

**UNIVERSIDAD CARLOS III DE MADRID RESIDENCE HALLS
TERMS FOR ADMISSION 2023 – 2024 ACADEMIC YEAR****1st CLAUSE: GENERAL CONDITIONS**

To apply for admission to the Universidad Carlos III de Madrid Residence Halls, **the online application for admission found on our webpage must be completed and submitted at:**

<https://colegiosmayores.fund.uc3m.es/en/> **together with the documentation** required to complete the application (copy of National ID, Foreigner ID, or Passport, passport-size photo in jpg format, official accreditation of Baccalaureate 1st course Grade, and in the case of having a recognized disability, official certification of type and degree of disability).

- Copy of **National ID, Foreigner ID or valid Passport**
- **Passport-size photo** in jpg format
- For Bachelor degree students, **official accreditation of Baccalaureate 1st course grade**. Not required for other applicants.
- In the case of having a recognized disability, **official certification of the type and degree of disability**.

Application deadline: up to May 16 (applications after this date may be accepted when vacancies remain.)

Only **one Application for admission per student** can be submitted, indicating by order of preference the Residence Hall of choice. **Changes will not be allowed after the application deadline**. The admission process **for each Residence Hall takes place independently and each student will take part in the process for the Resident Hall selected as first choice**. If an applicant is not accepted for admission into a first choice, others can be considered, but always respecting waiting list order.

On the application the Instructions on the Internal Functioning and Regulations and Disciplinary Code for Universidad Carlos III de Madrid Residence Halls must be indicated as accepted. The latter may be added to or modified for academic year 2023/2024, in which case, notification will be duly made by the General Management. Residents from academic year 2024/2025 who wish to continue in the Residence Halls should request renewal in their Center, with the decision regarding renewal being based on the provisions of the corresponding application process.

2nd CLAUSE: ALLOCATION AND CONFIRMATION OF SPACES

The Residence Hall, will confirm, where applicable, allocation of a resident space for the entire 2023/2024 academic year or for only one semester.

Applicants to the "Fernando Abril Martorell" Residence Hall on the Leganés Campus will only be admitted for the complete room and meal option.

For the "Gregorio Peces-Barba" and "Fernando de los Ríos" Residence Halls on the Getafe Campus, applicants who are first year undergraduates at Universidad Carlos III de Madrid will only be admitted for the complete room and meals option. Faculty members, administrative staff and other UC3M students can opt for complete room and meals, or only room, as can all applicants from other Universities.

Those residents who are housed in any of the Residence Halls in Getafe will not be able to change their meal option once the academic year has begun, except in duly accredited cases of unforeseeable circumstances.

The preference of room type in the application does not imply that it will be allocated.

Smoking is prohibited in all the Residence Hall facilities (including the rooms) in compliance with Law 28/2005, December 26, on health measures against the use of tobacco, regulating the sale, supply, consumption and advertising of tobacco products.

In the allocation of a housing space, the Campus of Universidad Carlos III de Madrid where the applicant studies will be taken into account, and it will take place:

- Once the application deadline is finalized, based on the **objective criteria of Baccalaureate 1st course grade** until all the available spaces for the first-choice options in the Residence Hall are filled, with preference given to Universidad Carlos III de Madrid students, residents for the entire academic year, and first-year undergraduate students.

The definitive allocation of a space will be conditional on acceptance to Universidad Carlos III de Madrid, which must be duly verified.

- In case there are still vacancies, applications on the waiting list will be chosen in order, according to the criteria in the previous point, and secondly, those applications presented after the deadline, according to the application's number, with preference given to Universidad Carlos III de Madrid students, residents for the entire academic year, and first-year undergraduates.

The **decision** regarding application for admission, as well as information regarding the following steps to take:

- Will be communicated **after May 17th** by email to the address indicated on the application.
- The **deadline to confirm reservation of the residence hall space will be within three days of notification of admission**. If no response is received within three days for completion of the final reservation process, it will be understood as a waiver of the allocated space, and a new process of adjudication will begin with the applicants on the waiting list.
- This process will be repeated every three days until the other available spaces are filled.

