POLITECNICO
MILANO 1863

FULL PRICE ACCOMODATION BOOKING GUIDE
A.Y. 2021-2022

Contents

1. General information

This guide explain how to book full-rate housing places and provide information on check-in/out procedures, deposit refund and cancellation.

Students enrolled or intending to enrol in one of the following courses at Politecnico di Milano can book a housing place:

✔ Bachelor of Science course;
✔ single-cycle Master of Science course;
✔ Master of Science beginning either in the first or second semester
✔ PhD or specialising programmes **(if not beneficiaries of scholarships or research fellowships)**
✔ foreign students participating in international mobility programmes.

For students enrolling in the first year of courses, the booking phase has an earlier deadline than the enrolment or registration procedure. It is still possible to book a place in our Halls of Residence, but please note that if you do not enrol at Politecnico or obtain an entry visa, the amount paid for the housing places reservation **will not be refunded**.

All students who are recipients of a place in a Politecnico di Milano residence, when confirming their housing place, agree to comply with the applicable Regulations for University Halls of Residence, available [here](#).

2. Requirements and rules

Requirements

To book housing places you must:

✔ Regular enrolment for the 2021-2022 academic year.
✔ Be at least 18 years old on the check-in date
✔ No financial debts with Politecnico di Milano
✔ **Not have applied for preferential-rate housing places.** If students who have booked a place at the full rate and apply for preferential-rate housing places through the DSU (Diritto allo Studio Universitario) call and succeed in obtaining both, they will have to pay for both places.

Rules

It is not possible to transfer, even temporarily, a residence to Politecnico di Milano's housing places, but it is possible to establish a domicile there.

✔ Changes of room or residence are not permitted.
✔ **Single and double rooms with a shared bathroom are occupied exclusively by students of the same gender.** Integrated units (arranged in single and double rooms in flats, with use of internal kitchen and bathroom), can be occupied by people of a different gender.
✔ The Hall of Residence Management must be notified in advance by email if a guest is absent for longer than 48 hours. This will not imply any reduction in the fees due.
✔ **Early check-out does not give the right to a refund** except for cases described in the relevant paragraph.

3. Booking procedures

Students enrolled or intending to enrol at Politecnico di Milano can book housing places at full rate, subject to availability, using procedures automatically managed by the on-line booking system available on the website www.residenze.polimi.it.

To book you must:
✔ connect to the following portal: https://polimi-sol.dirittoallostudio.it/apps/V3.1/sol/public/
✔ If you already have Politecnico di Milano credentials, click on LOGIN; alternatively, you will need to register with the university's online services portal by clicking on the ACCREDITATION button and login
✔ check availability, choose residence, room type, period to be booked, payment method and save the booking

⚠ **If you click on "SAVE" and do not receive a booking notification, this means another student has finalised a booking request for that housing place.**

✔ Make the payment within 24 hours to confirm the booking, otherwise it will be cancelled and the place will be available for rebooking.

Payment must be made via **pagoPA**, using one of the following methods:
✔ **One-off payment:** by paying the full amount (which will be discounted) and the security deposit (if due).
✔ **Bimonthly instalments**: by paying at the time of booking the first of the **five** instalments for booking the whole year or the first of the **three** instalments for booking a single semester (and the security deposit, if due).

The booking is confirmed within 48 hours.

⚠ **Once a booking has been made, it is impossible to change from annual to half-yearly and vice versa.**

Periods available for booking
Annual booking: **22 August 2021 to 31 July 2022**
Booking for the first semester: **22 August 2021 to 19 February 2022**
Booking for the second semester: **20 February 2022 to 31 July 2022**

When to book the annual and first semester
Bookings for the **ENTIRE YEAR** or the **FIRST** semester will open at the end of June 2021: the date will be published on the Home Page of the Halls of Residence website by **31 May 2021**.
Full-rate guests who were already in Residence in the previous academic year will be given priority over new guests at the time of booking.

When to book the second semester
Bookings for the **SECOND** semester will open in January 2022: the date will be published on the Home Page of the Halls of Residence website by **23 December 2021**.
Full-rate guests who were already in Residence in the previous semester will be given priority over new guests at the time of booking.

⚠ The priority right does not guarantee place confirmation.
Places taken by full-rate students that are not confirmed by the students with priority right will be available again through the portal.

4. Security deposit, payment method and deadlines

Bookings have a requirement to pay for the entire year or half-yearly period booked, regardless of the date of admission to the Hall of Residence, and the payment of **a non-interest-bearing security deposit of € 500**.
If the security deposit has already been paid in previous years, and not been refunded, it does not have to be paid again.

It will be possible to pay once or in instalments, using the PagoPA platform following the instructions published at the following link:
http://www.residenze.test.polimi.it/wp-content/uploads/2021/08/istruzioni-pagoPA_eng.pdf

Once the payment method has been selected, it cannot be changed.
The ONE-OFF Payment is made in full at the time of booking, within 24 h of the request. Payment in INSTALMENTS, involves the payment of an initial advance at the time of booking and subsequent instalments according to the following deadlines:

Instalment due dates for annual booking
the **first** instalment is paid at the time of booking.
the **second** instalment is requested on 1 October and must be paid by **15/10/2021**
the **third** instalment is requested on 1 December and must be paid by **15/12/2021**
the **fourth** instalment is requested on 1 February and must be paid by **15/02/2022**
the **fifth** instalment is requested on 1 April and must be paid by **15/04/2022**

Instalment due dates for first semester bookings
the **first** instalment is paid at the time of booking.
The **second** instalment is requested on 1 October and must be paid by **15/10/2021**
the **third** instalment is requested on 1 December and must be paid by **15/12/2021**

Payment deadlines for second semester bookings
the **first** instalment is paid at the time of booking.
the **second** instalment is requested on 1 April and must be paid by 1**5/04/2022**
the **third** instalment is requested on 1 June and must be paid by **15/06/2022**

⚠️ The first semester will be bookable only until **16 November 2021**; then you can only access the annual booking with one-off payment.

