



GRAPHISOFT PARK – Residence Hall Catalogue

for the academic year 2024-2025



Additional documents:

- Rules and Regulations
- General Terms and Condition
- Contract



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The Dormitory was built as a supplementary facility to the Campus. It has 62 single rooms and 14 double rooms available to Residents attending the educational institutions of the Campus.

1 Location

Address: 1031 Budapest Reichl Kálmán u. 6.

2 General introduction

The rooms of the Residence Hall rooms (mostly single rooms) are located on the ground floor and, in the upper floors, in the three building wings on every floor, car parking and rooms for mechanical-, storage- and service- functions are located at the basement level, while. The three building wings are interconnected by a central section containing common areas, kitchens and corridors. A roof terrace has been constructed on floor 3, facing the Danube.

General layout plan



The entrance of the Residence Hall is on Reichl Kálmán utca (it is at the same level as the pavement, so there are no obstacles for the physically impaired). A reception-information desk is situated in the reception area in a way that allows sufficient space for wheelchairs.

Terraces on the ground floor and the roof garden are available for Residents.



The building services include state of art solutions that are environmentally friendly and energy saving, as a result of thermal improvements to the building (thermally insulated glass), cooling-heating equipment using air-water heat pumps and other appropriate solutions.

The building runs on electricity only. The building uses a VRV (Variable Refrigerant Volume) system working with heat pumps to heat the building and produce hot water. The kitchenettes are provided with electric cookers. There is a washing - drying - ironing room on the ground floor, which is available for the Residents living in the Residence Hall to do their laundry.

The lighting fixtures of the rooms of the Residence Hall are installed in the suspended ceiling of the anteroom, and are not provided with separate bulbs. There are towel dryers in the bathrooms to improve comfort. The building only uses natural ventilation.

Interior of the rooms

The rooms are provided with simple and natural furniture of a standard one would expect in a three-star hotel and are ideal for rest and study; each room has an en-suite bathroom (shower, toilet, wash-basin). The rooms contain a wardrobe, desk and chair, bed accessories, bed linen and the indoor unit of the cooling-heating system. No TV is included in the rooms. Electronic kitchen equipment is not allowed in the rooms. It is permitted to bring other furniture items into the rooms, but such items must be reported and approved. Cable internet available in rooms, one internet connector, wifi in the public areas (internet free of charge, guaranteed 1 Mbs)

3 Accommodation fees, deposits

	Room type	Monthly rental fee per person (EUR)	Rental fee total (EUR)	Deposit (EUR)
5-month contract	single room	620	3100	DEPOSIT: 500
10-month contract	single room	590	5 900	DEPOSIT: 500
10-month contract	shared room	450	4 500	DEPOSIT: 500
5-month contract	shared room	520	2 600	DEPOSIT: 500

If the deposit falls below €250 within any 5-month cycle because of deductions, it must be replenished by the resident to €500 within 10 days after receiving a notice from the Manager. Requests for admission shall be submitted at the latest by 31 July with the simultaneous transfer of the deposit and rental fees (or by 31 December for the spring semester).



Conditions of termination see in General Terms and Conditions.

Deposit (account balance) will be paid back by IBS after the check out, with signing the check-out documentations, and leaving the key of the room at the reception, when the room was checked by the R.H. manager and found in an appropriate condition.



4 Services

4.1 Reception

The Receptionist or the Security Guard can be contacted at the Residence Hall's reception desk 24 hours a day. Their essential tasks include ensuring the orderly operation of the Residence Hall, as well as receiving requests registering guests.

You can contact the dormitory coordinator through e-mail or in the appointed office hours.

4.2 Maintenance, repair

The operator of the Residence Hall is responsible for making sure that the building and the fixtures are properly maintained and operating correctly. Faults can be reported at the reception desk.

Maintenance and repair operations will be done in the rooms as necessary on working days (from Monday to Friday, except holidays) in the period between 9 a.m. and 5 p.m. Requests about repairs, maintenance or additional services may be submitted at reception. If the fault occurs for reasons other than normal wear and tear, the reporting party must sign a statement about responsibility.

4.3 Cleaning

The public areas are cleaned every day during the day shift between 5 a.m. and 12 a.m. It is the residents's responsibility to leave the common areas, kitchen table, think, etc. empty for cleaning. The rooms must be cleaned by resident; or when requested (against payment), or if mandatory cleaning becomes necessary (against payment).

