

ANNEX "A"
ADMINISTRATIVE RULES, RATES AND CALENDAR

ANNUAL FEE

for one of the following periods selected by the Guest:

- a. 01/09/2025 – 30/06/2026;
- b. 14/09/2025 – 14/07/2026;
- c. 01/10/2025 – 31/07/2026;

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	€ 9.282,00	€ 2.232,00	€ 2.350,00	€ 2.350,00	€ 2.350,00
Standard single with en-suite bathroom and shower	€ 9.688,00	€ 2.338,00	€ 2.450,00	€ 2.450,00	€ 2.450,00
Single with shared external bathroom	€ 8.992,00	€ 2.092,00	€ 2.300,00	€ 2.300,00	€ 2.300,00
Double with bathroom and private shower	€ 7.869,00	€ 1.869,00	€ 2.000,00	€ 2.000,00	€ 2.000,00
Double with shared external bathroom	€ 7.653,00	€ 1.803,00	€ 1.950,00	€ 1.950,00	€ 1.950,00
Triple with shared external bathroom	€ 6.475,00	€ 1.465,00	€ 1.670,00	€ 1.670,00	€ 1.670,00

All the above rates are per person, inclusive of VAT (10%) and may vary in the event of an increase in the rates in force at the time of signing the contract.

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 2025
		2 nd instalment	06 November 2025 (plus any extra days for those who arrive before the start of the academic year)
		3 rd instalment	06 February 2026 (plus any services available for a fee)
		4 th instalment	06 April 2026 (plus any services available for a fee)

For new guests::	by bank transfer to: "Collegio U.A. San Paolo Fondazione La Vincenziana" Banco BPM Milano - Sede Codice Iban: Cod. Paese IT Check digits 13 CIN G ABI 05034 CAB 01647 N. Conto 00000005300 BIC BAPPIT21G57 or by banker's draft	1 st instalment	upon admission (with the non-interest-bearing security deposit of € 300.00)
		2 nd Instalment	06 November 2025 (plus any extra days for those who arrive before the start of the academic year)
		3 rd instalment	06 February 2026 (plus any services available for a fee)
		4 th instalment	06 April 2026 (plus any services available for a fee)
	by SEPA direct debit		



2025-2026 HALL OF RESIDENCE CALENDAR

01/09/2025	10 am	Opening of the Hall of Residence after the summer holidays
23/12/2025	2 pm	Close of the Hall of Residence for the Christmas holidays
06/01/2026	2 pm	Opening of the Hall of Residence after the Christmas holidays
31/07/2026	10 am	Close of the Hall of Residence at the end of the academic year

CLOSURES AND OPENINGS FOR THE EASTER HOLIDAYS WILL BE COMMUNICATED LATER BASED ON THE ACADEMIC CALENDARS.

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 2025 – JULY 2026

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	€ 928,20	€ 1.033,00	€ 31,00	€ 42,00
Standard single with en-suite bathroom and shower	€ 968,80	€ 1.168,00	€ 36,00	€ 47,00
Single with shared external bathroom	€ 899,20	€ 1.046,40	€ 31,00	€ 39,00
Double with bathroom and private shower	€ 786,90	€ 891,00	€ 28,00	€ 36,00
Double with shared external bathroom	€ 765,30	€ 864,00	€ 26,00	€ 31,00
Triple with shared external bathroom	€ 647,50	€ 857,00	€ 23,00	€ 28,00

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.