



REGULATIONS

OF UNIVERSITY RESIDENCE VIA CABOTO, 12 – BERGAMO

ALLOCATION AND REALLOCATION OF ACCOMMODATION

Before moving in, the lodger is required to sign the 'Rules of Residence', the document attesting to allocation of the room and furnishings and pay the required deposit.

The student will have the right to the use of bed exactly as set out in the call for contest. The room must be vacated by 10 am on the last day indicated by the contest or allocation agreement and the student must return any keys and badges to the porter. Rooms in use must be cleared of all personal effects and left clean.

The Servizio per il Diritto allo Studio reserves the right for the caretaker to periodically verify the hygiene of the room and the state of the fittings and to have the room and bathroom cleaned by a specialist company at the cost of the lodger, should this be required.

An Internet connection at the Residence is guaranteed free of charge on the basis of the connection available and no bandwidth is guaranteed. The service prioritises access to personal email and the Università degli Studi di Bergamo website, and excludes any use that compromises other students' use of the internet, whether or not this violates the law.

STUDENT DELEGATION

By October the Servizio Diritto allo Studio will hold a Resident's Assembly. At that time residents may elect a delegate who represents them before the Servizio.

RESIDENT OBLIGATIONS

Residents commit to paying accommodation fees to the University for the entire period of their stay to the amount appropriate for their income bracket, in line with the following method and deadlines: Bank transfer to:

Università degli Studi di Bergamo
Servizio per il Diritto allo Studio
Via dei Caniana, n°2 – 24127 Bergamo
Tax Code 80004350163 P. IVA 01612800167
UBI Banca – Codice IBAN **IT44 E054 2811 1010 0000 0021 108**

Please give as reason for payment:

- *Cauzione residenza*
- *retta residenza Caboto*

- First instalment, equal to 3/10, before moving in;
- Second instalment, equal to 4/10, by the 31st of January;
- The balance, equal to 3/10, by the 31st of May.

N.B.: Applicants for a **grant, excluding first year bachelor degree students waiting to pass the OFA**, must wait for the publication of the definitive ranking before making payment. **Beneficiaries will then have the amount set out in the contest deducted from the grant** (the amount will be proportionally reduced for anyone who leaves the Residency before the end of February), while **eligible** students must wait for approval of the Regional Plan for Financial Aid before making payment.

Where regional resources are insufficient to provide grants to all eligible students, they will have to pay the accommodation fee to the amount established by their income bracket.

Students enrolled in the first year and eligible for a grant, but who have not achieved the necessary academic requirements, must pay for accommodation to the amount established by their income bracket and do not have confirmation of right to accommodation for the following academic year. When a student graduates or leaves the University before the end of the accommodation period, they will have to leave their allocated place.

All necessary cleaning, including cleaning materials, are at the student's own cost.



The student commits to using the directly allocated furnishings and fittings in communal areas with due care. They are responsible for any damage to their own room and for any missing items noticed by the Servizio per il Diritto allo Studio and will have to immediately pay the amount equivalent to the value or repair of that item. The student assumes, along with other residents, personal and joint responsibility for any damage to communal areas (furnishings, fittings, equipment, etc.) for which responsible individuals cannot be identified.

The student must:

- Respond unfailingly to instructions from the Head Porter, especially regarding safety instructions;
- Not disturb other residents;
- Not give or sub-let their bed under any circumstances;
- Not accommodate non-residents into their room;
- Not bring or keep animals of any kind within the building;
- Not use in the allocated room electric or gas stoves, or any other type of electrodomeotics, except for computers, musical equipment, televisions and mobile phones;
- Not smoke in communal areas;
- Not throw any material down the waste pipe that might block the tubes;
- Respect recycling regulations;
- Not make any modifications to the room: painting, rearranging or adjustment to the furnishings;
- Not remove or introduce furniture or fittings of any kind into the communal areas or rooms, nor to move, dismount or modify any other furnishings.

SAFETY AND MAINTENANCE

Any broken fittings, furnishings and equipment must be promptly reported to the Servizio per il Diritto allo Studio **dirittoallostudio@unibg.it** which will request assistance from the University maintenance staff. Other than in urgent situations in which people or items are at risk, it is forbidden for external operators called by the students to do any work.

PUNISHMENT AND SANCTIONS

Residents who contravene the regulations contained in this document will receive a written notification by the Servizio per il Diritto allo Studio.

The student concerned must present their contrary claim to the Head of the Servizio per il Diritto allo Studio within seven days of receiving the notification.

If the contrary claim proves the infraction to be unfounded, there will be no punishment or sanction. If the justifications are not accepted, penalties may be issued, in line with the violation committed, which vary from written warnings to expulsion from the Residence.

Accommodation is automatically revoked by the office in the following cases:

- a) Non-payment of over 15 days, of instalments in line with the stated method and/or non-payment of amounts owed for damage;
- b) Lack of use of accommodation for one consecutive month, except for serious and proven reasons;
- c) Award of beneficiary status to the resident on the basis of falsified documents;
- d) Disorderly conduct;

For anything not outlined in these Regulations, the Student and the University are subject to current laws on the matter.

TERMINATION AND RETURN OF DEPOSIT

Should residents leave their accommodation, the student must present a written request to the offices of the Servizio per il Diritto allo Studio.

No requests will be accepted after the end of February, and students are consequently obliged to pay for the entire period of accommodation stated in the contest or agreement. The deposit will be returned once the condition of the room and the presence of all items has been verified and all cleaning and maintenance has been completed. This will be performed by staff of the Servizio per il



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Diritto allo studio

Diritto allo Studio. The University reserves the right to claim compensation for any further damage that emerges. The deposit will be deposited in student's bank account.

Bergamo,.....

FOR APPROVAL