

Instructions for the payment of the standard price of accommodation in Charles University dormitories, valid for the academic year 2017/2018

Pursuant to the Director's Provision No. 14 /2016 – Sample documents "Accommodation Agreement in Charles University Dormitories" (hereinafter "the Agreement"), including the attachment "General Accommodation Conditions in Charles University Dormitories" (hereinafter "General Conditions") for the academic year 2017/2018, the following types of payment of the standard price for accommodation in Charles University dormitories are applicable.

- 1. Bank transfer** – one-off order or standing order.
Automatic collection – can be arranged in any bank in the Czech Republic – the most convenient and quickest way of payment for the clients.
No automatic collection from foreign accounts is possible.

- 3. Pay terminal** – payment using a card in the accommodation office at the dormitory.

- 4. Online payment at CRPP portal** <https://rehos.cuni.cz/>

For more information, visit <https://rehos.cuni.cz/help/CRPP-Platby-online.pdf>

- 5. Pay slip "A" of the Czech Post**

In the academic year 2017/2018, payment in cash in the accommodation office of the dormitory is only possible in extraordinary cases upon a solid reason, especially from students with ZTP or ZTP-TP cards. Payment in cash is also possible when clearing a debt for accommodation, or upon the termination of the accommodation. Such payments can only be done during regular working hours of the accommodation office.

When placing the payment order, or making the payment directly in Česká spořitelna using a pay slip, both variable and specific symbol must be filled in. The variable symbol is necessary as an identification tool. It's identical to the "personal number", or ID, as stated on the Charles University student's document. Alternatively, it's possible to use the full birth number (without the slash, i.e. 10 digits), and then use the last four digits of the birth number as the specific symbol.

In case the variable symbol is missing or incorrect, the payment cannot be identified and therefore isn't correctly paired with the account of the student in the automatic system. Due to this, the debt occurs, and is subject to penalty fees pursuant to the Director's Provision No./2017.

When arranging for the automatic collection, the client must be aware that there must be enough money to cover the collected payment on his/her account (the collected payment = the agreed rent for the following month, plus services related to the accommodation), so the payment can be collected between the 14th and 16th day of the current calendar month.

If the automatic collection is arranged, the client only states the bank account number of the Dormitories and Refectories of Charles University in the bank form, without any variable of specific symbols.

The students opting for automatic collection must enter their bank account numbers to the web application "Application for the access to information on the accommodation in Charles University dormitories" at the website <http://rehos.cuni.cz> (section "Current accommodation and applications").

In this interface, it's possible to make changes in the payment mode, to view the financial history, etc. The changes in the payment mode for the following period are possible every month until the 10th calendar day, so the change is applicable in the given month.

First payment upon entering the dormitory

a) **One-off order to pay the amount of Czk 3,000 as stated in the paragraph 1, no later than 7 working days before the first day of accommodation, or directly in the accommodation office of the dormitory on the first day of accommodation using a payment card.** Such payment will be accounted for the current and following calendar months; any reimbursement will be done during the payment for the next calendar month. Any possible arrears for the current and following calendar months, resulting from the amount exceeding Czk 3,000, will not be subject to penalties pursuant to Director's Provision No./2017.

b) **Bank transfer from an account in a foreign bank – the message field should always include the student’s name and date of birth, or the full birth number or ID. Without this information, the payment cannot be identified and thus received.** Any additional costs related to the transfer from an account in a foreign bank are due by the client (about 25 Czk), unless paid by the payer himself/herself.

No later than a day before the first day of accommodation, the client is advised to check that the amount of Czk 3,000 was received on his account, using the website <https://rehos.cuni.cz> (section “Current accommodation and applications”).

For the accommodation in dormitories in Prague, Pilsen and Hradec Králové, use the following account number:

19-3093939319/0800

IBAN: CZ2208000000193093939319

SWIFT(BIC): GIBACZPX

Name of the account holder:

Univerzita Karlova
Koleje a menzy
Voršilská 1
116 43 Praha 1

Name and address of the bank:

Česká spořitelna, a.s.
Veřejný a neziskový sektor
Budějovická 1518/13b
140 00 Praha 4

The web application for the students to access the information on their accommodation in Charles University dormitories is available at <https://rehos.cuni.cz> (section “Current accommodation and applications”).

KaM UK
Department of accommodation fees / bank transfers
Z.Kožešníková