



Guidelines

Concerning the allocation of student accommodation by the URAO

Chapter 1 – General principles

Art. 1 - In accordance with the restrictions laid down below and decisions taken by the University Restaurant and Accommodation Office (URAO) in certain special cases, and in agreement with the Director of the Building Service (BS), the accommodation available is reserved for students officially enrolled at the University of Geneva. *However, students enrolled on MAS (Master of Advanced Studies) programmes of continuing education are not eligible for accommodation managed by the URAO.*

Art. 2 - The URAO is the only body able to accept or reject applications. However, in certain special cases the Head of the BLRU may consult the Head of the Building Service (BS) and the Head of the University Social Information Office (USIO).

Art. 3 - The URAO takes its decisions on the basis of the applications it receives.

Whilst working within the limits of the application criteria, the URAO ensures that a good balance of nationalities and social backgrounds is maintained between the students in its accommodation; to do this it acts as follows :

Before allocating accommodation and especially at the start of the university term in September, statistics are drawn up to reflect the sex and the nationality of the applicants :

- a set of statistics showing the numbers of male and female applicants,

- a set of statistics indicating the number of male and female residents

Vacant accommodation is allocated according to the date on which the application was received and takes into account the aforementioned statistics.

Art. 4 - Only applications duly completed on specific forms issued by the URAO are considered and incomplete applications are ignored.

Once the applications have been studied URAO begins the enrolment procedure and the candidates are informed in writing. Applications are valid for 6 months from the date of their receipt. They may be renewed during this period. For the start of the university term in September applications must be submitted to the URAO between 1st of January and 31st of May.

Chapter 2 - Propositions - reservations - cancellations

Art. 5 - The URAO distributes its vacant accommodation according to availability. Once the offer of accommodation has been accepted by the student it becomes definite on receipt of the first month's rent.

Art. 6 - When the accommodation offered by the URAO has been reserved by the student after payment of the first month's rent as a reservation fee, this fee cannot be reimbursed if the student refuses the offer. However, if the proposed accommodation is re-let for the same period the first month's rent can be reimbursed after deduction of a CHF 50 administration fee.

Chapter 3 - Conditions for securing accommodation

Art. 7 - An applicant cannot secure accommodation unless he/she has enrolled at the University or is in the process of doing so; if this is the case a signed attestation to this effect needs to be obtained from the University and presented to the URAO as soon as possible before the lease is signed.

Art. 8 - The gross monthly income for those under 25 years of age should not be more than CHF 2,770.-, for those over 25 years of age it should not be more than CHF 3,280.—and not more than CHF 4,760.— for a couple. These sums can be raised by CHF 640.- per dependent child. These figures are taken from the index provided by the Student Grant Service of the State of Geneva.

Art. 9 - Priority is given to students who do not live in Geneva or the surrounding area and to first year students.

Art. 10 - Priority is given to those who do not yet have a university degree.

Chapitre 4 - Length of stay

Art. 11 - The sub-tenants of the URAO sign a lease for a period of three months minimum and must give up their accommodation after a maximum period of three years. If the departure coincides with an examination period the length of stay can be extended by one to six months maximum if written agreement is sought from the Head of the URAO.

Even if the period of residence in URAO accommodation is broken up it must not exceed 3 years. Advance notice of premature termination of the lease contract must be given one month in advance and expiring at the end of a month.

Art. 12 - Any tenant who is taken off the university roll during the course of the academic year for whatever reason must tell the URAO immediately and must leave the accommodation within one month. All other conditions are stipulated in the conventional lease drawn up between the sub-tenant and the URAO.

Chapitre 5 - Exceptions

Art. 13 - Certain exceptions to the rules concerning the allocation of accommodation may be made, particularly in the event of subletting and with regard to the length of stay, the applicant's income or status. These exceptions may be applied if they are in the interest of the good management of the sub-letting of URAO accommodation and if the Head of the BS Division agrees.

Art. 14 - With regard to summer lettings, the URAO applies the same rules as those specifically applied to the hotel industry. However, where necessary the URAO may apply these directives.