



Rental contract award guidelines

For better readability, the following text does not use gender-specific language.

Preamble

The allocation of a room in provided by the Student Housing department of Kölner Studierendenwerk constitutes an indirect state subsidy.

In view of the small number of available rooms compared to the large number of students in need of accommodation, the following guidelines are provided to ensure that as many students as possible can benefit from subsidised accommodation by way of the principle of frequent rotation.

With the application, every applicant for accommodation provided in a housing unit operated by Kölner Studierendenwerk accepts the following guidelines:

Art. 1 Eligibility for student housing

Students enrolled at one of the following universities of Cologne, as well as students at universities outside Cologne who are completing a study-related internship in Cologne, are entitled to apply for student housing:

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| -Universität zu Köln | -Katholische Hochschule NRW, Abtl Köln |
| -Technische Hochschule Köln (locations: Deutz, Ubierring, Gummersbach, Leverkusen) | -Hochschule für Musik und Tanz Köln |
| -Deutsche Sporthochschule Köln | -CBS International Business School |
| -Kunsthochschule für Medien Köln | -Media University of Applied Sciences (MU) |

There is no legal entitlement to accommodation provided by Kölner Studierendenwerk.

As a rule, students who have lived in a student housing unit of Kölner Studierendenwerk before or whose rental agreement was previously terminated by Kölner Studierendenwerk will not be granted a room.

An exception may be made in the following cases:

1. If an applicant has been granted leave of absence from their course of studies for health reasons or to study abroad. In this event, proof must be furnished by means of a medical certificate or documents confirming the leave of absence.
2. After a study-related internship.

Every tenant may request to move to another room within the first six months of their tenancy. The request is processed via the list of applicants. A request for relocation does not lead to a higher ranking on the list of applications.

The request to move must be made in writing.

Prerequisites for relocation:

1. The tenant must have been compliant with the terms of their contract during their residency so far.
2. The request to move may not relate to an equivalent room within the same residential unit.
3. The applicant acknowledges and accepts that they shall remain liable for the payment of the rent for their current room as well as their new room until a new tenant has taken over the old room. The lease to a new tenant is subject to the provisions of Article 17 of the General Tenancy Conditions.

Relocation is subject to a fee. Tenants can generally only move once. Short-term tenants are not entitled to move.

Art. 2 Total period of residence

Rental agreements are concluded for a maximum total rental period of three years (principle of frequent rotation). This period may be extended for a maximum of one year if:

1. the expiration of the rental agreement would fall into the final exam phase of a tenant's course of studies; or
2. the tenant has actively and constructively contributed to the management of a student housing unit (e.g., as administrative assistant, tutor etc.); or
3. moving out of their room would place an undue burden on the tenant and proof of this is furnished (e.g., acute illness; however, financial reasons or scarcity of available housing do not constitute an undue burden).

No new rental agreement is concluded if a tenant has defaulted on payment of their agreed rent during the term of their tenancy or has breached their contract in any other way.

Accommodating additional persons in a room rented from Kölner Studierendenwerk requires prior written permission from the Landlord.

Art. 3 Application process

Anyone interested in student accommodation must apply with Kölner Studierendenwerk, ideally online under www.kstw.de. The information provided must be complete and correct. A tenancy agreement based on false information may be terminated for cause without notice.

Any changes – in particular, of an applicant's address and email address – must be communicated immediately, as it would otherwise not be possible to notify the applicant when a room becomes available for them.

The receipt of the online application is confirmed to the applicant by email. Every 30 days, applicants receive a follow-up email from the Kölner Studierendenwerk containing a link that the applicant needs to click to confirm that they are still seeking accommodation. If an applicant fails to click this link, it is assumed that they no longer require accommodation provided by Kölner Studierendenwerk and the application is automatically deactivated.

Applications are processed free of charge and do not constitute a legal requirement to a room.

Art. 4 Allocation process

The following groups of applicants are given preference when rooms become available, independently of the chronological order in which their applications were received:

1. Students with a disability (proof required)
2. Students with children
3. Participants in exchange programmes and scholarship holders
4. First-year students who are new to Cologne
5. Students whose home residence is outside the greater Cologne area
6. Students receiving BAFöG or similar loans and grants

When allocating rooms to applicants, the Studierendenwerk reserves the right to award rooms based on a case-by-case assessment in order to create and maintain a socially stable mix of residents and balanced tenancy structures as well as ensuring a good financial, social and cultural balance. These considerations may lead to a deviation from the above criteria when allocating space to applicants.

When space is vacant, suitable steps should be taken to let it.

Every applicant may select their desired type of accommodation and furnishing.

Types of accommodation:

- single room with shared kitchen, hallway and bathroom
- apartment
- single room in shared apartment
- or any type of accommodation

Features and furnishing:

- furnished
- unfurnished
- furnished or unfurnished
- handicapped accessible
- wheelchair accessible

Rooms are generally allocated four to six weeks before the start date of the rental contract. When an applicant is offered a room, a rental agreement is prepared if the signed acceptance form and direct debit authorisation are received within the time limit. If the tenant does not reply, their application expires.

Housing may also be allocated at shorter notice. In this case, several applicants from the list of applicants are offered the room at the same time. Applicants may turn down such an offer without losing their place on the list of applicants.

However, keeping your name on the list requires an immediate response. If the applicant does not respond, their application is deactivated. The room that has become available is allocated to the first applicant to accept the offered room in writing.

Art. 5 Cancellation of applications

An application is taken off the list if:

1. an applicant has provided false information.
2. an applicant has submitted several applications. All except the most recent application are cancelled.
3. the applicant did not follow the link in the follow-up email in due time.
4. if the applicant does not respond to a room offer in time or after an applicant has turned down the third room offered to them.

Applicants are not informed of the cancellation of their application.

Rental agreements are concluded in writing by the Kölner Studierendenwerk. Moreover, the written form is required for all transactions pertaining to the rental agreement.