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| KTÜ Logo 5A | **Değişim Programları Koordinatörlüğü**  **Office of Exchange Programmes** |

**Accommodation Form for Incoming Erasmus+ Students**

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| **Student’s Personal Data**  **First name:** Metin girmek için burayı tıklatın.  **Family name:** Metin girmek için burayı tıklatın.  **Date of birth:** Metin girmek için burayı tıklatın.  **Place of birth:** Metin girmek için burayı tıklatın.  **Gender:** Bir öğe seçin.  **Nationality:** Metin girmek için burayı tıklatın.  **Name of Home University**: Metin girmek için burayı tıklatın.  **Mobile Phone:** Metin girmek için burayı tıklatın.  **E-mail:** Metin girmek için burayı tıklatın.  **Current Address**  **Street & No:** Metin girmek için burayı tıklatın.  **Postal Code:** Metin girmek için burayı tıklatın. **City:** Metin girmek için burayı tıklatın.  **Country:** Metin girmek için burayı tıklatın. **Phone:** Metin girmek için burayı tıklatın.  **Next of Kin** (*to be informed in case of any need*)  **Relationship to you:** Metin girmek için burayı tıklatın.  **First name:** Metin girmek için burayı tıklatın.  **Family name:** Metin girmek için burayı tıklatın.  **Address:** Metin girmek için burayı tıklatın.  **Phone:** Metin girmek için burayı tıklatın.  **E-mail**: Metin girmek için burayı tıklatın. |

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| **Required Information on Accommodation**  **Planned date of arrival in Trabzon:** Tarih girmek için burayı tıklatın.  **Planned date of departure from Trabzon:** Tarih girmek için burayı tıklatın.  **Rental period:** from Tarih girmek için burayı tıklatın. to Tarih girmek için burayı tıklatın. |

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**General Rules and Regulations**

1. The silent hours are from 9 pm to 9 am. Students must avoid noisy activities during the mentioned time interval.
2. No visitors or guests are allowed in the rooms. Visitors can be hosted in the lobby of the dormitory (no later than 10 pm).
3. Rooms are non-smoking.
4. Students must not keep any inflammable materials in their rooms.
5. No alcohol is allowed in the dormitory. According to the law, businesses are forbidden from selling alcohol and cigarettes on the campus. Similarly, it is forbidden for students to bring and drink alcoholic beverages in the dormitory.
6. It is students’ responsibility to keep their valuables safe. The dormitory management cannot be held responsible.
7. Students must make sure to keep their rooms clean and tidy. It is forbidden to leave the garbage bags on the ground or in the corridor; the garbage bags must be disposed of into the garbage containers.
8. Students must enter the dormitory before 00:00 am. If students plan to stay outside until past midnight, the dormitory management must be informed beforehand.
9. In case the furniture/equipment is damaged by students, students must compensate the expenses resulting from the damage.
10. Students must respect all other residents and behave accordingly.
11. Rooms are cleaned once a week. Before the cleaning day, students must make sure to leave their room tidy with their personal belongings stowed away in their wardrobe properly.
12. There is no kitchen or kitchen utensils in the rooms. There is no facility to cook in the dormitory. Students can have their lunch in the university canteen (which is open throughout the year). For dinner, there are many cafes, restaurants inside and around the campus. There is a fridge in the rooms, which allows students to store practical food items.
13. The dormitory management may decide to change students’ rooms, in case they have to do so for operational reasons.
14. Monthly rental fees must be paid to the dormitory management in the first 10 days of each month. For the first payment, students will be asked to pay the amount equal to two months’ rental fee (deposit + first month’s rental fee). Before making the payment for the last month of their stay, students must visit the dormitory management and inform them the exact date they will check out. The dormitory management will check the room to see whether any furniture/equipment is damaged - if nothing is damaged, they will consider the deposit paid as the last month’s rental fee payment.
15. Payments are made by card at the reception. Students are obliged to keep the receipt of their payment.
16. If students decide to check out earlier than their planned departure, the rental fee for the remaining days will not be refunded.
17. In case of violation of any of the rules and regulations, students will receive a written warning from the dormitory management for the first time. In case of a second misconduct, a second warning will be issued to the student and 50% of the deposit will be cut off as a fine. A third misconduct will result in the remaining 50% of the deposit being cut off as a fine and the student will receive an eviction notice.
18. Before checking out, students must return the room’s key to the reception.
19. KTU Office of Exchange Programmes does not have any authority over the dormitory’s regulations and decisions.
20. In case students have any problems with the dormitory services or their rooms, they must see the dormitory manager.

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| I state that all information provided herein is accurate to the best of my knowledge.  If given the accommodation, I agree to abide by the rules and regulations of Karadeniz Technical University. |
| **(Please write the date and sign below.)**  **Date and signature:** |