

ANNOUNCEMENT FOR STUDENTS ACCOMMODATED IN STUDENT DORMITORIES OF THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA

We inform you that **from the 30th January 2012 till the 31st May 2012** all activities connected with accommodation (check-in and check-out) will be insured by the Operative department of the Administration of Student Dormitories and Dining-Halls of the Slovak University of Technology, Bernolákova No.1, Bratislava. Change of accommodation (within student dormitory or between student dormitories) will be possible only in special cases or on the ground of operative reasons.

Contacts of responsible persons, who will insure accommodation activities (next employees of the Operative department):

- 1) **Elena TROCHTOVÁ**, e-mail: elena.trochtova@stuba.sk, telefón: **0918 664 010**
-student dormitory **MLADÁ GARDA and DOBROVIČOVA**
- 2) **Bc. Alena CULINKOVÁ**, e-mail: alena.culinkova@stuba.sk, telefón: **0918 664 002**
-student dormitory **J.HRONCA and N.BELOJANISA a ŠD MÝTNA**
- 3) **Daria VRECNÍKOVÁ**, e-mail: daria.vrechnikova@stuba.sk, telefón: **0918 664 049**
-student dormitory **MLADOSTĚ and SVORADOV.**

At earlier **check-out** from student dormitory (before date stipulated in Accommodation contract) student is **obligated to:**

1) **Settle all deficiencies.**

If student wants find out state of his account before earlier check-out , he (she) can call by telephone an employee of the Operative department of his student dormitory to above mentioned telephone number. Accounts with all payments and debts are sent to student once in month to his (her) e-mail address.

- 1) **Fill in application for earlier check-out from student dormitory** (for every student dormitory it is on website of the Slovak University of Technology)- (http://www.stuba.sk/new/docs//stu/pracoviska/uz_sdaj/Application for earlier check-out) and **to send it by e-mail** to above mentioned address of employee of Operative department. If student has deficiencies on his account, he (she) is obligated to send scan copy of payment with application.

Employee controls actual state of student's account and after that she sends application immediately back to the e-mail address of student and to the student dormitory.

- 2) **Print application** (with expression of employee of the Operative department) and to contact employee of the student dormitory (only during office hours) because of check-out.

If student has overpayment (because of earlier check-out) he (she) must **fill in also application form for return of overpayment** - form is on website

http://www.stuba.sk/new/generate_page.php?page_id=657) and to give it to employee of student dormitory with application for earlier check-out.

Employee of student dormitory fills all found facts in application for earlier check-out according to printed form.

- 3) **Sign** application for earlier check-out after filling in of all its parts.

Student dormitory sends **copy** of application for earlier check-out (original remains in student dormitory), signed by student and responsible person of student dormitory with **original** of application for return of overpayment through internal post to the Operative department of Administration of Student Dormitories and Dining-Halls.

If ending of study at the Slovak University of Technology is reason of earlier check-out, ending of accommodation will be done within 5 calendar days from the date of registration of application at the latest.

If there is other reason of check-out, ending of accommodation will be done in accordance with article III, point 2, letter c, of valid Accommodation contract.

Office hours of student dormitory:	Monday	Tuesday	Wednesday	Thursday	Friday
Director of SD	8,00 – 9,00	8,00 – 9,00	8,00 – 9,00	8,00 – 9,00	8,00 – 9,00
	13,00 – 14,00	-	13,00 – 14,00		
Operative department of SD	9,00 – 10,00	9,00 – 10,00	9,00 – 10,00	9,00 – 10,00	9,00 – 10,00
		13,00 – 14,00		13,00 – 14,00	

Office hours in SD Mýtna	Monday	Tuesday	Wednesday	Thursday	Friday
Manager of SD	7,30 – 9,00	-	7,30 – 9,00	-	7,30 – 9,00
	-	-	13,00 – 14,00	-	-