

CONDITIONS AND RESERVES

DOCUMENTATION REQUIRED TO EXECUTE THE REQUEST FOR ACCOMMODATION

To formalize the request will require, as appropriate, the following documents:

- > **Photocopy of PAAU or assessments copy.** In case you have not been performed yet PAAU must submit a copy of the final registration.
 - > **Registration** is under study at the **UPC**.
 - > **If should be an employee of the UPC, you must attach a copy of the contract and final paycheck.**
 - > For foreigners, supporting document as participating in a mobility program of the **UPC**, issued by **UPC**.
 - > **Application form** duly completed.
 - > **Certificate of registration at the family home.** (Foreigners are not necessary).
 - > Copy of **DNI**.
 - > Copy from the **number bank account** (necessary Spanish account).
 - > **Copy of bank deposit** of 300 euros for reservation (in case this amount will be admitted to the final deposit account).
- > Please remember that the request can be sent either through our website www.residenciavilanova.cat, by mail, fax or deliver it to our offices. The rest of the documentation you will have to do to reach us by mail or in person at our offices.

Data entry:

Input current account where the deposit:

Owner: FUNDACIO FÈLIX LLOBET NICOLAU
Account Number: IBERCAJA, no.: 2085 8176 85 0330235817

To make income from abroad:

IBAN: ES55 2085 8176 850330235817
Swift Code: CAZRES2Z

ALLOCATION AND DISTRIBUTION OF THE APARTMENTS

Criteria and distribution of the apartments:

The allocation of housing will be in strict order of reserve requests for rentals of 10 months. For shorter periods, except for international programs, we will have to see availability.

Formalization of the contracts:

- > The lease runs for 10 months, what does the academic year, from September 1 until June 30 next year.
- > Applicants admitted, before signing the contract, will paid for the rest of the deposit 15 days before taking the apartment. This payment can be made at the offices of the residence or bank transfer.
- > The outstanding amount will be indicated by entering the staff of the Residence Vila-Nova.

Disclaimers:

- > If you have given a place at the residence and must resign, it is necessary for us know one month in advance. Do not forget that fellow / are listed as waiting for a vacancy and it is very important that we know as soon as possible.
- > Reserves will be returned i:
 - No qualifying.
 - There is no type of housing requested.
 - The person concerned has not been accepted by the University and so credited.
 - There are no places.
- > Reserves will not be returned if the person concerned ceases to be so without cause by the UPC.

Waiting List:

- > The residence has a waiting list open to all students who have submitted applications and have not been admitted to the first initial list. For this reason we ask you to specify your phones during all August.