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 allocation – Room offer
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 preferences.

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

If there are several applicants for a room of the same category the lot decides according to the random principle.

Furnishings
Furnishings includes a bed, bedding (duvet, pillow, mattress, and a set of bed 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 less 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 an unprotected device causes spam or phishing or similar attacks, the Housing Office is entitled to charge the causer the costs related to clean up by an IT specialist. If the WIFI-router is reset, modified, or otherwise interfered, the costs related to network reinstallation will be charged to the causer.

Housing application fee
The non-refundable application-processing fee of CHF 250.00 must be wired by bank transfer (including bank fees) no later than the housing application deadlines indicated.

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: University of 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 also if the stay 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.

If extraordinary circumstances make it necessary, the Housing Office has the right to assign the tenant another room (a fair and individual solution will be sought).

The Housing Office has the right of extraordinary termination of the lease agreement in case of repeated violation of the duty of careful use and the duty of consideration (e.g. repeated non-compliance with the house rules, improper behaviour towards fellow tenants or Housing Office).

Deadline payment

<table>
<thead>
<tr>
<th>Payment rent and fees (total amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange semester</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, a legal rental contract as come into effect. The student is obliged to inform the Housing Office directly in case of cancellation. A 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 the student, the student is obliged to pay the costs below 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 1st August (Autumn Semester) or 1st January (Spring Semester/Regular) or 1st 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 1st September (Autumn Semester) or 1st February (Spring Semester/Regular) or 1st January (Spring ISP programme) the student is liable for the FULL rental period, unless he/she has a reasonable new tenant as a replacement 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 the Private Liability Insurance. The cost for this insurance is about CHF 20.00 per semester. Notice that the deductible is CHF 200 for each case.

Household goods insurance
This type of insurance is not included in the rental contract. The lessee is responsible for checking with his/her insurance provider at home if personal belongings are covered while being 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 about arrival date and time. The housing manager will arrange a meeting time at the Housing Office in order to hand over the apartment keys and the documents.

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 upon the lessee.

Shared apartments – en-suite-rooms
At the end of the contract period, each lessee must thoroughly clean his/her private room as well as the common area of the apartment (kitchen, living area, bathrooms, corridor which includes 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 without prior notice and at the expense of the lessee(s).

The residents are jointly responsible for the cleaning of the common area (kitchen, living area, bathrooms, corridor). The costs for additional cleaning will be shared equally among all lessees regardless of the time of departure. No negotiations will be held concerning an adjustment of the due amount.

The same applies in any case of 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 max. 3 nights is permitted. In this case the Housing Office as well as the other residents must be notified and it must be approved by both parties. In cases of unpermitted stayovers in the apartment, the contract may be cancelled.

Caretaker services / repairs
In cases of repairs or replacements, the caretaker is authorized to enter common rooms and the private bedrooms even if the tenant is not present. If a specialist is needed for repairing purposes, the employee of the craftsman's company may also enter the accommodation without the presence of the tenant. Students will not be given prior notice when the caretaker will be getting the work done.

Cleaning inspection
The Housing Office will visit student residences once or twice per semester to inspect the overall condition of cleanliness. Residents will be notified in advance. If the residences are not in acceptable conditions according to the Housing Office standards, a cleaning service will be engaged. The costs will be charged upon the residents, evenly distributed among all tenants. 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
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.