



REGULATIONS on the Internal Order in the Student Dormitory at International College – Varna

(Last update: July 2026)

I. General Provisions

Art. 1. (1) These Regulations settle the terms of use and the internal order of the Student Dormitory at International College, as well as the rights, obligations and responsibilities of the residents. They are binding on anyone living in the Dormitory, regardless of nationality, age, gender or religion.

(2) The right to accommodation in the Student Dormitory at International College is granted to: all VUM students, as well as their parents and relatives (if rooms are 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 order established under these Regulations.

(3) If the number of applicants for accommodation exceeds the capacity of the rooms available, students in their 1st semester of education are accommodated with priority.

II. Accommodation and Use

Art. 2. (1) Long-term accommodation of students in the Student Dormitory is arranged on the basis of an Accommodation Request Form submitted to the Manager of the Student Dormitory, online or on site, by the accommodation candidate, together with payment of the first-semester fee plus deposit. By signing the declaration attached to the Request Form, the student declares that he/she will comply with the Regulations on the internal order of the Student Dormitory.

(2) Accommodation in a particular room is preceded by registration in the Student Dormitory Accommodation Register with a passport or an ID card. Residents are strongly advised to also provide contact details (telephone number and email address) to ensure smooth communication. The registration in the Accommodation Register is carried out by the Manager or an authorized person.

(3) Upon check-out of long-term residents, the Manager or the administrator notes the check-out date in the Accommodation Register.

(4) Room shifts intended to make full use of the available beds may be carried out throughout the year at the discretion of the Dormitory Manager. The Dormitory Manager or the administrator notes any such shift 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 are determined in a Price List, verified and signed by the Manager of International College. Water costs are included in the prices of the respective rooms. The Dormitory Manager or the administrator measures the electricity consumption for each room on a monthly basis.

(2) External persons, parents and relatives of students, or business guests of the school may be accommodated in the Dormitory ONLY AFTER REGISTRATION, which is made between 9:30 and 16:30 on the day of arrival. The prices for the accommodation of external guests are set in the Price List issued by the Manager of International College.

Art. 4. (1) The rent for each month is prepaid by bank transfer or in cash at the Cash Desk of the University no later than the last working day of the preceding month.

(2) In the event of delay in any payment due, regardless of its kind, interest is charged at the rate of 0.1% of the unpaid amount for each day of delay, for a period not exceeding one month. If a resident fails to make a payment for more than a month, he/she checks out voluntarily; the check-out does not constitute remission of the amount due.

(3) If it is established that external persons have stayed in the Dormitory after 21:00 without having been registered in the established order (by 17:00 on the same day), the offender or the students accommodated in the room pay a fee of EUR 50 per day for the unauthorized use of the Dormitory. The amount is paid at the Cash Desk. Upon a second violation in the same room, a threefold fine is imposed; upon a third violation, the student is removed from the Dormitory.

Art. 5. (1) Residents of the Dormitory bear property liability for the full extent of any damage to the dormitory property caused through their fault.

(2) Damage is 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 identified).

(3) Before checking in, residents of the Student Dormitory pay a single deposit of EUR 90 (ninety) as a guarantee for the protection of the entrusted property. After checking out, in the absence of damage and of other liabilities for electricity, the deposit is refunded to the student. The refund is made against presentation of an Official Notice of lack of liabilities to the Dormitory, issued by the Dormitory Manager. Upon transfer from the Dobrich Dormitory to the Varna Dormitory or vice versa for long-term accommodation, the student presents a Clearance Form signed by the respective Dormitory Manager and Cashier, stating that the student owes nothing to the Dormitory; otherwise, accommodation is refused.

IV. Termination of Use and Check-out

Art. 6. (1) The right to use the Dormitory is terminated:

- upon imposition of a “removal from the Dormitory” penalty;
- upon non-payment of amounts due for a period longer than 30 days from the date on which the liability arose.

Art. 7. Removal from the Student Dormitory is effected by an order of the Manager of International College, handed against signature to the student being removed; upon refusal to sign, the order is signed by another person who witnessed the refusal.

Art. 8. A “removal from the Dormitory” penalty is imposed for more than two violations of the Regulations on dormitory use or for a gross breach of public order, as well as for bringing in and/or distributing illicit drugs, non-compliance with residents' rest hours, etc.

Art. 9. (1) The period within which residents must voluntarily leave the Dormitory, counted from the date of imposition of the penalty, is 7 days.

(2) If check-out does not take place voluntarily, it is carried out by administrative order: the room is forcibly vacated and any personal belongings and property left behind are stored for safekeeping for a period of 7 (seven) days. If the belongings are not collected within this period, additional compensation is due for their storage.

