



FULL PRICE ACCOMODATION BOOKING GUIDE

A.Y. 2022-2023

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1. General information

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

Students enrolled or intending to enroll 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 all courses, the reservation phase has an earlier deadline than the enrolment or enrolment procedure. It will still be possible to book a place in our residences, but be careful, if you do not register at the Polytechnic or do not obtain an entry visa, the amount paid for the reservation of the accommodation **will not be refunded**.

By booking accommodation in a residence of the Politecnico di Milano you agree to comply with the Regulations of the University Residences currently in force and can be viewed in the [regulations](#) section of the residences website.

2. Requirements and rules

Requirements

To book an accommodation is necessary to:

- ✓ Be regularly enrolled in the academic year 2022-2023.
- ✓ **have reached or will reach the age of 18 on the date of entry into residence**; otherwise the student must be accompanied by a parent or legal guardian. The student must also show the release for minors signed by the parents and the related photocopies identity documents.
- ✓ Have not any economic debts towards the Politecnico di Milano
- ✓ **have not applied for discounted accommodation**. If students who have booked a place at full rate, have also applied for accommodation at reduced rate through the DSU call (Right to University Studies) and are eligible, by accepting the accommodation allocated to them, they will have to pay for both accommodation.

Rules

It is forbidden, albeit temporarily, to transfer one's personal residence to the housing facilities of the Politecnico di Milano. It is permissible, however, to establish domicile there.

- ✓ Changes of room or residence are not permitted.
- ✓ **Single and double rooms with shared bathrooms are occupied exclusively by students of the same gender**. Only the integrated rooms (organized in single and double rooms in the apartment, with use of bathroom and kitchen), where present, can be occupied by people of different kinds.
- ✓ 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 specific paragraph.

3. Booking procedures

Students who have already enrolled, or who intend to enroll at the Politecnico di Milano can book accommodation at the full rate, subject to availability, following the procedures on the online booking system available at the following 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



In the event that clicking on "SAVE" you do not receive the notification of successful booking, it means that in the meantime for that accommodation has been finalized another request for booking by another student.

- ✓ 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).

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The booking is confirmed within 48 hours.



Once the booking has been made it will not be possible to change the booking period from annual to half-yearly and vice versa.

Periods available for booking

Annual booking: **29th August 2022 to 31st July 2023**

Booking for the first semester: **29th August 2022 to 17th February 2023**

Booking for the second semester: **20th February 2023 to 31st July 2023**

When to book the annual and first semester

Bookings for the **ENTIRE YEAR** or the **FIRST** semester will open at the end of **July 2022**: the date will be published on the Home Page of the Halls of Residence website by **10th June 2022**.

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 2023**: the date will be published on the Home Page of the Halls of Residence website by **23rd December 2022**.

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 **INSTALLMENTS**, 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 **3rd October** and must be paid by **18/10/2022**

the **third** instalment is requested on **1st December** and must be paid by **15/12/2022**

the **fourth** instalment is requested on **1st February** and must be paid by **15/02/2023**

the **fifth** instalment is requested on **3rd April** and must be paid by **18/04/2023**

Instalment due dates for first semester bookings

the **first** instalment is paid at the time of booking.

The **second** instalment is requested on **3rd October** and must be paid by **18/10/2022**

the **third** instalment is requested on **1st December** and must be paid by **15/12/2022**

Payment deadlines for second semester bookings

the **first** instalment is paid at the time of booking.

the **second** instalment is requested on **3rd April** and must be paid by **18/04/2023**

the **third** instalment is requested on **1st June** and must be paid by **15/06/2023**



The first semester will be bookable only until **16th November 2022**; then you can only access the annual booking with one-off payment.

As for the second semester, however, it will be possible to make the booking by installment payment only until **15th March 2023**. After that date, only one-off payments will be possible.



Failure to pay the fees by the due date results in a 10 per cent arrears on the installment. Failure to pay the instalment + arrears, results in a debt collection proceeding, 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 refunds

The student who wishes to cancel the reservation may request a refund indicating the reason for the request for interruption through the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305 by the **1st day of the month** in which he intends to withdraw from the contract and must vacate the accommodation by the end of the same month (except for the month of February, where the maximum period to free the accommodation will be February 17th).

If the withdrawal request will be accepted the refund will be 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 **15/03/23**.
- ✓ 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 2022** 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 2023** the refund is **10 per cent** of the amount.

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The cancellation and reduction procedures will be withheld for practical management costs of € 100.00. In all other cases of cancellation or reduction of the booking period, you are not entitled to any 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 **29th August 2022**, 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 **20th February 2023**, 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 earlier dates than those outlined above.

Students may check-in between Monday and Friday (excluding holidays) between 9:00 am and 5:00 pm.

To check-in, students must come to the Hall of Residence with:

- ✓ a valid identification document
- ✓ a passport photo
- ✓ for non-European Union students: passport photo, passport and residence permit, receipt of application for issue or document renewal.

At the beginning of the period of stay the student signs the check-in report containing information on the status of the accommodation and the furnishings in the assigned room, as ascertained at the time of delivery. **The guest must report within 48 hours at the entrance to the room on the check-in report any damage or anomalies found, otherwise they will be charged at check-out.**

The period of stay at the university residences ends on **31st July 2023**, at 10:00 am.

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.

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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

Following the conclusion of the check-out procedure it will be possible to request the return of the security deposit: this is done at the request of the student, verified any damage and/or damage caused to the property, facilities and furnishings of the Residence.

If no damage is found to the property of the Polytechnic the deposit will be returned in full.

If the amount of the damage is less than the amount of the deposit, the amount will be retained during the refund; if the amount of the damage will be greater than the deposit paid, the student will be required to pay the difference.

The refund will be made by bank transfer within 60 days of the request, to be sent, with the subject: "Refund security deposit", through the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305 .

Documents to be attached:

- ✓ copy of valid identity document or passport;
- ✓ copy of check-out report



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.