Rules and regulations for Master’s, Bachelor’s and exchange students 2017-2018

The International Office offers accommodation to participants in exchange programmes, to foreign fee paying students in international Master’s and Bachelor’s programmes, to visiting staff, scholars and international PhD’s and guests at Vrije Universiteit Amsterdam.

The number of rooms available is limited, so we cannot guarantee accommodation for every student or guest, but the International Office will do its utmost best to find suitable accommodation for everyone.

This document contains all necessary information on how to apply for accommodation for foreign fee-paying students in international Master’s, Bachelor’s programmes and for exchange students.

1. Arrangements for students

Information
For an overview of all accommodations types, please consult our website: www.vu.nl/accommodation

Depending on the type of housing and the facilities offered, the price of accommodation varies between €320,- and €825,- per month.

Housing corporations
VU Amsterdam has housing contacts with several housing corporations: DUWO, Hotel Jansen, The Student Hotel and Student Experience.

Rental periods
This is the period during which student and the housing corporation have agreed to rent (out) accommodation. Here is an overview of the rental periods per type of accommodation:

<table>
<thead>
<tr>
<th>Housing cooperation</th>
<th>Type of accommodation</th>
<th>Type of contract</th>
<th>Rental period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUWO</td>
<td>Accommodate (furnished)</td>
<td>Fixed</td>
<td>18 August 2017 – mid August 2018 Extension not possible</td>
</tr>
<tr>
<td>DUWO</td>
<td>Campus Contract (unfurnished) @ Spinoza campus</td>
<td>Flexible</td>
<td>Start date: August 2017 (start dates can differ) Minimum one month, Maximum until graduated</td>
</tr>
<tr>
<td>Student Experience</td>
<td>Campus Contract (unfurnished) @ AmstelHome or RavelResidence</td>
<td>Flexible</td>
<td>Start date: August 2017 (start dates can differ) Minimum 12 months Maximum until graduated</td>
</tr>
<tr>
<td>The Student Hotel</td>
<td>Furnished, high level service</td>
<td>Fixed</td>
<td>1 September 2017 – 30 June 2018 Extension not possible</td>
</tr>
</tbody>
</table>

- Rental period Master and Bachelor students (full degree)

<table>
<thead>
<tr>
<th>Housing cooperation</th>
<th>Type of accommodation</th>
<th>Type of contract</th>
<th>Rental period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUWO</td>
<td>Accommodate (furnished) One semester</td>
<td>Fixed</td>
<td>18 August 2017 – 30 January 2018 OR 2 February 2018 – mid August 2018</td>
</tr>
<tr>
<td>DUWO</td>
<td>Accommodate (furnished) Two semesters</td>
<td>Fixed</td>
<td>18 August 2017 – mid August 2018</td>
</tr>
<tr>
<td>Hotel Jansen</td>
<td>Furnished, high level service</td>
<td>Fixed</td>
<td>15 August 2017 – 31 January 2018</td>
</tr>
<tr>
<td>The Student Hotel</td>
<td>Furnished, high level service</td>
<td>Fixed</td>
<td>1 September 2017 – 31 January 2018 OR 1 September 2017 – 30 June 2018</td>
</tr>
</tbody>
</table>
2. **Application**

   **Procedure**
   You should make arrangements to apply for accommodation in your VUnet account.

   **Personal data**
   Please note, that by signing up for our accommodation service, your data will be shared with these housing corporations.

   **Application form**
   All students who have been accepted to VU Amsterdam (conditionally and otherwise) receive a request to confirm their participation online in the specific bachelor’s, master’s or exchange programme in VUnet. Once this is confirmed, students get access to accommodation application online.

   The accommodation we offer can be divided in three price categories:

   - **Category 1**: Prices from € 320 - € 400 per person per month.
   - **Category 2**: Prices from €400 - € 475 per person per month.
   - **Category 3**: Prices from €475 - € 800 per person per month.

   The selected preferred monthly rent is an indication and it won’t be used to limit your accommodation offer.

   For a general overview of the accommodation offered, please see [www.vu.nl /accommodation](http://www.vu.nl /accommodation).

   The rules and regulations automatically apply to all applications that are submitted to VU Amsterdam. An application is a request for accommodation: it does not constitute an offer of accommodation or the acceptance of such an offer.

   **Housing Fee**
   Students who would like to get accommodation through VU Amsterdam, will be charged with a fee of € 400,-. This fee is charged to cover the costs of the university in providing the housing service to international students. All students have to pay VU Amsterdam this fee of € 400,-. Exchange students who come to VU Amsterdam for only 1 semester have to pay € 200,- housing fee.

   **Deadline:** 1 June (1 December for students coming for the second semester only).

   Applications for accommodation will **not be dealt with until** the university has received this fee.

   We will do our utmost to offer housing to all students who apply in time. Applications after the deadline of 1 June will be placed on a waiting list. Eventual complaints about the offered accommodation, does not imply a refund of the fee.

