

CHARLES UNIVERSITY IN PRAGUE, DORMITORIES AND CATERING SERVICES
CHARLES UNIVERSITY, DORMITORIES AND CATERING SERVICES, José Martího 407/2, 162 00 Prague

6

Prague, 30 April 2025

Ref. No.: UKKaM/311766/2025

DIRECTOR'S MEASURE No. 6/2025

regulating the settlement of the long-term deposit in the academic year 2025/2026 in the event that a student does not take up accommodation or cancels a dormitory reservation

1. In accordance with Article 6 of the Director's Measure No. 9/2024 "Principles of Accommodation in Charles University Dormitories", the amount of CZK 500 is always considered as a loss that the accommodation provider could not prevent in the event that the student withdraws from the accommodation contract before taking up accommodation in the Charles University dormitory. This amount will be settled against the long-term deposit of CZK 2,100.
2. The payment of CZK 500 will also be applied to the student in cases where the student has paid a long-term deposit for accommodation in more than one Charles University dormitory, as well as in cases where the student has paid a deposit in several dormitories and will be accommodated in one of the Charles University dormitories. Furthermore, if the student does not take up accommodation by 30 September 2025 at the latest, the same procedure will apply.
3. The payment of CZK 500 will not be applied if the student withdraws from the contract on the basis of documented health or social reasons worthy of special consideration, or due to a documented study stay abroad organized by Charles University, whereby the recognition of these reasons is decided by the accommodation provider (based on the authorization of the director, the head of the individual accommodation facilities of Dormitories and Catering Services).

The deposit, or its proportional part, will be refunded to the student only on the basis of their written notification containing the student's name and surname, their ID number or variable symbol stated in the Accommodation Contract so that the payment can be identified, including the recipient's bank details for the refund. Without this information, the refund cannot be processed. The notification can be submitted electronically by e-mail to: platba@kam.cuni.cz or by post to:

Charles University, Dormitories and Catering Services, Accommodation Services Department – Payments, José Martího 407/2, 162 00 Prague 6.

4. This director's measure enters into force and effect on the date of its issue.

Mgr. Miroslava Hurdová
Director Dormitories and refectories