4.4 Kitchenettes

Kitchenettes are available on each level; the kitchen equipment located here can be used at the resident's own responsibility. It is possible to use own electric appliances but just in the kitchen (kettle, toaster, fryer...etc.), and with the permission of the Manager. Residents must provide detergent, cleaning agents and sponges for washing up. Food, cutlery, crockery and pots and pans will be provided by the Residents using the kitchenette.

Every kitchen has a small, locked cabin for staff and dry foods in the kitchen; refrigerators are placed in the rooms. We do not take any responsibility for the food and kitchen stuff left in common areas and are not locked in the cabin.

Kitchens are open from 7am-11pm.

4.5 Washing, drying

Garments can be cleaned in the washing-drying-ironing room on the ground floor, and the machines can be used at the user's risk. Irons can be obtained from reception against a signed proof of receipt giving their room number.



Bed linen can be taken for washing when Residents can get replacement linen as well (free of charge). The Residence Hall has used blanket and pillow, Residents can bring their own and give the one in the room back at the Reception.

5 Rules

5.1 House rules

GRAPHISOFT PARK – Residence Hall HOUSE RULES

5.1 RIGHTS OF RESIDENTS

As much as possible, the GRAPHISOFT PARK Residence Hall intends to ensure the following rights for the Residents belonging to the accommodation community of the GRAPHISOFT PARK Residence Hall.

- i. The right to live in an environment free of noise.
- ii. The right to privacy.
- iii. The right to have a living environment which is comfortable, in good technical condition and safe.
- iv. The right to make actions freely as long as such actions do not interfere with the rights of others.
- v. The right to equal and fair conduct during the enforcement of the House Rules.

The rules set forth below have the purpose of ensuring the above listed rights of those utilising the services of the Residence Hall (residents). If residents fail to comply with any of these rules, the principal of the Dormitory will impose sanctions according to Point 9 of the conditions for using the Residence Hall (Terms and Conditions), and will initiate disciplinary action as required (e.g. in the event of damage made intentionally or under the influence of drug or alcohol), which could result in temporary or final expulsion from the Residence Hall or from the IBS as well.

5.2 BEHAVIOUR

1. Residents and their guests are obliged to exhibit respect and tolerance to one another. They should refrain from noisy activities, especially in the period between 10 p.m. and 7 a.m. and shall not use obscene language or engage in aggressive or intimidating behaviour.
2. It is prohibited to set off the fire alarm without good reason. It is also prohibited to cover the fire and smoke detectors or the security cameras and to leave electrical devices turned on and unattended.
3. Noise emitted by musical instruments, audio devices, televisions, computers, etc. shall be kept at a level that is undetectable outside the room. Earphones are to be used in the period between 10 p.m. and 7 a.m. It is prohibited to place speakers in windows, balconies or in the corridor.
4. No ball games, martial arts or similar activities are allowed on the premises of the Dormitory.
5. No business activities of any kind may be conducted by the residents on the premises of the Residence Hall (such as selling or buying products and services).
6. Residents may not post advertisements on the premises of the Residence Hall.



7. Residents should refrain from political or ideological revelations in form of flags, flyers, etc.

5.3 SECURITY

1. It is mandatory for all residents and daily visitors to comply with the regulations regarding fire prevention and public health (for example pandemic regulations) and with the operational rules of the building. In the event of non-compliance, the rental contract may be terminated.
2. Residents must leave the building without delay if the fire alarm is activated according to the fire prevention regulations.
3. It is prohibited to tamper with the fire alarm equipment (smoke detectors, fire extinguishers, etc.), and to use them in an inappropriate manner.
4. Residents may bring their own electrical equipment to be powered from the mains onto the premises of the Residence Hall, if they obtain specific permission from the manager.
5. No objects, appliances or materials causing safety hazards may be kept by the resident within the premises of the Residence Hall (including the common areas, rooms, garden, etc). The Residence Hall's health and safety officer shall determine those objects that are hazardous to safety and such items will be removed from the Residence Hall without any advance warning.
6. It is prohibited to bring firearms, ammunition, air guns, gas guns or other weapons onto the premises of the Residence Hall. Such items will be removed immediately without warning by the staff of the Residence Hall, and disciplinary action will be initiated against those person(s) breaching the rules.
7. It is prohibited to keep or use fireworks or firecrackers within the premises of the Residence Hall.
8. Electrical equipment must be stored and operated by residents in compliance with Hungarian safety regulations. It is prohibited to place heating or cooling equipment in the rooms without permission; such items will be removed by the management of the Residence Hall without warning.
9. It is prohibited to use incense or candles anywhere in the Residence Hall, including the rooms and common areas.
10. Residents are responsible for all accessories and equipment they take over for use; they are obliged to pay compensation for any damage they cause to such items.

