

General Conditions

The University of St.Gallen - Housing Office provides off-campus accommodation for exchange students according to the following conditions. For questions or assistance, please contact the Housing Office.

Room assignment

To help with room assignment, students must complete the housing application. The information given in the application will help us assign a room that best meets personal preferences however; it is not always possible for us to meet all individual requirements.

Type of rooms/apartments

Most students are assigned rooms in apartments shared with other University students or rooms sublet from local students who have gone on exchange. All rooms are for single occupancy only. Students are guaranteed a room for their exclusive use. All other facilities (e.g., kitchen, bathroom, etc.) are shared, unless renting a studio/one-bedroom apartment or a room with en-suite bathroom (*very limited availability*). If you prefer to live in a single gender apartment, note this in your housing application. All rooms/apartments including common areas are non-smoking. No pets are permitted.

Furnishings

Furnishings are basic and include a bed, bedding (duvet, pillow, mattress, and set of linens), cupboard, desk, office chair and desk lamp. The Housing Office does not supply towels. Kitchens are equipped with standard appliances (stove, refrigerator) and basic household items such as utensils (pots, pans, plates, cutlery, etc.).

Internet

All residences and rooms have wireless internet connection.

All WiFi-enabled computers, laptops, tablets and other electronic devices must be protected with an updated anti-virus program. If my unprotected device causes spam or phishing or similar attacks, the Housing Office is entitled to invoice me for the cost related to clean up by an IT specialist. If I reset, modify or otherwise interfere with the Wi-Fi router, I am responsible for all costs related to network reinstallation.

Location

Most rooms are not more than 30 minutes (bus ride) away from the University. In exceptional cases, you will be notified by e-mail in advance.

Housing application fee

The *non-refundable* application-processing fee of CHF 250.00 must be wired by bank transfer to the Housing Office no later than the housing application deadlines indicated. Please send us a copy of the bank transfer confirmation together with the housing application form. Most banks charge administrative fees for this service so be sure that your payment is adequate to cover these as well.

Facility management fee

The non-refundable facility management fee of CHF 150.00 shall be paid by the lessee at the beginning of the rental term. This fee will cover general building maintenance (stairwell, laundry area, and external upkeep) inventory maintenance (kitchenware, appliances, bedding, light fixtures and replacement bulbs, cleaning supplies caretaker service).

Transfer Information:

Bank: acervis Bank AG
 Bank address: Marktplatz 1, 9004 St.Gallen
 IBAN No.: CH36 0690 0016 0089 2300 0
 BIC/Swift: ACRGCH22
 Beneficiary: Universität St.Gallen, Dufourstrasse 50, 9000 St.Gallen
 Reason for payment: Last name, first name, reason for payment (e.g. housing application fee, rent, etc.)

Deadlines and rental period

Exchange semester	Autumn term regular	Autumn term ISP programme	Spring term regular	Spring term ISP programme
Application deadline	15.05.	15.05.	30.09.	30.09.
Rental period *	01.09. - 31. 12.	01.09 - 30.11.	01.02. - 31.05.	01.01 - 31.03.

* *Fixed rental period*

Housing contracts can only be arranged for the fixed rental periods indicated above. It is not possible to give early notice and the lessee must pay for a full rental period. This applies even if the stay in St.Gallen is of shorter duration.

Rental contract

With my acceptance/agreement of the room/studio offer, a legal rental contract comes into being. Additionally the lessee will receive the contract in paper form upon arrival in St.Gallen.

Rental rates

There are three price categories:

CHF 550.00 – 650.00

CHF 650.00 – 750.00

CHF 750.00 and above

Rental prices may vary according to proximity to University, location in town, condition of residence and furnishings, room/apartment size, number of persons sharing the same residence. Applicants who prefer their own studio, one- or two-bedroom apartment must indicate this in their housing application.

Deadline payment

Payment rent and fees (total amount)				
Exchange semester	Autumn term regular	Autumn term ISP programme	Spring term regular	Spring term ISP programme
Term of payment	30.09.	30.09.	28.02.	31.01.
Payment only possible in cash at the post office or through wire transfer, no possibility to pay with credit card.				

