

ADMISION APPLICATION FORM 2018-2019

PERSONAL INFORMATION

1st. SURNAME _____ 2nd. SURNAME _____ NAME _____
 PERMANENT ADDRESS _____ POSTAL CODE. _____
 CITY _____ STATE _____ COUNTRY _____
 ID CARD/PASSPORT _____ BIRTH DATE _____ TELEPHONE _____
 SEX Female Male E-MAIL _____ MÓVIL _____

FATHER'S NAME _____ PROFESIONAL ACTIVITY _____ TELEPHONE _____
 MOTHER'S NAME _____ PROFESIONAL ACTIVITY _____ TELEPHONE _____


ACADEMY INFORMATION

COURSES / DEGREE / STUDIES TO BE ACHIEVED IN 2018/2019 ACADEMIC YEAR:

CENTRE (INSTITUTE / UNIVERSITY / COLLEGE) _____

ROOM BOOKING INFORMATION

ACCOMODATION FOR THE COMPLETE ACADEMIC YEAR 2018/2019 (minimum station 9 months) ENTRY DATE _____
 DEPARTURE DATE: _____

 **ROOM** Studies Individual Room with private bath
 ROOM CLEANING SERVICE AND SHEETS CHANGE

 **MEAL MONTHLY PLAN**
 JUST ACCOMODATION HALF (M-F) HALF(M-S) COMPLETE (M-F) COMPLETE(M-S)

OTHER INFORMATION

CREDIT CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--

--	--	--	--

TYPE OF CARD: MASTERCARD VISA 4B AMEX

CVV

EXPIRATION DATE

You need to make the payment of the deposit and first month of your stay to confirm reservation. Only in the case of not making such payment CEGES still be charged on the card number provided.

In case of cancellation of the booking will not be returned or paid amounts charged for this item.

HOW DID YOU KNOW ABOUT THE RESIDENCE? POSTER ADVERTISING DOCUMENT PRESS RADIO INTERNET
 ANOTHER RESIDENT Other:.....

I accept the general conditions for application 18-19
sighn

ADMINISTRATION PRESENTATION AND DATE

RECEIBED BY: _____

GENERAL CONDITIONS 2018-2019 COURSE

ADMISSION APPLICATION

The deadline to apply for accommodation during the 2018-2019 course begins April 21 until July 25. After that date, applications will be accepted only to put on the waiting list, unless there are still internal vacancies. The request may be made in the following ways:

- **PRE-RESERVATION . Residents who apply first place, not yet admitted to UAH.**
- **RESERVATION.** Residents previous courses or students who already know they are admitted to UAH (admission may enter directly.)

Documents to send to apply for a place for the first time (PRE-BOOK):

- **Application Form filled and signed in all the pages.**
- Bank receipt of payment or transfer the amount of the pre-reserve a place (250 Euros). The pre-reservation fee will be deducted from the deposit at the time of booking and must be entered in the bank account at the end of the document.
ONLY REFUND THE AMOUNT ENTERED IN PRE-RESERVATION CONCEPT SHOULD NOT BE ADMITTED TO THE UAH.

Necessary Documents to formalize to the place (RESERVATION): (Before the first of August 2018):

- **Application Form filled and signed in all the pages.** (not necessary if you have done a pre-reservation before).
- Bank receipt of payment of the deposit and the first month. The deposit amount will be 600 Euros, and it will be reduced in 250 Euros if you have done a pre-reservation. It would be transfer to the bank account at the end of this document. *The room assignation and final reservation is conditional upon occupation is confirmed by paying the deposit and first month's rent.*
- **Properly completed and signed contract that will be sent after confirmation of the room number assigned.**
IF YOU DON'T FORMALIZE THE RESERVATION BY THIS WAY, WILL BE CONSIDERED AS A RESIGNATION OF THE PLACE

Forma de envío

Way of send:

The applicant must send the above documentation to the administration of the University Residence, by e-mail or fax at the end of the document. (In all cases, you should call or send the contact form to the residence to check that the request has come full).

ADMISSION COMMUNICATION AND WAITING LIST

Admision Criteria

The room assignation will be made taking into account the date that was requested and made the payment of pre-reservation or reservation fee. Residents will be given priority previous year, those applicants with siblings already living in residence and those requesting full course stay (minimum of 9 months).

It is required:

- Being a student of First, Second, Third Cycle, in any of the Diplomas, Masters, Degrees, Degrees, Engineering and Doctoral Programs of the University of Alcala de Henares.
- Being a teacher or researcher to perform such work, permanent or temporary, in the U. A.H
- Being a student in a foreign university or faculty member and researcher.

Admission Communication

The selection process will be communicate after receiving all the necessary documents to admission, at which time they will send a copy of the contract to be signed and returned before arrival at the residence.

The final room assignation will be subject to that prior to August 1, 2018, is confirmed occupancy by formalizing admission (reservation).

Waiting list

A Waiting list will be open to the applicants that were not admitted at first. If any reservation would be cancelled, the management will be put in touch with those applicants listed in case they would be interested.

