

Rules for the collection and reimbursement of security deposits for foreign residents in the Students' Dormitory of the University of Lodz

1. The placement of foreign students and doctoral students at the University of Lodz who are continuing their stay in the Dormitories is conducted according to lists of eligible residents generated from the USOS system. Accommodations for students entering the educational cycle, exchange program participants, and SJPdC students are arranged based on prepared Excel lists.
2. A student / doctoral student / course participant, who is accommodated in Dormitory, is required to complete and sign:
 - a) a personal questionnaire,
 - b) a statement of compliance with the provisions the Regulations for the Allocation and Use of Places in the Students' Dormitory of the University of Lodz,
 - c) statement - agreement to be responsible for the destruction of property in the Dormitory where the student resides,
 - d) a room equipment sheet,
3. A student, doctoral student, or course participant who has been allocated a place in a University of Lodz Dormitory for an academic semester or year must submit a refundable security deposit equal to two months' worth of the accommodation fee for the assigned place in the respective University of Lodz Dormitory.
4. The deposit is to be transferred via wire transfer to the specified bank accounts of the Dormitories of the University of Lodz, and this should be done by:
 - a) 25 September 25 for students accommodated from the winter semester of the academic year for students/doctoral students continuing to stay in Dormitory accommodation,
 - b) or within 3 days of accommodation at the latest.
5. Each Dormitory has a separate account for security deposit payments by foreigners.

Dormitory No.	Bank account No.
II	11 1240 3028 1111 0010 7347 7214
III	19 1240 3028 1111 0010 7347 7070
V	86 1240 3028 1111 0010 7347 6640
VII	50 1240 3028 1111 0010 7347 6318
VIII	07 1240 3028 1111 0010 7347 6510
IX	32 1240 3028 1111 0010 7347 6060
X	06 1240 3028 1111 0010 7347 5946
XI	43 1240 3028 1111 0010 7347 5571
XIII	42 1240 3028 1111 0010 7347 5395
XIV	49 1240 3028 1111 0010 7347 4978

6. Proof of the completed transfer must be submitted to the Dormitory administration within three days from the date of check-in.
7. Failure to pay the deposit will result in the loss of the allocated Dormitory place.
8. The deposit serves as a guarantee for potential damage to Dormitory property, including the costs associated with repairing any harm inflicted on the room being used and its furnishings.
9. In the event that the University of Lodz's fees are deducted from the deposit, the student is required to restore the deposit to the specified amount in accordance with the Regulations for the

Allocation and Use of Places in the Students' Dormitory of the University of Lodz within three days of being notified of the deposit reduction.

10. The manager or an authorized employee is responsible for maintaining a record of individuals who have paid the deposit and for documenting any damages caused by these individuals.
11. The deposit can be settled at the conclusion of the accommodation period, following the handover of the room to a Dormitory administration staff member.
12. The Dormitory manager or a designated employee evaluates the technical condition of the room and the contents within.
13. If there is damage to the Dormitory or the room, or if there are deficiencies in its furnishings, the Dormitory manager appoints a committee to evaluate the extent of the damage.
14. The assessment of damages is determined by the estimated costs required to restore the condition to its state before the damage occurred.
15. The student, doctoral student, or course participant is responsible for covering the expenses associated with repairing the damage and acquiring replacement equipment. The costs are covered first from the security deposit paid by the student.
16. If the value of the damage caused exceeds the amount of the deposit paid, the student is obliged to pay the difference.
17. The student, doctoral student, or course participant is obligated to reimburse the cost of restoring any damaged property by making the necessary payment at the Dormitory's administration office, either through the receipt book or to the account specified by the manager, on the date the damage or equipment deficiency is reported.
18. The refundable deposit can be returned upon a written request from the student submitted to the DS administration at least 7 working days prior to the scheduled check-out date, with the application for deposit refund provided in Appendix 15 of the Regulations for the Allocation and Use of Places in the Students' Dormitory of the University of Lodz.
19. For the deposit to be refunded, all outstanding payments must be settled, the room or place occupied must be accepted without objection by the Dormitory manager or an authorized representative, and all the student's obligations to the Dormitory must be fulfilled.
20. The deposit will be refunded to the depositor through the bank account specified by the depositor within 21 working days following the check-out date from the Dormitory, or through an automatic payment process.
21. The deposit paid is non-refundable to the student, doctoral student, or course participant in the following situations:
 - a) if they have caused damage to the Dormitory or its adjacent area by their actions,
 - b) if they have outstanding payments for their Dormitory accommodation,
 - c) if they have not submitted a written request for deposit reimbursement,
 - d) if they vacate the room without settling the deposit with the Dormitory administration.
22. The security deposit is not subject to interest.
23. The security deposit is not applied for short-term accommodation, i.e., less than one month.
24. If a place is canceled prior to the check-in date or if a student, doctoral student, or course participant from SJPdC is unable to study due to circumstances beyond their control, the deposit will be reimbursed to the bank account specified in their written application.