

**ADMINISTRATIVE RULES**

1.-The housing contract is meant for the whole academic period, between September 1st, 2018 to June 30th, 2019 (12am). In case the resident needs to stay in the Residence earlier or later the above mentioned period, he must make a reservation and pay his stay according to applicable rates.

2.- In case there are rooms available, the application form will be formalised once the following steps are carried out:

- Sending by e-mail the administrative regulation successfully completed and having filled in the application form.
- Making the payment of the registration of 363,00€ (VAT included), in concept of application fee.
- RESIDENCIA ONIX will get in touch with the resident once the selection process is completed, from July 10<sup>th</sup>.

3.- Once the resident has been admitted, he/she will receive the letter of admission together with the housing contract to the e-mail that he has specified in the application form.

4.- Documentation to deliver in the Residence, once admitted:

- The housing contract duly filled in and signed.
- The amount of the first month of accommodation. It can be paid directly at reception upon your arrival or by bank transfer made at least one week before the arrival date and putting as the concept of the transfer the name of the resident who will be staying.
- The bank receipt of deposit income. It must be entered, at least, one week before the arrival date and putting as a concept of the transfer the name of the resident who will be staying.
- Copy of the Spanish bank account where payments will be charged, and an authorization that we will send you to fill in.
- Copy of the ID or passport, 2 season-ticket photographs and copy of the private or national insurance card, valid for Barcelona.
- Copy of the application in the university or centre of study

5.- The registration fee will be returned in case that Residencia ONIX is unable to lodge the resident because it has no availability or because it does not have the type of room requested. Also in the case that the resident has not been admitted by the university and sends us an appropriate document to prove it before July 10<sup>th</sup>. Refunds will be satisfied from October.

6.- The deposit of the course rate resident will be returned at the end of the period booked, via bank transfer to the resident, from July 15th.

7.- If the resident has resigned at any moment of the course, including his or her expulsion, neither the registration amount nor the deposit will be refunded. Also, in case the resident has caused damages in the room or in the common areas, their cost will be deducted from the deposit.

Residencia Onix reserves the right to assess the monetary value of damages according to its own criteria.

8.- The non-payment of the monthly salaries will result in the suspension of the services on the part of the Residence, and the resident's expulsion from the centre. The delay in the payment of the monthly rate, as well as the devolution of the direct debit bank draft on the part of the bank would mean an increase on the bill of a 5 % surcharge.

9.- The payment amounts must be exact and the bank charges of the transfer runs at the expense of the applicant. The name and surnames of the applicant must go in the transfer voucher as adviser.

10.- The temporary absence of the resident does not involve any reduction in the price of the monthly rate.

11.- The date of entry in the Residence will be communicated 7 days in advance.

Hereby the under signer reads, agrees and promises to fulfil the administrative procedure established by Residencia ONIX and its possible variations.

Barcelona, \_\_\_\_\_ of \_\_\_\_\_ 2018

First and last name:

SIGNATURE (Resident)

**BANK ACCOUNT NUMBER**

*Holder: ICYESA CORNELLA, S.A. Bank: La Caixa N° c/c: IBAN: ES39 2100 0322 0302 0026 1080 SWIFT: CAIXESBBXXX*