Cancellation of housing

If I am offered a room and I have accepted the offer, I am obliged to inform the Housing Office directly in case of a cancellation of my exchange stay. Cancellation at the home university or the Student Mobility Office of the University of St.Gallen is not sufficient. If the Housing Office receives the cancellation too late or not directly from me, I am obliged to pay the listed costs according to the cancellation policy below.

Cancellation policy

Exchange semester	Autumn term regular	Autumn term ISP programme	Spring term regular	Spring term ISP programme
Cancellation on or after: Cancellation fee:	01.08. In the amount of two month's rent	01.08. In the amount of two month's rent	01.01. In the amount of two month's rent	01.12. In the amount of two month's rent
Cancellation on or after: Balance due:	01.09. In the amount of the full rental period	01.09. In the amount of the full rental period	01.02. In the amount of the full rental period	01.01. In the amount of the full rental period

Liability

If I accepted the offer for accommodation and my cancellation is received on or after 1 August (Autumn Semester) or 1 January (Spring Semester/Regular) or 1 December (Spring Semester ISP programme) I am liable for the cancellation fee in the amount of two month's rent.

If I accepted the offer for accommodation and my cancellation is received on or after 1 September (Autumn Semester) or 1 February (Spring Semester/Regular) or 1 January (Spring/ISP programme) I am liable for the FULL rental period, except I have a new tenant to replace me or the Housing Office can rent the accommodation to another person.

Cleaning inspection

The Housing Office will visit student residences once or twice during the rental period to inspect the overall standard of cleanliness. Residents will be notified in advance of each visit. If the residences are not in acceptable condition according to the Housing Office, the Housing Office will employ a cleaning service to bring the residence at condition ready for occupancy. The costs for this service will be at the expense of the residents. Cleaning products with instructions on how to use are provided for your convenience. Please use.

Personal liability and private liability insurance

I have to use the object with all due care and I am liable for all damages incurred.

Lessees are required to have a Swiss Rental Property Damage Liability Insurance. The cost for this insurance is about CHF 30.00 per semester. The necessary form will be given to the lessee together with the contract in paper form.

Household goods insurance

This type of insurance is not included with the rental contract. The lessee is responsible for confirming with his/her own insurance provider at home if personal belongings are covered while abroad in cases of fire, water, theft, etc. The University of St.Gallen, the Student Mobility Office, and the Housing Office decline any responsibility.

Residence guidelines and regulations

Most residences have regulations, which are an integral part of the housing contract. These regulations contain relevant general rules necessary to successfully sharing a common residence (e.g., waste disposal, laundry schedule, quiet time, etc.). More information will be given after arrival.

Arrival and moving-in

Arrivals are only possible on weekdays between 8:30 and 17:00. **Weekend arrivals are not possible.** Please inform the Housing Office two weeks before arrival in St.Gallen e.g. date and time. The housing manager will arrange a meeting time and place with the lessee (usually at the Housing Office) in order to hand over the apartment keys.

Visitors & guests

Apartments may not be "over inhabited". One visitor staying for 3 nights is permitted, but the Housing Office as well as the other apartment residents must be notified and permitted.
In cases of unpermitted individuals residing in the apartment, the contract may be cancelled.

Moving out

All payments in context with the respective lease agreement must be settled by the end of the rental term.

Before moving out, the lessee must inform the Housing Office two weeks in advance of his/her departure date and time.

At the end of the contract period, the lessee must thoroughly clean his/her room and apartment, including floors, windows etc. The Housing Office will inspect the room and residence when the last students have moved out. If the rental object is not sufficiently clean, the lessor is authorized to have any such room cleaned upon prior notice at the expense of the lessee.

Insufficient cleaning

Costs for an after cleaning of the bedroom will be charged directly to the causer. The residents are jointly responsible for the common areas and the costs are evenly distributed among all.

The same applies in case of any defects caused by the lessee/lessees.

All personal items, which are left behind at checkout, will be disposed; no compensation will be paid.

Legal basis

In addition, the Swiss law without regard to conflict of law principles (esp. Civil Code/Obligationenrecht "Miete", art. 253 et seqq.) will apply.

Place of jurisdiction

The court in St.Gallen has jurisdiction to decide actions based on the lease.