

## **REGULATIONS**

### **on the Internal Order in the Student Dormitory at “International College” Ltd. – Varna**

#### **I. General Provisions**

**Art. 1.** (1) These Regulations shall settle the terms of use and the internal order of the Student Dormitory at “International College” Ltd., the rights and obligations of residents and their responsibilities. It is binding on anyone living in the dormitory, regardless of nationality, age, gender, religion.

(2) The right to accommodation in the Student Dormitory at “International College” Ltd. is given to: all VUM students, as well as their parents and relatives (if there are rooms available and at the prices specified in the price list); lecturers and employees of Varna University of Management, and guests of the University, in compliance with the established order under these regulations.

#### **II. Accommodation and Use**

**Art. 2.** (1) Long-term accommodation of students in the Student Dormitory is done based on an Accommodation Request Form to the Manager of the Student Dormitory, submitted on-line or on-site by the accommodation candidate. By signing a declaration to the Request Form, the student declares that he/ she will comply with the Regulations on the internal order of the Student Dormitory.

(2) The accommodation in a particular room is preceded by a registration in the **Student Dormitory Accommodation Register**, against an **Address Card** completed by the accommodation candidate. The address registration in the Student Dormitory Accommodation Register shall be done by the Manager or an authorized person. Within 30 days after dormitory accommodation, the accommodated person shall make a current address registration at ESGRAON municipal service, according to the Civil Registration Act, and submit a copy of the Address Card to the Manager. This requirement concerns only Bulgarian citizens.

(3) Upon long-term check-ins and check-outs, a **protocol shall be drawn up for acceptance/ turning over of the residential premises and the property therein**. The protocol shall be signed by the Manager and the accommodated person.

(4) Upon check-outs of the long-term residents, the Manager or the administrator shall note the check-out date in the Accommodation Register, draw up and sign a protocol for acceptance/ turning over of the residential premises and the property therein, and issue an **Official Notice** of absence of liabilities to the Dormitory.

(5) Shift of rooms with the purpose of making full use of the available beds, shall be carried out in the course of the whole year at the discretion of the Dormitory Manager. Any shift shall be noted by the Dormitory Manager/ the administrator both in the Address Card of the accommodated person and in the Accommodation Register.

### III. Payments and Property Liability

**Art. 3** (1) The amount of the monthly rent, the annual deposits and other payments in the Student Dormitory shall be determined by an order of the Manager of “International College” Ltd.. Electricity and water costs are included in the prices of the respective rooms. The washing machine and/ or the drier can be used by the chambermaid against presenting a cash receipt for a prepaid washing and/ or drying service within the next day after the payment.

(2) External persons, parents and relatives of the students or business guests of the school can also be accommodated in the Dormitory **ONLY AFTER THEIR REGISTRATION**, which can be made by 18:00 on the same day or by 9:00 on the following morning. The prices for external accommodation shall be set by a Price Determination Order for overnight accommodation in the Student Dormitory, issued by the Manager of “International College” Ltd.

**Art. 4** (1) The rent for each month shall be prepaid by wire transfer or in cash at the Cash Desk of the University up to the 30-th day of the preceding month.

(2) Upon delay of payments due, regardless of their kind, an interest shall be charged at the rate of 1% of the unpaid amount for each day of delay, but for a period lasting no longer than a month. Upon failure of payments for a period lasting more than a month, the dormitory resident shall check-out voluntarily, as the check-out shall not mean remission of the amount due.

(3) **Upon ascertainment that the Dormitory has been used by external persons after 23:00, without accommodation having been made by the established order, the offender or the students accommodated in the room shall pay a fee of BGN 100 per day for the unauthorized use of the Dormitory.** The amount shall be paid at the Cash Desk on the next business day after the night of the unauthorized accommodation. Upon a second violation in the same room, a threefold fine shall be imposed, and if establishing a third violation, the student shall be removed from the Dormitory.

**Art. 5.** (1) Residents of the Dormitory shall bear property liability for the full extent of damages to the dorm property caused by their fault.