Reservation of a space will be completed when applicant makes payment of 1,400 € (800 € for the security deposit plus 600 € for deposit of the last month's payment) and includes the following documents in their application file through the Residence Hall intranet:

- **Copy of the bank deposit slip, indicating name of the applicant.**
- **Order of direct debit.** In connection with application of the SEPA Credit Transfer Regulation (Single Euro Payments Area), those persons residing in any of the EU member states **once notified of the results of their application, must fill out the Order for direct debit online and submit it, signed by the account holder, to their application file.**

Not completing the confirmation process for the allocated space through compliance with these requisites will be considered by the Residence Hall as a waiver of the resident space.

If once the space is confirmed through the aforementioned payment:

- **The space is waived, before July 21, 2023, because of not having been accepted into any degree program at Universidad Carlos III Madrid, after the publication of first deadline accepted student lists and first call of accepted student in a waiting list or complaints, the amount will be returned at the end of August.**
- **In the case of a waiver before July 21, 2023, in spite of having been accepted into one of the Universidad Carlos III Madrid degree programs, only the amount corresponding to the last month deposit will be returned.**
- **In the case of a waiver made on or after July 21, 2023, non-compliance with the housing commitment or expulsion, return of the amount corresponding to the last month deposit will take place only in cases of duly certified unforeseeable circumstances, as is indicated in the 3rd Clause of these Terms for Admission.**

In the above cases, a waiver of a spot must be communicated by email. If the applicant is not admitted to the Carlos III University of Madrid, the cancellation of the application will be automatically managed and communicated. In case of waiver for any of the grounds referred to above, regardless of the date it takes place, 90 € shall be deducted for administrative expenses.

3rd CLAUSE: SECURITY DEPOSITS

The security deposits will be retained until the definitive departure from the Residence Hall, in order to guarantee the housing commitment as well as to cover any responsibility for damages or nonpayment.

For those who fulfill the housing commitment, the security deposit will be returned within the two months following departure once confirmation is made of the resident's compliance with economic obligations and proper use of the goods and furnishings of the Residence Hall.

In the case of waiver of a space before the start of the academic year, non-compliance with the housing commitment, or expulsion, return of the security deposit will take place two months after the date of departure only in cases where there are duly certified unforeseeable circumstances, that is solely and exclusively events that are unpredictable, unavoidable and not caused by the resident (studies ending, illness certified by a specialist medical doctor that justifies Residence leaving or family hardship). Accordingly, return of the security deposit does not apply when waiver of the allocated and confirmed space occurs voluntarily, including causes such as change of university, dropping out, extending a stay abroad, or any other cause of this nature.

4th CLAUSE: COSTS

Costs per person and per month for a semester and for entire academic year (10% IVA not included)

Room type	OPTIONS	RESIDENCE HALLS		
	Room and meals; Room only	Fernando de los Ríos (Getafe)	Gregorio Peces-Barba (Getafe)	Fernando Abril Martorell (Leganés)
Double (standard)	Room and meals	820 € ¹	-	800 €
	Room only	490 € ¹	-	-
Individual	Room and meals	1.005 €	1.005 €	980 €
	Room only	675 €	675 €	-
Individual ²	Room and meals	-	915 €	-
	Room only	-	585 €	-
Studio apartment ³	Room and meals	1.090 €	1.090 €	-
	Room only	760 €	760 €	-

Notes:

¹ In "Fernando de los Ríos" Residence Hall, regarding cost of the standard double room:

- Double rooms that are larger than standard size (Rooms 141 and 142) will have a supplemental charge of 60 €/month.
- Double rooms that are smaller than standard size (Rooms 203, 204, 303, 304, 403, 404, 503, 504, 603 and 604) will have a reduction of 10 €/month.

² In the "Gregorio Peces-Barba" Residence Hall, these rooms have a shared kitchen and bathroom with another resident.

³ To inquire about the cost of the Studio Apartment, which houses one person, contact the Housing Administration.

Residents who present a Disability Certificate for a 33% degree of disability or higher will receive a discount of 25% in the cost of housing, but which does not apply to the cost of meals.

For stays in the 1st semester for which the date of departure is before the January 1, there will be 15% increase in the monthly cost.

