I. General Provisions

Art. 1. These Regulations shall settle the terms of use and the interior order of the Student Dormitory at the “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.

II. Accommodation and use

Art. 2. (1) Accommodation in the Student Dormitory is done based on Accommodation Request Form to the Manager of the Student Dormitory, submitted on-line or on-site by the accommodation candidate.

(2) Accommodation in a particular room is preceded by a registration in the Dormitory Address Book, against an address card completed by the accommodation candidate. The address registration in the Dormitory Address Book is done by the Manager / administrator. Within 30 days after accommodation in the dormitory, 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.

(3) Upon check-in and check-out, 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 or the administrator and the student.

(4) Upon check-out, the Manager or the administrator shall note the check-out date in the Address Book and issue a Certificate 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 Manager of the Dormitory.

III. 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 the “International College” Ltd. Costs for electricity, gas, water and sewerage, public services, etc. shall be paid based on actual measurements of quantities according to a Methodology that is an integral part of these Regulations.

(2) External persons, parents and relatives of the students or business guests of the school can also be accommodated in the Dormitory. Prices for external accommodation shall be set by an Order for price determination for overnight accommodation in the Dormitory, issued by the Manager of the “International College” Ltd.

Art. 4 (1) The rent for the current month shall be paid by the 5th day of the current month via bank transfer or in cash at the Cash desk of the College. Electricity, water and gas costs for the previous month shall be paid by the 5th day of the current month based on a Cost
allocation protocol. The Cost allocation protocol shall be drawn by the Manager on a monthly basis and placed in a visible place in the Dormitory.

(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 11 p.m., without accommodation having been made by the established order, the offender or the students accommodated in the room shall pay a fee of BGN 40 per day for the unauthorized use of the Dormitory. The amount shall be paid to the Manager on the same day.

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 Manager of the Dormitory and a students’ representative, as well as by the person who caused the damage.

(3) Before check-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 check-out, upon absence of damages and harms and other liabilities for electricity, gas or water consumed, the deposit shall be refunded to the student. Refunding of the deposit shall be made against presentation of a Certificate of lack of liabilities to the Dormitory, issued by the Manager of the Dormitory.

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.

Art. 7. Removal from the Student Dormitory shall be effected based on an order of the Manager of the “International College” Ltd.

Art. 8. “Removal from the dormitory” penalty shall be imposed for allowing more than three offenses 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 from the date of imposition of the penalty, is 7 days.

(2) If check-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 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. A nominal pass shall be issued to each dormitory resident.

Art. 11. Time for rest shall be from 2 p.m to 4 p.m. and from 10 p.m. to 6 a.m. Within that period silence should be kept.

Art. 12. Residents shall not accept gusts after 11 p.m.

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 Manager of the Dormitory concerning residential and living conditions and services improvement.
- After the accommodation period expiration, if they will so and if possible, to continue to use the dormitory in the summer vacation.

Art. 14. Dormitory residents are obliged:

- To know and comply with these regulations;
- To show due care for the Dormitory and protect the property entrusted to them;
- To pay at their own expense all costs for ordinary current repairs and adjustments related to the use (light bulbs, sink taps and shower batteries, locks and cartridges, chairs, tables, beds, fixtures for flushing cisterns, blocked sinks and drains), as well as for culpably caused damages;
- To pay within the prescribed period the rental price, the deposit fee, and the costs for consumables - water, electricity, gas;
- To comply with the established fire protection requirements;
- To comply with hygiene requirements;
- To keep silence and not to disturb the other residents in the allotted time for rest;
- To notify the Manager of abuse in residential premises by third parties;
- To vacate the dorm after losing the right to 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 Manager and authorized officials access to occupied premises to prevent accidents and to exercise control.

Art. 15. Dormitory residents are not allowed:

- To throw in the dormitory building or around any objects, materials or wastes outside the designated areas;
- To accommodate by themselves and to move from one room to another, as well as to grant the occupied room or the available beds to other persons;
- To move the property from one room to another without the permission of the Manager of the Dormitory;
• To bring out of the Dormitory the property entrusted to them, as well as the property for public use;
• To reconstruct the installations 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 give their private dorm pass to other persons;
• To smoke in the residential room, in the shared premises and in the building of the Dormitory;
• To bring in, distribute, use and store in the Student Dormitory of the “International College” LTD plants, substances and their analogues classified as narcotic and psychotropic substances with a narcotic effect, under the Control of Narcotic Substances Act.
• 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.;

Art. 16.(1) Upon non-compliance with the requirements of these Interior regulations of the Student Dormitory, fines shall be imposed, as follows:

• for a first offense of these regulations, a fine of EUR 10 shall be imposed;
• for a second offense, a fine of EUR 30 shall be paid;
• for a third offense, a fine of EUR 100 shall be paid;
• for a fourth offense, 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 the “International College” Ltd. Fines shall be paid via bank transfer or in cash at the Cash desk of the College. All payments, defined in Euros, may be paid in BGN equivalent at the fixed exchange rate of the Bulgarian National Bank.

Confirmed by:

Klara Dimitrova

Manager of “International College” Ltd. - Dobrich