3. **Confirmation**

   **Housing offer**
   Students who have applied for accommodation in VUnet and the housing fee was matched before 1 June in the VUsystem, will receive an invitation to book a room mid-June. (or mid-December if you are an exchange student coming for second semester only).
Students who apply after the deadline of 1 June or did not succeed in getting the housing fee in our bank account before 1 June, or did not succeed in booking a room, will be placed on a waiting list. The waiting list will be ranked by the date the housing fee was received. Students on the waiting list will be offered accommodation based on cancellations.

Please note the following conditions:
1. If you accept the offer, you do so for the entire period of tenancy. It is not possible to terminate or change your contract during your stay in the Netherlands.
2. If you are planning to arrive on a date other than the one set for your arrival, you must inform the housing corporation.
3. No discounts will be given for late arrival or early departure.
4. The International Office is not obliged to offer alternative accommodation to applicants who are not satisfied with their accommodation, either before they have taken up residence or afterwards.

Late applications
Applications received after 1 June (1 December for students coming for the second semester only) will be accepted, but will be placed on a waiting list once the housing fee has arrived.

4. Cancellation of your reservation
If you wish to cancel your reservation, you must do so in writing. Please send an e-mail to studentaccommodation@vu.nl

Students: Cancellation and financial penalties VU Amsterdam*
• Housing reservations can be cancelled without financial consequences until 11 July (19 December for exchange students coming for second semester only).
• If you cancel your housing reservation on or after 11 July (or on or after 19 December for exchange students coming for second semester only) the financial penalty will be € 400,-. The International Office will use your fee that you paid to VU Amsterdam to cover this amount (for exchange students who applied for a semester, the penalty is € 200,-).

Cancellation and waiting list
Students on the waiting list can cancel their application and request a refund until 11 July, without any financial penalty.
Students on the waiting list who wish to cancel their application after 11 July can only ask for a refund, if they did not receive any offer for accommodation yet, regardless if you accept or decline the offer.

For example: If you are on the waiting list for accommodation and you receive an offer later than 11 July (19 December for second semester), it is not possible to cancel this offer without costs.

If you do not want to be on the waiting list anymore, please inform studentaccommodation@vu.nl as soon as possible.
5. The First payments to the housing corporations

Before you departure to Amsterdam, please make sure to take care of the first payments.

<table>
<thead>
<tr>
<th>Housing cooperation</th>
<th>Type of accommodation</th>
<th>First Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUWO</td>
<td>Accommodate (furnished)</td>
<td>Administration fee: €100 Advanced rent: first month + last two months</td>
</tr>
<tr>
<td>DUWO</td>
<td>Campus Contract (unfurnished) @ Spinoza campus</td>
<td>Registration Studentenwoningweb: €38 Administration fee: €22,50 Advanced rent: one month</td>
</tr>
<tr>
<td>Student Experience</td>
<td>Campus Contract (unfurnished) @ AmstelHome or RavelResidence</td>
<td>Administration fee: €75 Deposit: 2 months’ rent Advanced rent: one month</td>
</tr>
<tr>
<td>The Student Hotel</td>
<td>Furnished, high level service</td>
<td>Deposit: one month Advanced rent: one month</td>
</tr>
<tr>
<td>Hotel Jansen</td>
<td>Furnished, high level service</td>
<td>Administration fee: €200 Deposit: €700 Advanced rent: one month</td>
</tr>
</tbody>
</table>

6. Arrival

On your arrival, you will need to visit the offices of the housing corporation to attend to a number of formalities. It is very important that you check with the housing corporation to confirm their office hours, as you will only be able to pick up the keys to your accommodation during these hours.

**Arrival days**

VU Amsterdam organizes two arrival days in cooperation with the housing corporation, the municipality and student association ESN. The arrival days will be announced on the webpage. At one location, students will be able to sign the rental contract and register at the Municipality. You will receive more information about these arrival days at a later stage.

We strongly advice all students to arrive to Amsterdam on the arrival days. Not only is it possible to arrange a pickup service from the airport on these days, but it also enables students to arrange the necessary formalities.

**Pick up service**

On Friday 18 August and Monday 21 August, student association ESN – Vuniverse offers a pickup service from Schiphol airport. If you provide ESN with the necessary details in time, they will make sure to meet you at the airport to give you a warm welcome to Amsterdam. He or she will take you to your accommodation.
7. Termination/cancellation of the contract

- When your participation in the Master’s, Bachelor’s or exchange programme or your relationship with VU Amsterdam has been terminated, you are no longer entitled to the accommodation provided by the International Office.
- No discounts will be given for late arrival or early departure.
- On your departure, you must have paid all outstanding invoices in full.
- No settlement will be made regarding interest earned on any outstanding deposits.
- The accommodation and the shared facilities must be left in the state in which it was found at the beginning of the rental period.
- You can only terminate your rental agreement during your stay at VU Amsterdam by sending proof of the termination of your enrollment at VU Amsterdam. There is one exception to this rule: Rental contracts for Spinoza campus can be terminated with a one-month notice.

8. Changes during your stay

- It is not possible to change accommodation after your arrival.
- As a tenant, you are responsible and liable for the accommodation you are renting.
- As a tenant, you are not allowed to sublet your accommodation, this includes platforms such as AirBnB and Wimdu.
- There is one exception to subletting: You are allowed to sublet your room if you go abroad for your studies or internship. You can read about it on this webpage.