DOCUMENTS TO BE FORMALIZED IN THE MOMENT YOU ENTRY IN THE RESIDENCE

Documents that would be formalized when you entry in the residence

- Two Passport-size photos.
- Passport Fotocopy.

Contract running time

The contact will be formalized by a minimum period of nine months, with start date 1/09/2018 or 1/10/2018. The contract would be extended by 15 days of one months before or after de start time. The assignation of the room reservation is for one academic year 2018-2019.

It is also contemplated Transitional Regime for stays of less than nine months. In any case, consult availability and conditions in the administration of the University Residence.

Deposit Refund

Once you have finished the accommodation, the deposit will be refund after checking the correct performance of contractual obligations. In all the cases the refund would be done one month after the departure date.

THE DEPOSIT AND THE FEES BILLED WOULD NOT BE REFUNDED BY PERSONAL RESIGNATION

PRICES

Prices for the permanent Resident of the academic year 2018-2019 are (current vat included):

18-19 COURSE (9 months minimum)	INDIVIDUAL ROOM ED CATALUÑA	STUDIOS ED MADRID
Room (Cleaning, consumptions, internet, parking)	499 €	557 €* 557 €
SHEET CHANGE	25 €	25€
PRICE ALL INCLUDED	524 €	582 €

INCLUDED SERVICES

The included services in the Permanent Resident are:

- The monthly accommodation in individual room with the media consumptions in water, electricity and gas. *The monthly consumption above 15 Euros monthly Electricity will be regularized at the end of the course in the Cataluña rooms.
- Free internet connection in the room.
- Reception and Courier.
- Service weekly housekeeping with change of linens (if contracted).
- Daily cleaning of bathrooms and common areas.

- Use of study rooms.
- Using common room and microwave food .
- . Use of TV and video rooms .
- Using Library .
- . Bike Loan Service.
- . Provision of maintenance service failures caused by normal use in the room.
- Use of gym and sports facilities in the residence.
- Use of the pool and garden areas of the residence.
- Assistance at no cost to cultural and sporting events organized by the Residence (except in courses or activities stipulated a fee to the effect) .
- Discounts at participating establishments using the meat of the residence.
- Private Parking.

NON INCLUDED SERVICES:

- Towels
- Tennis and Padel courts use.
- Personal Washing Clothes: 2.5 Euros/Washing and 1.50 Drying

DINING ROOM SERVICE:

Located in Building Cataluña in the premises of the residence is the dining room with the following services available:

- Half or Full board from Monday to Friday or Monday to Sunday monthly period. The resident can choose between lunch or dinner at the reception notice. Picnic service is available daily. The diet may be amended during set periods.

MEAL PLAN PRICES

MEAL PLAN	HALF (MONDAY-FRIDAY)	HALF (MONDAY-SATURDAY)	COMPLETE (MONDAY-FRIDAY)	COMPLETE (MONDAY-SATURDAY)
MONTH PRICE	185 €	215 €	250 €	300 €

- Access additional Tickets The resident can access the service in addition to dining dietary requirements or sporadically gaining access ticket at the same time use.

PRICE

Breakfast: 2.75 Euros

Supper: 7 Euros.

Dinner: 7 Euros.

MONTHLY RECEIPT PAYMENT

The monthly payment will be done in this way:

ACCOMODATION

The first month will be paid by the Resident, with the Deposit, to confirm the reservation. From the second month, the payment will be made through direct debit bimonthly bills, running the recovery between days 1-5 of each month. These receipts will add the amount of the additional services that you enjoyed the Resident.

CHECK WITH THE ADMINISTRATION OTHER PAYMENT FORM.

The monthly payment will be complete charge, the is not the possibility of Deduction or discount for late or early resignation.

DINNING ROOM

Residents who contract this additional service will be charged the concessionaire COLECTIVIDADES MADRID in the manner and deadlines established.

Students living in Spain should open a bank account in Spain for the residence hall.

For the purposes of billing, late entry on any day of the first fortnight is considered a complete month. Incorporating any day of the second half is considered as a means calendar month.

PAYMENT ACCOUNTS DETAILS

Entidad: BANCO SANTANDER CENTRAL HISPANO
Titular: CENTRO DE GESTION UNIVERSITARIA 2004 SL
Nº c/c: 0049-6692-88-2616303204
Dirección sucursal: C/ Libreros, 19 28801 Alcalá de Henares (MADRID)
SWIFT: BSCHEM33
IBAN: ES43
NOTA: The amount must be exact and the transfer costs should be borne by the applicant. The transfer must be payer the full name of the applicant.

CONTACT AND INFORMATION TO SEND THE RECEIPT

RESIDENCIA UNIVERSITARIA INTERNACIONAL CARDENAL CISNEROS
Dirección: C/ Jesuitas 34 28805 Alcalá de Henares (MADRID)
Teléfono: (0034) 918829826 /672.731.368 Fax: (0034) 91 141 33 18
e-mail: info@rucc.es
web: www.rucc.es