

**ANTONIO MACHADO RESIDENCE HALL
UNIVERSIDAD CARLOS III DE MADRID
TERMS FOR ADMISSION 2026 – 2027 ACADEMIC YEAR**

1st CLAUSE: GENERAL CONDITIONS

To apply for admission to Antonio Machado Residence Hall at Universidad Carlos III de Madrid, **the online application for admission found on our webpage must be completed and submitted at www.colegiosmayores.fund.uc3m.es/en/ together with the documentation** required to complete the application.

- 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 period will be opened until vacancies are filled.

Only **one Application for admission per student** can be submitted, by selecting Antonio Machado Residence Hall as a first choice.

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 2026/2027, in which case, notification will be duly made by the General Management. Residents from academic year 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 2026/2027 academic year or for only one semester.

Applicants to "Antonio Machado" Residence Hall will be admitted on a full-board basis only.

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:

- **Selection criteria will be the date the application is submitted, with applications being assigned in strict chronological order** until all the available spaces 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 **gradually depending on availability** 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 link sent by Residence Hall:

- **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 18th, 2026 at 09:00 am, 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 18th, 2026 at 09:00 am, 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 18th, 2026 at 09:00 am, 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 case that the applicant is not admitted to Universidad Carlos III de Madrid and does not resign in writing before 18th July 2026 at 09:00 am, the Residence Hall, on its own initiative will be able to manage and communicate the cancellation of the place, being applicable the provisions above mentioned regarding to the refund of the amounts deposited as a deposit.**

For the purposes of the aforementioned cases, a written communication is necessary. In case of waiver for any of the reasons referred 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.

The deposit to reserve a place will be deducted from the invoice of the last monthly payment of the new course, **as long as the commitment of permanence is fulfilled.**

If the bank account provided by the beneficiary for the refund of the deposit does not have a Spanish SWIFT/BIC, bank fee applicable will be deducted from the amount to be refunded.

The same procedure will apply to domestic transfers in case of any bank fee applicable.

4th CLAUSE: COSTS

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

ROOM TYPE	TYPE OF ACCOMMODATION	RESIDENCE HALL
		Antonio Machado (Colmenarejo)
Double room	Room and meals	662,30 € ¹
Single room	Room and meals	817,70 € ¹

Notes:

¹ These prices **include a 26% promotional discount for the 2026/27 academic year, due to the reopening of the residence hall**, compared to the equivalent prices at the Fernando de los Ríos Residence Hall.

² Residents who present a Disability Certificate for a 33% degree of disability or higher, with effect from the date of presentation, will receive a discount of 25% in the cost of housing, but not to the cost of meals.

³ **For stays in the 1st semester for which the date of departure is before January, there will be 15% increase in the monthly cost.**

⁴ Full-board service is organized through a hybrid model that combines external production in centralized kitchens with daily delivery to the facilities and partial preparation on-site.

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 6th**.

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, 2026, 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.** 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, monthly billing will cover the entire month of December. (See note 5 in the 4th Clause).

First semester will end on January 25th, 2027, before 10:00 am

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 (26th January 2027), the monthly billing will start from this date, regardless of the arrival date. For residents participating in an Erasmus or exchange program, billing will also begin on that date (when the spot becomes available), even if their studies at the host university do not conclude until a later date.

Start date for second semester will be January 26, 2027, at 2:00 pm.

You may request to enroll before that date, subject to confirmation.

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.

DEADLINES FOR THE PAYMENT OF INVOICES:

In case of payment in cash, by card or bank transfer, the date of payment must be made within 5 days of the date of issue and communication of the invoice, after that time a new invoice will be issued with a surcharge of 5%.

In case of cash payments, the provisions of current legislation¹ must be complied with.

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

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 deposit for the reservation of the place (monthly payment in advance) as a penalty 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.

¹ Law 11/2021 of 9 July on measures to prevent and combat tax fraud, the limit for cash payments is €1,000 when the payer is an individual resident in Spain, and up to €10,000 if the payer is an individual who is not resident in Spain.