.</td>
<td>01.09.</td>
<td>01.02.</td>
<td>01.01.</td>
</tr>
<tr>
<td></td>
<td>In the amount of the full rental period</td>
<td>In the amount of the full rental period</td>
<td>In the amount of the full rental period</td>
<td>In the amount of the full rental period</td>
</tr>
</tbody>
</table>
Liability
If the student accepted the offer for accommodation and the cancellation is received on or after 1 August (Autumn Semester) or 1 January (Spring Semester/Regular) or 1 December (Spring Semester ISP programme) the student is liable for the cancellation fee in the amount of one month's rent.

If the student accepted the offer for accommodation and the cancellation is received on or after 1 September (Autumn Semester) or 1 February (Spring Semester/Regular) or 1 January (Spring/ISP programme) the student is liable for the FULL rental period, except he/she have a new tenant to replace me or the Housing Office can rent the accommodation to another person.

Personal liability and private liability insurance
The lessee has to use the object with all due care and is liable for all damages incurred. Lessees are required to have a Private Liability Insurance. The cost for this insurance is about CHF 20.00 per semester.

Household goods insurance
This type of insurance is not included with the rental contract. The lessee is responsible for confirming with his/her own insurance provider at home if personal belongings are covered while abroad in cases of fire, water, theft, etc. The University of St.Gallen, the Student Mobility Office, and the Housing Office decline any responsibility.

Arrival and moving-in
Arrivals are only possible on weekdays between 8:30 and 17:00. Weekend arrivals are not possible. Please inform the Housing Office two weeks before arrival in St.Gallen e.g. date and time. The housing manager will arrange a meeting time and place with the lessee (usually at the Housing Office) in order to hand over the apartment keys.

Moving out / Checkout
All payments in context with the respective lease agreement must be settled by the end of the rental term.
Before moving out, the lessee must inform the Housing Office two weeks in advance of his/her departure date and time.

One-room-studios
At the end of the contract period the lessee must clean all the rooms of his/her studio properly. The inspection will take place the next working day. In the case of an insufficient cleaning the costs for an after cleaning will be charged directly to the causer.

Shared apartments – en-suite-rooms
At the end of the contract period, each lessee must thoroughly clean his/her private room(s) as well all common areas of the apartment such as kitchen bathrooms etc., including floors, windows etc. The Housing Office will inspect the shared apartment the day after the last student has moved out.
If the rental object is not sufficiently clean, the lessor is authorized to have any such room(s) cleaned by a cleaning company upon prior notice at the expense of the lessee(s).
The residents are jointly responsible for the cleaning of the common areas (kitchen, bathroom etc.). and the costs will be shared equally among all lessees regardless of the time of departure. No negotiations will be held concerning an adjustment of the amount to be due.
The same applies in case of any defects caused by the lessee/lessees.
All personal items, which are left behind at checkout, will be disposed; no compensation will be paid.
Visitors & guests
Apartments may not be "over inhabited". One visitor staying for 3 nights is permitted, but the Housing Office as well as the other apartment residents must be notified and permitted. In cases of unpermitted individuals residing in the apartment, the contract may be cancelled.

Caretaker service / repairs
In case of repair or replacement, the caretaker is authorized to enter the common rooms and the bedrooms/private rooms, even if the tenant is not present. If a specialist is needed for a repair, the employee of the craftsman's company may also enter the accommodation without the presence of the tenant.

Cleaning inspection
The Housing Office will visit student residences once or twice during the semester to inspect the overall standard of cleanliness. Residents will be notified in advance of each visit. If the residences are not in acceptable condition according to the Housing Office, the Housing Office will employ a cleaning service to bring the residence at condition ready for occupancy. The costs for this service will be at the expense of the residents, evenly distributed among all. A starter kit with cleaning products with instructions on how to use are provided for your convenience: please use.

The same applies in case of any defects caused by the lessee/lessees.

Residence guidelines and regulations
Most residences have regulations, which are an integral part of the housing contract. These regulations contain relevant general rules necessary to successfully sharing a common residence (e.g., waste disposal, laundry schedule, quiet time, etc.). More information will be given after arrival.

Legal basis
In addition, the Swiss law without regard to conflict of law principles (esp. Civil Code/Obligationenrecht "Miete", art. 253 et seqq.) will apply.

Place of jurisdiction
The court in St.Gallen has jurisdiction to decide actions based on the lease.