

SERVICE PROVIDER

The **LUISS Guido Carli Student Exchange Office** has entrusted the organisation of accommodation arrangements for students participating in **Exchange Programmes** to:

C.T.S.: Centro Turistico Studentesco e Giovanile

Erasmus division: Salita San Nicola da Tolentino 1/b, 00187 Roma - ITALY
(office hrs. 9.00 – 13.00 / 14.00 – 17.00)

E-mail: erasmus@cts.it

Telephone: (+39) 06 6496 0339

Fax: (+39) 06 6496 0366

TYPE OF ACCOMMODATION OFFERED BY C.T.S. TO STUDENTS

TYPE A - B

- A) A place in a double room in an apartment shared with a student of the same sex
- B) A place in a double room in family accommodation shared with a student of the same sex

- Shared bathroom and use of kitchen generally allowed
- Average cost about 350 / 400 € per month
- Payment monthly and in advance

TYPE C - D

- C) Single room in an apartment shared with other students
- D) Single room in family accommodation

- Shared bathroom and use of kitchen generally allowed
- Average cost about 450 / 600 € per month
- Payment monthly and in advance

PLEASE NOTE

The above mentioned prices are generally **exclusive** of electricity, gas, telephone, heating and *condominio* (common apartment block expenses). Moreover, prices are **susceptible to variation** depending upon the area in which the accommodation is situated.

Students are requested to indicate any particular requests such as smoking, non-smoking, allergies, etc.

In order to confirm the reservation, students are required to:

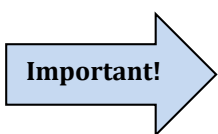
- Send C.T.S. **the reservation form**, as indicated in the “*Conditions for Booking Accommodation*”, see annex at page 3.
 - ➔ C.T.S. will send accommodation proposals **via e-mail** so check it regularly. ⬅
- **On arrival, pay a deposit** (to cover possible damage) **and a month's rent in advance** directly to the proprietor, with whom the conditions of payment and the manner of use of the accommodation should be agreed. To avoid problems, it is suggested that this aspect is defined before arrival;
- In some cases, **the proprietor may request a deposit before arrival.**



In order to be processed data must be clear and complete



Name:		Surname:	
Place of birth:			
Date of birth:		Gender:	F <input type="checkbox"/> M <input type="checkbox"/>
Permanent address:			
Tel.:		E-mail:	
Name of home university:			



E-mail addresses must be clear (*completed in block capitals or typed*) since students will receive an accommodation proposal via e-mail. If the offer is not confirmed by the student, the room will be lost and given to another person.

Home university coordinator or contact person (indicate name, surname, tel., e-mail and fax):

Name:		Surname:	
E-mail:		Fax:	
		Tel.:	
Period/s of stay requested:	<input type="checkbox"/>	Fall semester	<input type="checkbox"/>
		Spring semester	<input type="checkbox"/>
		Full Year	<input type="checkbox"/>

Date of arrival:		Date of departure:	
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The exact hour of arrival must be communicated directly to the owner of the apartment at least a week in advance.

Language/s spoken:			
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Type of accommodation requested (<i>see types on page 1</i>):	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D
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Particular Requests:	
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Acceptance of the "Conditions for Booking Accommodation" (*see annex, page 3*)

Signatures:

Student	
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Date	
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CONDITIONS FOR BOOKING ACCOMMODATION FOR EXCHANGE STUDENTS STUDYING AT LUISS GUIDO CARLI

To allow the organisation of the service, please find herewith the procedure that students should follow in order to have suitable accommodation arrangements in Rome.

1. The students selected for an exchange at LUISS University who intend to apply for accommodation must attach electronically a signed copy of the housing application form during the on-line application to LUISS University by 31 May.

Please note: the housing application form will not be processed if the complete on-line application is not submitted by the given deadline.

2. **The request must be sent using the appropriate form, filled out in every detail. Incomplete requests will not be taken into consideration.** In the case that the precise day of arrival is not known, an approximate date (and not only the month) should be indicated.
3. C.T.S. will send the student a proposal regarding accommodation, indicating the address, monthly cost, name and telephone number of the proprietor.

4. **In order to confirm the booking, the student must return the reservation form to CTS and to the proprietor no later than 15 days from the date indicated on the form.**

In some cases, the proprietor may request a deposit before arrival.

5. **From the moment in which the student begins to use the accommodation, he/she will be obliged to pay a deposit and a month's rent in advance.** Such deposit will be returned to the student at the time of departure or retained should the student leave the accommodation without notice, or in any case leave the accommodation without valid and demonstrable reasons, or cause damage or make improper use of anything therein contained.
6. **The accommodation arrangements are strictly personal.**
7. **C.T.S. exclusively acts as an intermediate** and, accordingly, once the accommodation has been selected, all matters thereafter such as the use of the telephone, the possibility to receive guests, payment of the rent and the like shall be regulated directly between student and proprietor.
8. **For any clarification, refer to C.T.S. - Ufficio Erasmus at the address indicated above.**

Important!

E-mail addresses must be clear since students will receive an accommodation proposal via e-mail. If the offer is not confirmed by the student, the room will be lost and given to another person.