

The order of settlement of students in the residential complex of ANO HE "Innopolis University"

1. General provisions

1.1 This Procedure defines the actions of students studying at the ANO HE "Innopolis University" and the administration of the residential complex of the ANO HE "Innopolis University" (hereinafter referred to as the Complex) when settling in the Complex mandatory for all parties.

2. Submitting an application for placement

2.1. The student submits an application for settlement through the Complex's website in the section "Student accommodation - Application for accommodation" or by email hoteluni@innopolis.ru. In the application specify the necessary data for booking: full name, date and time of arrival, contact details (phone, alias in Telegram).

2.2. After receiving the application the administrator responsible for the accommodation of students contacts the author of the application, confirms the possibility of accommodation in the Complex and begins the procedure for preparing a free place in the room.

2.3. The administrator reserves a place for placement in the 1C program: The hotel. At the same time the number of the building and the category of the room are provided in accordance with the available number fund.

3. Check-in of students who previously lived in the Complex

3.1. A student who arrives at the Complex during the working hours of the administration (daily from 9:00 to 18:00), applies to the administrator in building №2 or building №3 for accommodation. To conclude a contract for accommodation services, the student provides the original passport of the state of which he is a citizen.

3.2. A student who arrives at the Complex outside of the administration's working hours and has previously booked a place in the Complex, applies to the security post in building №3 for accommodation. To conclude a contract for accommodation services, the student applies to the nearest working day of the administration (daily from 9:00 to 18:00) in building № 2 or building № 3, providing the original passport of the state of which he is a citizen.

3.3. To students who arrive at the Complex during non-working hours of the administration and have not previously booked a place, the administration of the Complex does not guarantee the availability of a prepared place.

4. Settlement of first-year students

4.1. A student who arrives at the Complex during the working hours of the administration (daily from 9:00 to 18:00), applies to the administrator in building №2 or building №3 for accommodation. To conclude a contract for accommodation services, the student provides the original passport of the state of which he is a citizen.

4.2. A student who arrives at the Complex during non-working hours of the administration applies to the security post in building №3 for accommodation and provides an

identification document. Placement takes place according to the list of first-year students. To conclude a contract for accommodation services, the student applies to the nearest working day of the administration (daily from 9:00 to 18:00) in building № 2 or building № 3, providing the original passport of the state of which he is a citizen.

5. Student accommodation conditions

5.1. Students can be accommodated only in double-bed one-room and five-bed three-room suites.

5.2. Accommodation of students with a spouse is possible upon submission of a marriage registration certificate. Payment of the cost of living of the spouse in the Complex is made in accordance with the current order on the cost of accommodation services in the residential complex of ANO HE "Innopolis University" for certain categories of persons.

5.3. Accommodation of students with other persons is possible. Payment of the cost of accommodation for other persons in the Complex is made in accordance with the current order on the cost of accommodation services in the residential complex of ANO HE "Innopolis University".

5.4. Single accommodation of students in a one-bed double room is possible when paying for a second bed, according to the current order on the cost of accommodation services in the residential complex of ANO HE "Innopolis University".

5.5. Foreign students are placed together with students who are citizens of the Russian Federation. At the same time the administration recommends that at least two foreign students be accommodated in a five-bed three-room suite.

5.6. The absence of a signed agreement on the provision of accommodation services in the Complex may be the basis for the administration to collect the cost of accommodation in the Complex from the student, according to the current order on the cost of accommodation services in the residential complex of ANO HE "Innopolis University".