

Preamble

Being allocated a room in student housing of the Cologne Studierendenwerk represents indirect state funding.

Because of the large number of students seeking accommodation, the government has determined that the number of available rooms for students will be increased. In the meantime as many students as possible are admitted to the limited amount of subsidised housing by means of needs and rotation. With the submission of their application for admission to a residence hall of the Kölner Studierendenwerk every applicant acknowledges the following:

§ 1 Eligibility for housing

Students who are enrolled at one of the below listed Cologne universities are entitled to a residence. Interns who are enrolled at a university outside of Cologne but have a study-related internship in Cologne are also qualified to apply.

Universität zu Köln

Kunsthochschule für Medien Köln

Technische Hochschule Köln
(Locations: Deutz, Ubierring,
Gummersbach & Leverkusen)

Katholische Hochschule NRW, Abtl. Köln

Hochschule für Musik und Tanz Köln

Deutsche Sporthochschule Köln

CBS International Business School

There is no legal claim to the transfer of a place of residence by the Studierendenwerk.

As a rule, rooms are not given to students who have previously lived in a dormitory of the Studierendenwerk or whose contracts have been terminated by the Studierendenwerk.

Re-admission is only possible in the following cases:

1. In the case of a leave of absence from studies due to illness or studies abroad. Student must present a medical certificate or documents concerning the leave of absence etc.
2. After a study-related internship.

Every tenant has the opportunity to submit a request for relocation within the first six months of the contract period. Such a request will place the student on the existing list of applicants. Requests for relocation do not lead to a better position on the applicant list.

An application for relocation must be made in writing.

Requirements for moving:

1. The tenant must have behaved in accordance with the contract during their previous period of residence.
2. The removal request may not refer to an equivalent room in the same residence.
3. The applicant accepts that, in addition to the obligation to pay for the new room, they will also remain liable to pay the rent for the room they have occupied until it is re-let. The subsequent letting is carried out according to the provisions of §17 of the rental conditions.

Relocation is subject to a fee. Further moves are generally excluded. Short-term tenants are not entitled to relocate.

§ 2 Period of residence

Rental agreements are effective for a maximum total period of 3 years (due to rotation principle). An extension of up to 1 year to this period of residence can only be granted to those who:

1. Are in the middle of final examinations of their studies at the time the contract expires or,
2. Have constructively participated in the administration of a student residence during the term of the tenancy (e.g. administrative assistant, tutor, etc.) or,
3. Would be unreasonably burdened by the move and can prove this (e.g. acute illness), N.B. financial reasons or housing shortages are not considered unreasonable burdens.

A rental agreement renewal will not be signed if the tenant has not paid the rent as agreed during the previous period of residence or has otherwise acted contrary to the contract.

The inclusion of additional people in a room rented by the Studierendenwerk requires the prior written consent of the landlord.

§ 3 Application procedure

Interested parties must apply to the Studierendenwerk, if possible online at www.kstw.de. The information must be complete and correct. A rental agreement signed under false conditions can be terminated without notice.

Any changes - especially of address and e-mail address - must be communicated immediately, otherwise the applicant cannot be given notification if a room becomes available.

The receipt of the online application will be confirmed by e-mail. To ensure that the Studierendenwerk can be sure that the applicant is currently still looking for a room, they will receive an e-mail every 30 days in which they must confirm the link contained in the e-mail within five days by mouse click. Otherwise, it is assumed that the applicant no longer needs a room in a residence hall at the Studierendenwerk and the application is automatically deactivated.

The application will be processed free of charge and does not constitute a legal claim to a room.

§ 4 Awarding procedure

Rooms that become available will be given priority to the following groups of people regardless of the chronological order in which the application is received:

1. Disabled students.
2. Students with children.
3. Participants in exchange programmes and scholarship holders.
4. First-year students (new to the university location).
5. Students whose place of residence lies outside the metropolitan area of Cologne.
6. Students who receive BAföG or similar financial aid.

The Studierendenwerk reserves the right to select applicants for the allocation of rooms on a case by case basis. This is to ensure the creation and maintenance of socially stable resident and student village compositions as well as create balanced economic, social and cultural conditions. This can lead to deviations from the above-mentioned allotment criteria when considering applications.

In the event of vacancies, suitable steps must be taken to let the property.

Every student has the possibility to choose their desired type of accommodation and equipment:

Type of Accommodation:

- Single room with a shared kitchen, corridor, and bathroom.
- Apartment.
- Single room in shared flat .
- No preference for accommodation:

Equipment:

- Furnished.
- Unfurnished.
- No preference.
- Handicapped accessible.
- Wheelchair accessible.

The allocation of rooms is usually made four to six weeks before the start of the contract. If the signed acceptance form including the direct debit authorisation is returned in due time, the rental contract will be drawn up. Otherwise the application will be forfeited.

Last minute allotments are possible. In this case, several applicants from the waiting list will be contacted and offered a place. However, these applicants have the possibility to reject the offer without losing their place in the waiting list.

However, these offers require immediate confirmation. If no confirmation is received, the application is deactivated. The available room will be assigned to the applicant who first declares acceptance of the place in writing to the Studierendenwerk.

§ 5 Cancellation of the Application

The application is cancelled due to:

1. Applications with false information.
2. Multiple applications - except for the current application .
3. Late confirmation of the monthly email request (link).
4. Failure to accept our room offer within the stipulated period or after the third refusal.

The applicant will not be informed of the expiry of his application.

Rental agreements are finalised in writing by the Studierendenwerk. In addition, all transactions relevant to the rental agreement must be in writing.