⚠️ **Failure to pay the fees by the due date results in a 10 per cent arrears on the instalment . Failure to pay the instalment + arrears, results in a debt collection proceedings, which may include freezing the student's academic career. To continue their academic career, the student must pay their debt within the deadlines laid down for the enrolment in the graduation exam.**

5. Rates

The rates of the Politecnico di Milano Halls of Residence are differentiated by Residence and type of housing places. The amounts set out in the price list are per person and include, in addition to the housing places, utilities, the use of common kitchens and services offered in the Residence, which can be consulted and described in the service charter of each Hall of Residence.

6. Cancellations and fee reductions housing places

Early cancellation is only possible in the following cases:
✔ Graduation: if you are graduating in December, February, or April
✔ Withdrawal from studies
✔ a serious accident or illness affecting the Student.
  Specialist medical certification must be attached to the notice of cancellation.
✔ Bereavement of a close family member (parents or siblings).

Booking refundsi

Students who intend to cancel their booking may request a refund by writing an email stating the reason for the cancellation to booking-residenze@polimi.it by the **first of the month** in which they intend to cancel the contract and must vacate the housing places by the end of that month (with the exception of February, where the deadline for vacating the housing places will be 19 February). If the withdrawal request is accepted, the refund will be made as follows:

✔ Payment by instalments (**ANNUALLY** or **SIX-MONTHLY**) the student must pay all instalments issued before the notice is sent; only if there is an April graduation the guest is required to notify the check-out date by 15/03/22.
✔ One-off payment for the **ENTIRE YEAR**, if notice is given: by **1 December** the refund is half of the amount;
  by **1 February** the refund is 30 per cent of the amount; by **1 April** the refund is 10 per cent of the amount;

For one-off payments for the **first SEMESTER**, if the notice is made by **1 December 2020** the refund is 10 per cent of the amount.
For one-off payments for the **second SEMESTER**, if the notice is made by **1 April 2020** the refund is 10 per cent of the amount.

⚠ **Will be deducted from the cancellation and reduction procedures as management fees € 100.**
In all other cases of cancellation or reduction of the booking period, there is no refund

7. Check-in and check-out procedure

When and how can I CHECK-IN

For **ANNUAL** and **FIRST SEMESTER** bookings, it will be possible to check-in from **22 August 2021**, subject to notification through the following portal:
https://polimisol.dirittoallostudio.it/apps/V3.1/sol/public/ - sezione-Data di arrivo (Check- in) con at least seven days before the arrival date.

For **SECOND SEMESTER** bookings, it will be possible to check-in from **20 February 2022**, subject to notification via the portal:
https://polimi-sol.dirittoallostudio.it/apps/V3.1/sol/public/ -sezione-Data di arrivo (Check-in) at least seven days before the arrival date.

⚠ **It will not be possible to check-in on dates earlier than those outlined above.**

Students may check-in between Monday and Friday (excluding holidays) between 9 am and 5 pm.
At the start of the academic year and semester, students can check-in on Sundays, as an exception.

To check-in, students must come to the Hall of Residence with:
- ✔ a valid identity document
- ✔ for non-European Union students: passport photo, passport and residence permit, receipt of application for issue or document renewal.

At the start of their stay in the housing, the student must sign the check-in report, which contains information on the state of the housing and the furnishings present in their assigned room, as determined at the time when they move in. The guest must report any damage or anomalies found within 48 hours of entering the room on the check-in report, otherwise they will be charged to the guest at check out.

For all students, the tenancy period at the university Halls of Residence ends on **31 July 2022**, with the last date to check-out being **1 August 2022 by noon**.

Students must book their check-out date at least 15 days before they leave the housing via the portal: https://polimi-sol.dirittoallostudio.it/apps/V3.1/sol/public/ -sezione-Data di uscita (Check-out). The check-out procedure involves:
- ✔ an inspection of the condition of the housing places by a member of staff of the Hall of residence;
- ✔ the Manager of the Hall of Residence and the guest signing the check-out report detailing the state it is in;
- ✔ returning the housing places keys.

Please note: Students are required to remove personal belongings from the housing.

If students are not present on the date booked for their check-out for housing place inspection purposes, the staff responsible for the inspection will proceed without them, and students waive the right to object to any findings. However, if there are any issues or damage, students will be charged. This includes the costs of extra cleaning.

Politecnico di Milano and the Management of the Hall of Residence decline any responsibility if any student's personal belongings are damaged or missing.

8. Security deposit refund

After the check-out procedure is complete, students can request that their security deposit be refunded. It is up to the student to request the refund after it has been confirmed that no damage or breakages have occurred in the Hall of Residence's property, facilities and furnishings.
If Politecnico's property is undamaged, the deposit will be refunded. Otherwise, after assessing these costs the refund will be reduced.
Deposits will be refunded via bank transfer within 60 days of a request being submitted, which must be sent via via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN, **with the following subject: "Security deposit refund".**

Documents to be attached:
- ✔ copy of valid identity document or passport;
- ✔ copy of check-out report
- ✔ person code.

Before submitting their request, the student must check that their **tax code and registered residence** data is present on their Online Services personal page It is necessary to enter the details of a bank/postal account in the student's name on the Politecnico di Milano Online Services -> Data -> Payment method management.