(2) Damages shall be ascertained by a **Statement of Findings** signed by the Dormitory Manager and a students’ representative, as well as by the person who caused the damage (if found out).

(3) Before checking in, residents of the Student Dormitory shall pay a single deposit of EUR 80 / eighty / or its BGN equivalent as a guarantee for the protection of the entrusted property. After checking out, upon absence of damages and harms and other liabilities for electricity, the deposit shall be refunded to the student. The deposit refunding shall be made against the presentation of an Official Notice of lack of liabilities to the Dormitory, issued by the Dormitory Manager. Upon transfer from Dobrich Dormitory to Varna Dormitory or vice versa for long-term accommodation, the student shall present a Clearance Form signed by the respective Dormitory Manager and Cashier, stating that the student owes nothing to the Dormitory – otherwise he/ she shall be refused accommodation.

#### **IV. Termination of Use and Check-out**

**Art. 6.** (1) The right to use the Dormitory shall be terminated:

- Upon imposing „removal from the Dormitory" penalty;
- Upon non-payment of amounts due for a period longer than 30 days, as from the date of the liability occurrence.

**Art. 7.** The removal from the Student Dormitory shall be effected based on an order of the Manager of “International College” Ltd., handed in against signature to the student removed, and upon refusal to sign, it shall be signed by another person, who had witnessed the refusal.

**Art. 8.** “Removal from the Dormitory" penalty shall be imposed for allowing more than two violations of the Regulations of dormitory use or gross offense of public order, as well as for bringing in and / or distributing illicit drugs, non-compliance with the time for residents’ rest, etc.

**Art. 9.** (1) The period, in which residents should voluntarily leave the dormitory, as from the date of penalty imposition, is 7 days.

(2) If checking out does not happen voluntarily, it shall be done by administrative order, as the room shall be forcibly vacated and the personal belongings and property left shall be stored for safekeeping within a period of 7 (seven) days. If the belongings are not collected within the prescribed period, additional compensation shall be due for their storage.

#### **V. Rights and Obligations of Dormitory Residents**

**Art. 10.** The Student Dormitory is provided with an electronic access regime and video surveillance. For this purpose, each resident of the Dormitory shall be given an Access Card against payment of a deposit of 8 leva / EUR 4 / which shall be refunded when leaving the Dormitory and returning the Access Card.

**Art. 11.** The time for rest and relaxation shall be from 14:00 to 16:00 and from 22:00 to 06:00. In this period, silence should be kept and no actions should be undertaken and carried out that would disturb the rest of dormitory residents.

**Art. 12.** Persons accommodated in the Student Dormitory shall not accept guests after 23:00, unless have registered by 18:00 the day before the night in the dorm.

**Art. 13.** Dormitory residents are allowed:

- To use the residential premises in the Dormitory according to their designation, without disturbing the other residents;
- To make suggestions to the Dormitory Manager concerning residential and living conditions and services improvement.

- After the expiration of the accommodation period within the school year, if they will so and if possible, students may continue to use the Dormitory during the summer vacation at guest prices.
- **In the event that after the expiration of the accommodation period within the school year, the student wishes to have a particular room reserved, he / she shall prepay a three-month deposit for the entire room for the next school year, specifying the date of his/her check-in. In this case, the student's luggage shall be kept for free outside of the room.**
- **If the student wishes to leave the luggage in his/ her room, he/ she shall pay the full monthly rent at guest prices.**
- **If the student does not wish to reserve a specific room or leave their luggage in the room and pay the full monthly rent, he / she may leave their luggage for storage, paying EUR 1 per item of luggage per month.**
- To use free wireless internet in the Dorm;
- To use the common areas in the Dormitory as intended (e.g. kitchen, iron and ironing board, lobby, reading room, resting place etc.).