5.4 KEYS FOR THE DOORS

1. All residents are assigned keys to open the door of their own rooms.
2. The Residence Hall will issue a replacement if the original key is lost or damaged and a handling fee will be charged. In the interest of security, any lost/damaged keys must be reported immediately.
3. It is prohibited to hand over the key to other people.
4. The key must be returned to the Residence Hall staff when the resident vacates the Residence Hall longer than 1 day or changes room.

5.5 SMOKING



1. **Smoking is prohibited** anywhere in the Residence Hall building, including the rooms, common areas, staircases, lifts, laundry rooms, kitchens, canteens and lobby of the Residence Hall. It includes all type of cigarettes, normal or electric, vaping, hookah, etc.
2. Smoking is allowed exclusively outside the building, on the roof terrace and the terrace of the ground floor.
3. Smoking is prohibited right next to an entrance or window, therefore it is not allowed to smoke in an open door or window even if you are standing outside.
4. The Dormitory Staff (Coordinator, Receptionist or Security Guard) has the right to check the Resident's room in the suspicion of smoking. Finding ash, cigarette butts anywhere in the room (especially on the windowsill inside or outside), or can smell or see smoke in the room are to be considered as proof of smoking.
5. Smoking within the building may lead to setting off the fire alarm, which is transmitted automatically to the fire department. If the fire brigade proceeds to the site just because someone failed to comply with the prohibition of smoking, the relevant cost will be paid fully by the perpetrator (the cost is about EUR 1000).
6. In case of causing false fire alarm because of smoking the Resident have to pay the penalty both for smoking and causing false alarm (see more in **5.2 Regulations**).

5.6 GUESTS and VISITORS

1. Residents are not allowed to have visitors in their room or upper floors.
 2. Guests/Visitors can enter the building and stay at the designated area at the reception, for no longer than 20 minutes.
 3. Guests/Visitors are not allowed to leave the designated area (for example to enter the kitchen, laundry room, etc.)
 4. Guests/Visitors must refrain from noisy activities that might distract the work of the Reception staff or cause inconvenience to the Residents staying on the ground floor.
2. The resident shall assume full responsibility for their visitors. Visitors are obliged to comply with the regulations about the use of the Residence Hall. Any failure by the visitors to meet the rules will be the responsibility of their host. In extreme cases, the representative of the Residence Hall may ask the visitors to leave immediately, which must be done by the guest without delay.

5.7 SCHEDULED EVENTS

1. Events and gatherings can be organised within the Residence Hall premises, subject to complying with the appropriate procedural rules.
2. If a resident wants to organise an event or gathering, permission shall be obtained at least 3 business days in advance. The Manager of the Dormitory will decide on permission, and will inform the requesting party of their decision. It is not possible to submit an appeal against the principal of the Residence Hall's decision.
3. In order to safeguard a quiet environment for those living in the vicinity, garden parties and open-air gathering are not allowed in the park.



