Information letter to Master’s students

Before arrival:

Note! If you drop out from your programme, please let me know as soon as possible. Email me at inresande@oru.se

If you intend to come:

• I need your arrival date. Please note that we are closed on weekends and after office hours.
  If you arrive outside office hours or on a weekend you need to organize overnight accommodation elsewhere.

At arrival:

• Pick up the key for your accommodation and sign your rental agreement at the Housing Office, located in Prismahuset (only yellow brick building on campus). Walk in to the big entrance and go slightly to the left in to the corridor marked Housing Office, room P1106.
• You will receive a Welcome bag that contains a duvet, pillow, sheets, towel and a roll of toilet paper.

Important! You need to be here no later than on the day your semester starts to register on your programme (you have received information about semester dates from your programme coordinator). If you have made other arrangements, you need to let me know.

• If you do not register in time you will lose your place to a waiting list applicant.
• That also means you will also lose access to the accommodation you applied for.

The accommodation:

• If you are on your own, you will be allocated a room in a corridor in proximity to campus.
• If you bring a partner or small family (maximum two adults and two children), we can offer a larger furnished apartment. We cannot however guarantee proximity to campus.
• In both accommodation types, the room/s are simply furnished, suited for the number of persons you have applied for. Mattresses in bed/s are included.
• NOTE! Neither accommodation contains kitchen utensils, carpets, curtains, bedding for rest of family, vacuum cleaner.
• If you would like to buy a welcome bag for you family member/s you need to let me know and I can arrange as many as you need. (The amount for that will be added on to rent invoice.)
Payment of rent:

- If you arrive earlier than the start of the semester, the days in August will be added on to the October invoice.
- As a Master’s student you pay rent monthly. The rent invoice, including payment instructions, is sent out from the finance office in the middle of every month to your e-mail address.
- If you are a Master’s student bringing your family, and have been allocated an ordinary furnished flat, then every three months you will need to pay for electricity, in addition to the rent. The amount for electricity will be added on to the rent invoice.

Rent increase:

- For students living in single student accommodation there is a rent increase in August.
- For students living in ordinary flats the increase occurs in February.

Terminate contract/rental agreement:

- Should you wish to terminate your signed contract before the end of your tenancy, two months’ notice apply.

Summer discount:

- The discount only applies to students staying between semesters. That means that if you are here for two years, you will get a discount on the rent in the summer between your first and second year. NOTE! Discount does not apply to family apartments.
- The discount is two months’ free rent, divided as follow: half the rent in June, no rent in July, half the rent in August (note that in August rent increases and the amount will be higher than in June.
- If you are a one-year student or at the end of your second year and want to extend your rental agreement for a maximum of one month (until the end of July) you do not get a discount, but will need to pay rent for both June and July.

Before you leave:

- Let me know on what day you plan to leave even if you leave on the last day of your contract.
- Hand in the keys at the Housing Office, Prismahuset room P1106, Mon-Fri 8.30–11.30 and 13.00–15.00.
If you leave on a weekend, a friend can hand in your keys. If so, please let me know the name of that friend. **Note!** You are still responsible for the keys until they are handed in.

- You can also leave the keys in my mailbox, placed outside the corridor door in the entrance to Prismahuset.

- Empty your room from **ALL** personal belongings. **ONLY** the mattress can be left in the room. Remember to throw away your pillow, duvet, toilet brush and wastebasket! For hygiene reasons and our aim to prevent the spreading of bed bugs, you cannot leave any textiles. For the things you will have to throw away there are garbage rooms close to your accommodation - use them. If you have put things in the common areas/rooms/wardrobes you must take them away. **If you do not take your personal belongings away you will be charged the cost for removing them.**

- Clean your room according to the cleaning instructions. A cleaning inspection of all rooms will be made after you have handed in the keys to us. If the cleaning has not been done well enough we will hire a cleaning company to do the extra cleaning after your departure. **You will be charged for the cost of the additional cleaning that the cleaning company has to do, and the bill for that will be sent out as soon as possible.**

- Cleaning the room normally takes more time than you expect, so make sure you allow enough time. You are also responsible for the common areas (if you live in Student/Tybblegatan). Please check with your room/corridor mates how to sort out the cleaning as you may also be charged a cost for the cleaning of common areas!

- Lock the door to your room when leaving.

**Please let me know if you have any questions!**
Best regards Kerstin/ Housing Office