5th CLAUSE: MONTHLY PAYMENTS AND REJECTION OF PAYMENT BY BANK

PAYMENTS will be made as follows, **regardless of the Campus or University where the resident studies:**

1. Residents admitted for entire academic year: The Residence Hall year begins one day before the start of the University's academic year, that is, those students who have been admitted can enter the Residence hall on **September 3rd**.

Billing and payment for housing during **September** will be carried out in the following way:

- **If the student enters the Residence Hall before the start up dates** mentioned above, **billing will be adjusted in proportion to the additional days involved.** Notification should be made by email **before August 20th to ready the room in question.**
- **If incorporation takes place after the dates for the beginning of the academic year** mentioned above, **billing will include the days of residence between start up and September 30th, 2023, regardless of the arrival date.**

The monthly amount for September will be processed during the second fortnight of September. As of October, monthly debit payments will be processed on a monthly basis, during the first week of each month and always for the full month, including May.

2. Residents admitted for the 1st semester the month of September will follow what is established in the previous point.

The monthly amount for September will be processed during the second fortnight of September. As of October, monthly debit payments will be processed on a monthly basis, during the first week of each month and always for the full month, including the month of December. The month of January will be charged up to the end date of the regular official exam period.

For students whose official exam period ends in December, the monthly billing will include the entire month. (See note 5 in the 4th Clause.)

3. Residents admitted for the 2nd semester: Monthly direct debit payment is processed during the first week of each month as of February and up to and including May

- **If the student enters the Residence Hall before the beginning of classes for the 2nd semester,** according to the official calendar, billing will be done in proportion to the number of days of residence. **Notification should be made by mail before December 22th, in order to arrange arrival** to the Residence Hall.
- **If the student enters the Residence Hall after the beginning date for 2nd semester classes,** according to the official calendar (29th January 2024), the monthly billing will start from this date, regardless of the arrival date.

Supplementary services that the resident has used will be added to the total payment.

There will be no discounts or refunds due to absences, vacations, meals not consumed, delays in incorporation, delays in the start of classes or classes ending early.

Residents that decide to leave the Residence Hall during the year, thereby not complying with their housing commitment, must pay for the entire month, regardless of the day they leave.

Residents expelled from the Residence Halls for disciplinary reasons for a period of a month or more, must make payment for the housing corresponding to that period. If expulsion is for less than a month, there will still be a full monthly payment, that is, housing and meals.

REJECTION OF PAYMENT BY BANK:

- **If a monthly payment is rejected by the bank**, the resident will have **5 days** to remedy the situation. If the resident fails to do so, a **5% surcharge** will be added to the payment amount, with an **additional 5 days** to make the monthly payment including the additional charge. If this payment is not made, the resident can be expelled from the Residence Hall, notwithstanding the legal obligations stemming from failure to make payment.
- **If a second payment is rejected by the bank, the 5% surcharge will automatically be applied, and the resident will have 5 days** to make payment. If payment is not made, the resident may be expelled from the Residence Hall, notwithstanding legal obligations stemming from failure to make payment.
- **If a third or further rejection of payment occurs**, the resident may be expelled from the Residence Hall, notwithstanding the legal obligations stemming from failure to make payment.

6th CLAUSE: CONSEQUENCES OF DISCLAIMER OF THE PLACE AND JURISDICTION APPLICABLE FOR THE RESOLUTION OF CONFLICTS

Since the grant of the place subject to this document, expressly ratified by payment of the agreed sign, automatically implies its full award, without the possibility of being offered to third, the Resident undertakes to remain in the Residence Hall the period indicated in his application for a place and to make the payment of the corresponding monthly payments unless it causes force majeure that, if it occurs, should be immediately made known to the Carlos III University Foundation.

If the resident gives up the contract, Quitting the place granted in breach of the deadlines and conditions set out in the clauses 2nd and 3rd will lose the deposit, as well as the advance monthly payment as a criminal clause.

For resolution by means of judicial proceedings or claims, of any disputes that may arise within the scope of resident status, the parties shall submit to the Courts where the registered office of the Carlos III University Foundation is located, Getafe.