

CHARLES UNIVERSITY, DORMITORIES AND Canteens
Jose Martího 407/2, 162 00 Prague 6

Prague, 14 April 2026
Ref. No.: UKKaM/230542/2026

DIRECTOR'S MEASURE No. 5/2026

Regulating the settlement of the long-term deposit in the academic year 2026/2027 in cases where a student does not commence accommodation or cancels a dormitory reservation

In accordance with Article 6 of Director's Measure No. 9/2025 "Accommodation Rules for Charles University Dormitories", the amount of CZK 500 is always considered as damage which the accommodation provider could not prevent in cases where a student withdraws from the accommodation contract prior to commencing accommodation at a Charles University dormitory.

This amount will be offset against the long-term deposit paid in the amount of CZK 2,100.

The payment of CZK 500 will also be claimed from the student in cases where the student has paid a long-term accommodation deposit at more than one Charles University dormitory, as well as in cases where the student has paid deposits at multiple dormitories and will be accommodated at only one Charles University dormitory. The same procedure shall also apply if the student does not commence accommodation no later than 30 September 2026.

The payment of CZK 500 shall not be applied in cases where the student withdraws from the contract on the basis of documented health or social reasons deserving special consideration, or due to a documented study stay abroad organized by Charles University. The recognition of such reasons is decided by the accommodation provider (based on the director's authorization, the heads of individual KaM accommodation facilities).

The deposit, or its proportional part, shall be refunded to the student only on the basis of their written notification containing the student's first and last name, their ID number or the variable symbol stated in the accommodation contract so that the payment can be identified, including the bank account details of the recipient for the refund. Without these details, the refund cannot be processed. The notification may be submitted electronically by e-mail to: platba@kam.cuni.cz or by post to: Charles University, Dormitories and Mensae, Accommodation Services Department – Payments, José Martího 407/2, 162 00 Prague 6.

This Director's Measure enters into force and effect on the date of its issuance.

Mgr. Miroslava Hurdová, Director of Dormitories and Canteens