V. Rights and Obligations of Dormitory Residents

Art. 10. The Student Dormitory is equipped with an electronic access system and video surveillance. For this purpose, each resident receives an Access Card. In the event of loss of the Access Card, the resident pays EUR 8; for a lost key, EUR 7, at the Cash Desk.

Art. 11. All dormitory residents observe the quiet hours from 22:00 to 06:00. During this period, no loud activities that would disturb the rest of other residents may be undertaken.

Art. 12. Persons accommodated in the Student Dormitory do not receive guests after 21:00, except for those who have been registered by 17:00 on the day before the overnight stay.

Art. 13. Dormitory residents are allowed:

- to use the residential premises for their intended purpose, without disturbing other residents;
- to make suggestions to the Dormitory Manager regarding the improvement of residential and living conditions and services;
- after the expiry of the accommodation period within the school year, if they so wish and where possible, to continue using the Dormitory during the summer vacation in line with the current Price List;
- newly admitted students with delayed visas who arrive outside the academic year, during the summer months, are charged the accommodation rates valid during the academic year;
- if, after the expiry of the accommodation period within the school year, a student wishes to reserve a particular room, he/she prepay a three-month deposit for the entire room for the next school year, specifying the date of check-in; in this case, the student's luggage is kept free of charge outside the room;
- if a student wishes to leave luggage in his/her room, he/she pays the full monthly rent at guest prices; if the student does not wish to reserve a specific room or to leave luggage in the room and pay the full monthly rent, he/she may leave the luggage for storage at EUR 20 per item per month;
- to use free wireless internet in the Dormitory;

Art. 14. Dormitory residents are obliged:

- to know and comply with these Regulations;
- to pay the rental price and deposit within the specified periods and amounts, and to register by 17:00 all persons staying with them after 21:00, regardless of whether the entire room has been paid for. When the guest is a VUM student or a parent of the accommodated student, and the room has been prepaid in the established order, no extra payment is due and only registration in the Accommodation Register is made;
- to take due care of the Dormitory and to protect the property entrusted to them;

- to comply with the established fire-safety requirements, in accordance with the applicable regulations;
- to comply with hygiene requirements, in accordance with the applicable regulations;
- to keep quiet and not disturb other residents during the allotted rest hours;
- to notify the Dormitory Manager of any misuse of the residential premises by third parties, of any accidents and malfunctions in the installations and devices, and of other problems and situations within his/her competence;
- to vacate the Dormitory voluntarily after losing the right of use, pursuant to these Regulations;
- upon final check-out, to hand over the room and the property received and to pay all outstanding amounts;
- to provide the Dormitory Manager, the Manager of International College and authorized officials with access to the occupied premises in order to prevent accidents and to monitor compliance with these Regulations.

Art. 15. It is strictly prohibited:

- to give one's private Dorm Pass to other persons;
- to bring in, distribute, use or store in the Student Dormitory of International College any plants, substances or 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 or in the Dormitory building; for failure to comply with this and other rules, students are fined from EUR 30 to EUR 50 for the first offence and, upon a repeated violation, are evicted from the Dormitory;
- to throw any objects, materials or waste in or around the dormitory building outside the areas designated in the established order;
- to accommodate themselves or move from one room to another, or to grant the occupied room or available beds to other persons, without the permission of the Dormitory Manager;
- to move property from one room to another without the permission of the Dormitory Manager;
- to remove from the Dormitory the property entrusted to them, as well as property for public use;
- to reconstruct the installations (electrical, water and sewerage, etc.) in the residential rooms and common areas, or to create new ones, as well as to drill holes in the walls of the residential premises, insert dowels and nails, or replace door locks without the permission of the Manager;
- to bring in or keep birds or other animals in the residential rooms or in the Student Dormitory;
- to register companies at the address of the Dormitory or to use it for business activities, offices, warehouses, etc.;
- to allow the stay of outsiders (guests) in the Student Dormitory at International College after 21:00, unless they are registered;
- for safety reasons, to use a toaster, fryer, multi-cooker, etc. (a kettle and one's own microwave are permitted).

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

- upon a first violation, a fine (financial penalty) of EUR 30 (thirty) to EUR 50 (fifty);
- upon a second violation, a fine (financial penalty) of EUR 50 (fifty) to EUR 100 (one hundred);

- upon a third violation, a “removal from the Dormitory” penalty.

(2) Each penalty, irrespective of its type and degree, is imposed by an order of the Manager of International College. Fines are paid by bank transfer or in cash at the Cash Desk of the school.

Art. 17. These Regulations and the specific provisions therein may be further specified and regulated in additional internal documents, such as ordinances, orders, instructions, rules, etc., which become an integral part of the Regulations from the moment of their approval.

Approved by:

Klara Dimitrova

Manager of International College Ltd.