5.8 CLEANLINESS, CLEANING

1. Residents are obliged to keep their rooms orderly and clean, and they must clean their room on a regular basis (including their bathroom). Vacuum cleaners may be borrowed from and should be returned to the staff of the Residence Hall by signing a statement and such borrowed items must be returned by the agreed deadline. Residents have to provide other necessary cleaning tools themselves (like bucket and mop, sponges, etc), as well cleaning detergents for the floor, toilet, shower, basin. It is forbidden to throw hair into the toilet, basin or shower.
2. If residents fail to keep their room as clean and tidy as may reasonably be expected of them, the principal of the Residence Hall may order an extraordinary clean at the expense of the resident(s) of the room.
3. The Residence Hall will provide bed accessories and linen to residents, and will make sure that linen are cleaned regularly. Bed accessories and linen not used by residents shall be returned to the assigned representative of the Residence Hall. Duvets and blankets must not be used without sheets! The costs of repair or replacement due to inappropriate use will be paid by the resident.
4. Residents are obliged to maintain the orderly and clean condition of those common areas where cleaning is the responsibility of the Residence Hall. Specially the kitchen sink and desk. If the representative of the Residence Hall finds an unreasonable lack of order in any of the common areas, the smallest identifiable group of residents will be asked to restore order and to do the cleaning so that the proper conditions can be maintained until the next scheduled cleaning. If this request is not complied with, the Residence Hall principal will impose sanctions on the above-mentioned group, distributed equally to the group members.
5. Doing the washing-up of their kitchen tools and storing those in the proper cabinets is the responsibility of the Residents. It is not allowed to keep dirty kitchen equipment on the desk or in the sink, those should be cleaned asap and put away from the kitchen desk to ensure proper cleaning service for the Cleaning Staff in the morning. The Residence Hall Staff checks the kitchens (as well common areas) each morning, and has the right to confiscate dirty kitchen tools. Those might be received back for a fee or be thrown away. This restriction serves Health Safety reasons.
6. Appliances in the common areas must not be removed from the premises. Ironing boards must not be removed from their original locations.
- 7 Residents are obliged to maintain the sound condition of furniture and fixtures in their rooms. Residents will pay all costs of repair, restoration and replacement of equipment becoming necessary due to their negligent or intentional actions. The need for the repair, restoration and replacement of equipment, as well as identifying those obliged to pay will be judged by the principal of the Dormitory. When residents move out, they will be obliged to hand over their room in the condition, arrangement and cleanliness that prevailed at the time of moving in.
8. If the furniture in the common areas (e.g. kitchens, laundry rooms) is damaged, the users will share equally the costs of repair or replacement, except when they can prove without reasonable doubt to the principal of the Dormitory that the damage had been caused by others.
9. Except when permitted by the manager of the Residence Hall, the walls in rooms, corridors and common areas must not be defaced or decorated in an unauthorised manner, and signs or posters must not be attached to the doors.



10. No pets are allowed within the Residence Hall building or the Park.

11. As the Manager, the Residence Hall is entitled to check the rooms on regular basis, and the residents must not hinder or prevent Residence Hall staff from exercising this right in any manner.

5.9 RESPONSIBILITY OF THE DORMITORY

1. Residents may keep valuable belongings within the area of the Residence Hall at their own risk. The institution cannot be held liable for any loss or damage that occurs to the objects brought onto the premises of the institution. This rule of exemption from responsibility on the part of the Residence Hall is valid also for any instances when valuables are stolen.

2. Furthermore, the institution cannot be held responsible for personal injuries occurring on the premises of the Dormitory, except when the cause of injury can be clearly attributed to defects or deficiencies in the building structures of the institution.

5.10 COMPLIANCE WITH LAW

1. The relevant Hungarian statutory regulations are valid for all residents. During pandemic or other non-ordinary period it is the residents' responsibility to follow new regulations. It does not matter if the residents do not speak Hungarian and/or English. The Resident Hall manager has the right to inform the residents about new regulations, rules affected the residents.

2. If any breach of the law is detected, the police may take action on the premises of the Residence Hall and the college in the same way as at any other location in Hungary.

3. The security staff of the Residence Hall will take measures regarding minor misdemeanours, but they are obliged to report serious offences to the police and to cooperate with the police.

It has to be noted that the possession, consumption and distribution of drugs are considered criminal offences in Hungary. Accordingly, it is prohibited to bring drugs into the Residence Hall or to consume drug there.

4. It is prohibited to bring shopping carts to the premises of the Dormitory (including the streets around it), such action is considered as theft and the Resident committing it have to pay penalty.

5.11 PENALTIES FOR NOT COMPLYING WITH HOUSE RULES

1. The resident understands that failure to meet any of the rules of usage may result in immediate expulsion from the Residence Hall, especially if such failure jeopardises the safety or normal life of other residents or employees of the Residence Hall. It is not possible to submit an appeal against such a decision made by the principal of the Residence Hall.

2. If someone fails to meet the provisions described in these rules, the following penalty could be imposed, and further sanctions could be applied simultaneously:

- A fine, which will be automatically deducted from the deposited sum by the Residence Hall(see the General Terms and Conditions);
- Costs of repair, restoration or replacement, which will be automatically deducted from the deposited sum by the Residence Hall as soon as it is verified.
- Removal of objects without advance warning, if the objects are hazardous to the health or safety of other persons, or that are used in breach of the rules.



