



ANNEX "A"
ADMINISTRATIVE RULES, RATES AND CALENDAR

ANNUAL FEE

for one of the following periods selected by the Guest:

- a. 01/09/2022 – 30/06/2023;
- b. 11/09/2022 – 10/07/2023;
- c. 01/10/2022 – 31/07/2023;

Type of room	Annual rate	1 st instalment	2 nd instalment	3 rd instalment	4 th instalment
Vintage single with en-suite bathroom and shower	€ 8.640,00	€ 2.040,00	€ 2.200,00	€ 2.200,00*	€ 2.200,00*
Standard single with en-suite bathroom and shower	€ 9.027,00	€ 2.127,00	€ 2.300,00	€ 2.300,00*	€ 2.300,00*
Single with shared external bathroom	€ 8.364,00	€ 1.974,00	€ 2.130,00	€ 2.130,00*	€ 2.130,00*
Double with bathroom and private shower	€ 7.395,00	€ 1.845,00	€ 1.850,00	€ 1.850,00*	€ 1.850,00*
Double with shared external bathroom	€ 7.089,00	€ 1.689,00	€ 1.800,00	€ 1.800,00*	€ 1.800,00*
Triple with shared external bathroom	€ 5.967,00	€ 1.677,00	€ 1.430,00	€ 1.430,00*	€ 1.430,00*

All the rates indicated above are per person and refer to overnight stays only, including legal VAT (10%).

*The amount may vary if the current VAT rate increases.

The fee includes:

- **accommodation in a room:** according to the type indicated in the table, based on the Hall of Residence calendar;
- **self-service canteen:** as specified in the Rules;
- **cleaning:** rooms are cleaned twice a week and the common areas are cleaned daily;
- **sheet change:** weekly;
- **wifi connection:** for study purposes only;
- **affiliation:** the Foundation is affiliated with CSI-Milano for sports and recreational activities. Guests may join to benefit from the organisation and insurance coverage;
- **insurance coverage for injuries:** valid in the building and extended to institutional activities organised by the Foundation, with the following limits of indemnity:



Indemnity	death	€ 41.000,00
	permanent disability	€ 61.900,00
	reimbursement of medical expenses due to injury	€ 2.500,00
absolute deductible	permanent disability	3,00 %
	reimbursement of medical expenses (per claim)	€ 52,00

The fee must be paid by the following deadlines and as indicated:

For returning guests:	by SEPA direct debit	1 st instalment	by 19 August 2022
		2 nd instalment	03 November 2022 (plus any extra days for those who arrive before the start of the academic year)
		3 rd instalment	03 February 2023 (plus any services available for a fee)
		4 th instalment	03 April 2023 (plus any services available for a fee)

For new guests::	by bank transfer to: "Collegio U.A. San Paolo Fondazione La Vincenziana" Banca Popolare di Sondrio Agenzia 3 - Milano Codice Iban: Cod. Paese IT Check digits 04 CIN T ABI 05696 CAB 01799 N. Conto 000019120X03 BIC POSOIT22XXX or by banker's draft	1 st instalment	upon admission (with the non-interest-bearing security deposit of € 300.00)
		2 nd Instalment	03 November 2022 (plus any extra days for those who arrive before the start of the academic year)
		3 rd instalment	03 February 2023 (plus any services available for a fee)
		4 th instalment	06 April 2023 (plus any services available for a fee)
	by SEPA direct debit		



2022-2023 HALL OF RESIDENCE CALENDAR

01/09/2022	2 pm	Opening of the Hall of Residence after the summer holidays
23/12/2022	2 pm	Close of the Hall of Residence for the Christmas holidays
08/01/2023	2 pm	Opening of the Hall of Residence after the Christmas holidays
06/04/2023	2 pm	Close of the Hall of Residence for Easter holidays
11/04/2023	2 pm	Opening of the Hall of Residence after Easter holidays
31/07/2023	2 pm	Close of the Hall of Residence at the end of the academic year

When Guests first arrive at the Hall of Residence, they must present the following documents in order to be assigned their room:

- Identity document;
- tax identification number;
- medical certificate stating that they are in good health and are fit to take part in community life and be admitted to the Hall of Residence;
- signed originals of the SEPA authorisation form;
- self-certification with their temperature taken.

Accessory SERVICES available for a fee:

Telephone:

The telephones in the rooms receive outside calls directly. However, the only outside calls they may make are to emergency and toll-free numbers.

Laundry/ironing room:

The washing machines in the laundry room are coin operated. The machines available are washers and dryers owned by a specialised firm. The cost to use the washers and dryers is € 2.00 and does not include detergent. For hygienic reasons, the dryer must be used. There is an iron in reception that is available upon request. It may only be used in the appropriate room.

Photocopies:

Photocopies may be made when the secretary or reception staff is present. The cost for photocopies is: size A/4 € 0.10 per side, size A/3 € 0.15 per side.

WiFi connection (Internet):

The Hall of Residence provides an optical fibre WiFi Internet connection.

Guests may use the service provided that they follow the mandatory rules and regulations in force. The service is included in the fee and may be used solely for study-related purposes.

Payment of accessory services:

Each service is noted in the Guest's personal service log when it is provided. **The total amount of the services is calculated periodically. Guests are required to pay the amount within 15 days of receiving notice and in any case before they leave at the end of the contract.**



SHORT STAY RATES
SAN PAOLO UNIVERSITY HALL OF RESIDENCE
VALIDITY SEPTEMBER 2022 – JULY 2023

Type of room	Monthly rate for guests with an annual contract (extra nights outside the contractual term)	Monthly rate	Nightly rate for guests with an annual contract (extra nights outside the contractual term)	Nightly rate
Vintage single with en-suite bathroom and shower	€ 864,00	€ 964,00	€ 30,00	€ 40,00
Standard single with en-suite bathroom and shower	€ 902,70	€ 1.002,70	€ 35,00	€ 45,00
Single with shared external bathroom	€ 836,40	€ 936,40	€ 30,00	€ 38,00
Double with bathroom and private shower	€ 739,50	€ 839,50	€ 27,00	€ 35,00
Double with shared external bathroom	€ 708,90	€ 808,90	€ 25,00	€ 30,00
Triple with shared external bathroom	€ 596,70	€ 696,70	€ 22,00	€ 27,00

All the rates indicated above are per person, refer to overnight stays only and include legal VAT (10%). They may vary if the rate increases.