



The following points must be noted:

1. Reservation:

The guest house is for allocation of an apartment for foreign guest academics working at the University Kaiserslautern temporarily. The reservation must be writing from the department with this application. If the application approved, the department get an confirmation.

2. Rent compensation fee:

Your supervisor must pay a loss of rent fee of half of one month's rent if the reservation is cancelled after being confirmed in writing by the applicant. If a guest wishes to leave the guest house before the date agreed in the written reservation (termination), he must pay not only the rent period the accommodation was used, but also a loss of rent fee of half of one month's rent. The total amount to be paid is, of course, limited by the rental costs agreed in the rental agreement.

The rent compensation fees collected are used for improvements to the guest house.

**We would like to inform you that Studierendenwerk Kaiserslautern acts as administrator on behalf of the University Kaiserslautern.**

3. Moving in at the weekend::

If you wish to move in at the weekend, please note that you must pick up your room key by **11 am on the preceding Friday from Building 30, Room 221.**