- Expulsion from the Residence Hall.

This document regulates / details the standards of behaviour for residents using the services of the Residence Hall. Accordingly, the provisions of these documents have to be considered during the interpretation and application of the contract regulating the rental legal relationship and the general contracting conditions.



5.2 Regulations

Fines that can be imposed by the Residence Hall Manager/Principal or by their representatives are as follow:

<i>i) Misuse of Dormitory (by breaking Rules and Regulations)</i>	
Upon departure, the room is not in an appropriate condition (state of the furniture or mess in the room)	€50
Resident's failure to keep the room clean and tidy	€50 first occasion, €70 subsequent occasions
Bed linen used without covers	€30 first occasion, €40 subsequent occasions
Improper use of the refrigerator (storing rotten food either in the refrigerator or in the room)	€30
Damage to room and furnishings	Cost of repair + 20% of repair costs as a fine if the damage was caused intentionally, min. €50
Loss of furniture or furnishings	Replacement costs + 30% of replacement costs as a fine if the loss was caused intentionally, min. €50
Damage to corridors, walls, stairs and common areas	Cost of repair + 20% of repair costs as a fine if the damage was caused intentionally, min. €50
Unauthorised use of room by guest	€70 first occasion, €100 subsequent occasions
Unauthorised use of electrical appliances	€40
Taking kitchen utensils (e.g. kettle) and/or furniture from the kitchen/common area	€50
Dropping litter through the windows and roof terrace	€50
Unauthorised parties and social gatherings	€100 min. €40 / person
Violation of noise regulations	€40 first occasion



	€60 subsequent occasions
Unauthorised posters and notices	€40
Improper use of electric appliance in the room	€60
Aggressive or intimidating behaviour	€50
Taking shopping cart to the premises of the Dormitory	€40
Receiving confiscated tools back	min. €40

<i>ii) Smoking & violation of fire protection regulations</i>	
Misuse of fire equipment	€100
Pulling fire alarms / creating false alarms	€100
Covering safety cameras	€100
Using emergency/fire exits without reason	€100
Smoking violation	€60 first occasion €90 subsequent occasions
<i>iii) Pets on Campus</i>	€100, plus €100 per day after 48 hrs
<i>iv) Keys</i> Loss of or damage to key	€50
Handing key to someone else	€40
<i>v) Default in paying Rental Fee</i> Default Interest (flat fee penalty)	€2/working day after the 5th working day: €5/working day



6 General Terms and Conditions

GENERAL DESCRIPTION

The Residence Hall is located at Graphisoft Park and is owned and run by (Graphisoft Park South I. Kft.) and provides safe environment and high standard of accommodation for university studies. Every room has a separate bathroom and is fully furnished with a bed(s), a study desk(s), a storage cupboard. Shared occupation with two single beds is also possible. Internet access (1 port provided) is available in all rooms. 24-hour reception is run by Residence Hall. After 10:00 p.m. and before 7:00 a.m. only residents are allowed to enter the building. Proof of identification can be asked and must be shown at the reception without any previous notice. Visitors are not allowed to stay in the R.H.

During pandemic period or under other special conditions, special instructions may be valid.

CCTV is operating on each floors, in the basement and in the elevator.

SERVICES INCLUDED IN RENTAL FEES

- o Rent of the room
- o Heating, electricity and water
- o Payment of all taxes
- o Internet service (regardless of whether you have a computer; cc 1MBs, 90% availability time)
- o Access to common areas such as kitchen/dining areas and laundry rooms
- o Bed-linen, sheets, duvet covers changing and laundry are provided
- o Maintenance

RENTAL PERIODS

The rental fee for one semester is payable in advance and the rental fee for 2 semesters is payable in 2 Installments. The type of housing duration the Resident chooses will depend on his or her personal preferences and the length of his or her study period at IBS.

The normal one-semester contract period is five months running from September 1 through January 31 the following year (autumn period) or February 1 through June 30 (same year; spring period).

The normal two-semester contract period is ten months running from September 1 through
GRAPHISOFT PARK Residence Hall



June 30, the following year. From July-August, the Residence Hall is closed for cleaning and renovation.

