

REQUEST FOR ACCOMMODATION

PLEASE READ CAREFULLY THE FOLLOWING RULES AND IMPORTANT GUIDELINES:

As soon as you receive admission letter and SUMAS confirms your place, you will be asked to complete this form. This needs to be completed **as soon as possible** so that the Housing Officer can proceed and look for accommodation. The Housing Officer will provide you with a complimentary service of **up to 3 options**.

SUMAS provides this complimentary service only for first arrivals. The Housing Officer will try to satisfy the requirements given, but it could be that it will not be possible to fulfil all your requirements. Housing Officer will inform you about the acceptance or refusal of your request. For example, the Housing Officer cannot guarantee fulfilment of the accommodation service if the request is made **less than 40 days within your arrival date**. For September entry students it is strongly recommended to fill and send in this form to the Housing Officer **by 1st July**.

1) Choose one of the following options of possible accommodation:

- Room in a family
- Flat Share
- Furnished Studio or Apartment
- Unfurnished Studio or Apartment

2) Choose desirable rent per month for rooms and flat shares (not including taxes and bills for example; garbage tax and electricity bill are counted as **extra** charges in all Switzerland):

- CHF 700-900
- CHF 900-1200
- CHF 1200 >

3) Choose desirable rent per month for studios and apartments (not including taxes and bills for example; garbage tax and electricity bill are counted as **extra** charges in all Switzerland):

- CHF 1200-1500 (studio)
- CHF 1500-1800 (studio or one bedroom flat)
- CHF 1800-2200 (one or two bedroom flat)
- CHF 2200 >

4) Do you have a car?

- Yes
- No

5) Please write any additional requirements (SUMAS will inform you if your request can be satisfied)

The School is merely assisting the process and does not substitute your own search, especially if you are looking for accommodation in Geneva or Lausanne. The School will assist with properties in Gland and surroundings and **will not** search for accommodation elsewhere. You can have more advice by visiting our link <http://www.sumas.ch/faq>

IMPORTANT INFORMATION & DIRECTIVES:

- I. Firstly, the Housing Officer will inform you via email of the acceptance or refusal of your request.
- II. Then, the Housing Officer will visit the selected accommodation options and inform the landlords of your specific requirements if any (see question 5), however it will be **your responsibility** later to ensure that these are clearly understood by the landlord.
- III. The Housing Officer will provide you with up to 3 accommodation options that she has previously visited. The Housing Officer will send you via mail landlord contact details, distance from the school, amount of rent/charges and pictures of the unit.
- IV. Upon receiving details of accommodation options it will be **your responsibility** to secure your preferred option directly with the landlord. Please be informed that it is your responsibility to negotiate your special requirements with the landlord. You must contact the landlords within **10 days** of receiving their details because landlords work on a first come first served basis. In the event that the accommodation option you have chosen is no longer available (within the 10 days from receiving all information) the Housing Officer can provide you with another option.
- V. Once you have secured your accommodation and signed the rental contract, you **must** inform the Housing Officer of your Swiss address, so that the Housing Officer will help you with all **permit procedures** of the canton of Vaud. Please note that application for residence permit must be submitted no later than 14 days after arrival in Switzerland.
- VI. If you modify your request, did not contact the landlords on time or require more than 3 options a daily fee of 300CHF will be charged for additional search.
- VII. Lastly, SUMAS is **not responsible** for eventual issues with your landlord. However, should you decide to move out, the Housing Officer can still help you find another accommodation and the daily fee of 300CHF will apply. Again, depending on availability the Housing Officer will inform you about the acceptance or refusal of your request.

I hereby declare that I have read and understood all SUMAS rules regarding accommodation and I agree to comply with the terms and conditions set by the School.

Signature and date