**Art. 14.** Dormitory residents are obliged:

- To know and comply with these Regulations;
- To pay, according to the specified time periods and amounts, the rental price and deposit fee;
- To immediately register all persons staying with them after 23:00, regardless of whether the entire room had been paid for. When the guest is a VUM student or a parent of the accommodated student, and the room had been prepaid according to the established order, no extra payment is due, but only registration in the Accommodation Register shall be made;
- If outsiders stay overnight in a student's room, they shall pay for the accommodation at guest prices, regardless of whether the room had been prepaid, and shall be registered in the Accommodation Register. Otherwise, upon finding out that an unregistered person had stayed overnight, the student who had accommodated them shall pay a 100 leva fee per day per bed;
- To show due care for the Dormitory and protect the property entrusted to them;
- To comply with the established fire protection requirements, in accordance with the normative requirements;
- To comply with hygiene requirements, in accordance with the normative requirements;
- To keep silence and not to disturb the other residents in the allotted time for rest;
- To notify the Dormitory Manager of any abuse in the residential premises by third parties, of accidents and malfunctions in the installation and devices, as well as of other problems and situations within his competence;
- To voluntarily vacate the Dorm after losing the right of use, pursuant to these Regulations;
- Upon final check-out, to turn over the room and property received, and to pay all outstanding amounts;
- To provide the Dormitory Manager, the Manager of "International College" Ltd. and the authorized officials access to the occupied premises in order to prevent accidents and to exercise control on the implementation of these Regulations.

**Art. 15.** Dormitory residents are not allowed:

- To give their private Dorm Pass to other persons;
- To bring in, distribute, use and store in the Student Dormitory of “International College” Ltd. plants, substances and their analogues classified as narcotic and psychotropic substances with a narcotic effect, under the Narcotic Substances Control Act;
- To smoke in the residential rooms, in the shared premises and in the building of the Dormitory; for failure to comply with this and other rules, students shall be charged a fine from minimum EUR 30 to maximum EUR 50 the first time, and upon repeated a repeated violation, shall be removed from the dormitory;
- To throw in the dormitory building or around any objects, materials or wastes outside the designated areas by the established order;
- To accommodate themselves and to move from one room to another, as well as to grant the occupied room or the available beds to other persons without the permission of the Dormitory Manager;
- To move the property from one room to another without the permission of the Dormitory Manager;
- To bring out of the Dormitory the property entrusted to them, as well as the property for public use;
- To reconstruct the installations (electrical, water and sewerage, etc.) in the residential rooms and common areas in the Dormitory on any occasion, to make new ones, as well as to drill holes in the walls of the residential premises, to put dowels and nails and to replace door cartridges without the permission of the Manager;
- To bring in and keep birds or other animals in the residential rooms or in the Student Dormitory;
- To register companies at the address of the Dormitory, to use it for business activities development, for office and warehouses, etc.;
- To allow the stay of outsiders (guests) in the Student Dormitory at “International College” Ltd. after 23:00.

**Art. 16. (1) Upon non-compliance with the requirements of these Regulations on the Internal Order in the Student Dormitory, fines shall be imposed, as follows:**

- **upon first violation of these Regulations, a fine (financial penalty) in the amount of EUR 30 (thirty) to EUR 50 (fifty) shall be imposed;**
- **upon second violation, a fine (financial penalty) in the amount of EUR 50 (fifty) to EUR 100 (one hundred) shall be paid;**
- **upon third violation, a “removal from the Dormitory” penalty shall be imposed.**

(2) Each penalty, irrespective of its type and degree, shall be imposed by an order of the Manager of “International College” Ltd. Fines shall be paid via bank transfer or in cash at the Cash desk of the school. All payments, defined in Euros, may be paid in BGN equivalent at the fixed exchange rate of the Bulgarian National Bank.

**Art. 17.** These regulations and the specific provisions therein can be specified and regulated in greater details in additional internal documents, such as: ordinances, orders, instructions, rules, etc., which shall become an integral part of the Regulations from the moment of their approval.



Approved by:  
Klara Dimitrova  
Manager of “International College” Ltd. - Dobrich