PREMATURE TERMINATION, TERMINATION AND BREACH OF CONTRACT, MODIFICATION OF CONTRACT

Termination of your 5- or 10- housing contract either at the beginning or during the semester or year is normally not possible and thus all requests for such action will be refused by Management of Graphisoft Park Residence Hall.

On the basis of acceptable and equitable reasons deemed valid by the Residence Hall, the Residents can initiate to terminate the contract before the end of its duration. (Mutual agreement is needed). Equitable reasons for initiating the termination of the contract by the Resident: The only valid reason for termination of the contract, recognizable by Management of Graphisoft Park Residence Hall during the contract period is serious illness, requiring hospitalization or long recuperation.

In order to terminate the housing contract the Resident must submit a Letter of Termination to the Residence Hall manager, specifying the Termination Date. Any reasons given must be fully substantiated by documents issued by a proper authority. Graphisoft Park reserves the right to approve the Termination and to investigate the validity of the documents presented. In case of Residence Hall accepting the validity of the documents presented termination will take place. Termination of contract for valid reasons attracts a refund of the rental fee for any months paid but not started. A month counts as “month started” on or after its 5th calendar day. For purposes of calculation of refunds the Termination Date counts, on condition that the Termination is approved by Management of Graphisoft Park Residence Hall and that the room is properly vacated by the Termination Date. **There is no refund in case of moving out without accepted Letter of Termination and mutual agreement. After moving out Resident has 2 weeks to send the Letter of Termination.**

Valid reasons for Termination of Contract by Management of Graphisoft Park Residence Hall (based on breach of contract):



Graphisoft Park will terminate the Contract with immediate effect and claiming for Resident to leave the Residence Hall in the following cases:

- o suspension or expulsion from IBS for disciplinary reasons
- o expulsion from Residence Hall for non-compliance with Terms and Conditions
- o for non compliance with Rules and Regulations, if the expected rules are broken
- o if Resident does not top up the deposit (call of deposit (partial or total) in case of use the deposit as warranty) and is late for longer than 15 days
- o if Resident denies to pay the amount of the damage (over the deposit limit) or is late for longer than 15 days

Suspension or expulsion from IBS or Residence Hall on disciplinary grounds counts as Breach of Contract. In this case the Resident is not entitled to a refund of any part of the rental fees paid, and any installments still owed for the contract period must be paid.

Type of Contract Rent/month/ Rent totals and installment due dates Resident (dates in brackets refer to the spring semester) included in Catalogue

CONSEQUENCES OF NON-PAYMENT

Paying the Security Deposit and the Rental Fee (Installment 1 or total) are prerequisites for moving in Graphisoft Park Residence Hall. Residents failing to pay the deposit or/and the rental fee shall not be allowed to reside. Any Residents with a debt to IBS or IBS Residence Hall, including rental fees, will be denied the opportunity to register for examinations and/or modules until all debts are cleared according to the relevant points of Tuition Fee Regulations of IBS.

SECURITY DEPOSIT

Residents must pay a one-off deposit, 500.- Euro which serves as a cover for damages caused by Residents to room and furnishings as well as for fines charged for any failure to comply with Dormitory Rules and Regulations. The deposit cannot in any circumstance be used to pay any part of the rental fees by the Resident. Residence Hall upon his decision can use the amount of deposit (late rental fee, denial of the payment duties) as rental fee. The deposit (subject to deductions) will be returned by bank transfer after the Resident has left the Residence Hall for good, the R.H. manager has checked the room and find everything in good condition and the resident left the filled GRAPHISOFT PARK Residence Hall



in check-out paper and the key of the room. The cost of transaction (€ 10-15) will be deducted from the deposit. Should the total value of damage, combined with the total value of fines charged against the Security Deposit exceed the Security Deposit previously paid, the Resident will be charged the difference between the Security Deposit and the actual repair and replacement costs and/or fines, and will be automatically expelled from the Residence Hall, with the consequences of Termination of Contract.

(9) APPLICATION

You can apply for a room by transferring the Security Deposit and the rental fee by August 15 (for the spring semester, January 15) at the latest. If the Resident changes his or her mind after applying for a room at IBS Residence Hall, he or she may cancel the application in writing prior to moving in. If cancellation has been duly received prior to July 31 (December 31), the security deposit will be returned. In case of a cancellation on or after August 1 (January 1), a 50% processing fee will be withheld from your Security Deposit.