



POLITECNICO
MILANO 1863

GUIDE TO FULL-RATE ACCOMMODATION BOOKING

A.Y. 2026-2027

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1. General Information

Full-rate Accommodation bookings are reserved for students enrolled in or intending to enroll in one of the following programmes at the Politecnico di Milano:

- Bachelor's degree programmes;
- Master's degree programmes (including single-cycle programmes);
- Master's degree programmes with admission in the first or second semester;
- International mobility programmes.

For first-year students, booking deadlines may occur **before enrolment or registration**. **In the event of failure to enrol at the Politecnico di Milano or failure to obtain a visa**, the amount paid for the accommodation booking **will not be refunded**. Students are therefore advised to submit a booking request only if genuinely intending to attend.

By making a reservation, you accept the **Politecnico di Milano University Halls of Residence Regulations** currently in force ([link](#)), the **Residences Service Charter**, and this **Booking Guide**, all available on the residences website.

2. Requirements and Rules

Requirements

To book accommodation, students must:

- be regularly enrolled in the current academic year
- minors who will turn 18 during the relevant academic year may be admitted to the residence, provided they are accompanied by a parent or legal guardian, who must check in together with the student and sign the handover report for the accommodation. The student must also present a consent form for minors signed by the parents, along with copies of their identity documents;
- have no outstanding debts with Politecnico di Milano;
- not have applied for financial aid (DSU). Otherwise, the fees paid for reserving a place at the full rate will not be refunded.
- not be over 40 years of age at the time of booking.

Rules

- Registration of residence (domicile) at university housing facilities is not permitted.
- Changes of room or residence are not allowed.
- Rooms with shared bathrooms are assigned to students of the same gender; apartments are likewise allocated by gender whenever possible.
- Absences exceeding 48 hours must be communicated and do not entitle students to any fee reduction.
- Early check-out does not entitle students to any refund, except in expressly stated cases.

3. Booking Procedure

Bookings are made through the on-line services portal, subject to availability.

Procedure:

- Log in to the [platform](#) using Politecnico credentials or complete registration.

- Select residence, room type, booking period, and payment method.
- Save the booking.
- **Complete payment within 24 hours** via the [PagoPA](#) system (mandatory for confirmation).

The booking will be confirmed within 48 hours of payment.

Please carefully select the **semester-based or annual** booking period at the time of reservation, as no changes will be permitted afterward.

Available Booking Periods

- Annual booking
- First semester booking
- Second semester booking

Timing for Booking the Annual Stay and the First Semester Stay

The opening of bookings for **annual** stays and **first semester** stays is scheduled between late June and early July. The exact date will be published on the Residences website [homepage](#) by mid-June.

For **annual bookings** and **first-semester bookings**, the booking process is divided into **three phases**:

- **Phase 1**: reserved for **current guests**, staying at the residence as of 31st May, who wish **to confirm** the same room type in the same Hall of Residence;
- **Phase 2**: reserved for **current guests**, staying at the residence as of 31st May, who wish **to change** room type within the same Hall of Residence or transfer to a different Hall of Residence;
- **Phase 3**: reserved for **new applicants**.

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Timing for Booking the Second Semester Stay

Bookings for the **second semester** will open in January. The exact date will be published on the Residences website homepage by the end of December.

For second-semester bookings, the booking process is divided into two phases:



- **Phase 1**: reserved for **current guests**, staying at the residence as of 31st December, who wish **to confirm** the same room type in the same residence;
- **Phase 2**: reserved for **new applicants** and for **current guests** who wish **to change** room type within the same Hall of Residence or transfer to a different Hall of Residence

Please note (applicable to all booking periods):

- Priority booking does **not automatically guarantee confirmation** of the accommodation;
- Students will not be able to choose their room or roommate.

4. Security Deposit, Payments and Deadlines

Booking requires payment of the full amount for the selected period, regardless of the actual arrival date.

A non-interest-bearing **security deposit** of **500€** is required. If already paid in previous years and not refunded, it does not need to be paid again.

Available payment methods (which cannot be changed once selected):

- **Single payment** (with a discount). The total amount is due within 24 hours of booking.
- **Installment payment.** The first installment is due within 24 hours of booking. Subsequent installments will be issued on a bimonthly basis (deadlines will be published on the Residences website)

Late payment results in a **10% penalty**; continued non-payment may lead to debt recovery procedures and the **suspension of the student's academic career**.

The semester booking for the first semester will be available only until mid-November; after this date, only annual bookings with single payment will be allowed.

As for the second semester, bookings with installment payments will be available only until mid-March. After that date, only single-payment bookings will be permitted.

5. Fees

Amounts indicated in the [official rate list](#) are **per person** and include accommodation, utilities, use of shared kitchens and all residence services mentioned in the Halls of Residence Service Charts.

6. Cancellations and Fee Reductions

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Early cancellation is permitted only in the following cases:

- Graduation
- Withdrawal from studies;
- Serious illness or injury;
- Death of a close family member (parents or brothers/sisters).

Requests must be submitted by the **1st day of the month** in which you intend to check-out via the ticketing system.

If approved, refunds are granted according to the specified timelines, with a **€100 administrative fee deducted from the security deposit**.

In the case of installment payments (both ANNUAL and SEMESTER-based), students are required to settle all installments issued up to the date on which the notice is submitted.

- In the case of single payment for **the entire academic year**, a refund of **50%** of the amount paid is granted if the notice is submitted by 1st December, or **10%** if the notice is submitted by 1st April.
- In the case of single payment for the **First Semester**, a refund of **10%** is granted if the notice is submitted by 1st December.
- In the case of single payment for the **Second Semester**, a refund of **10%** is granted if the notice is submitted by 1st April.

For cases of cancellation or reduction that do not fall within the reasons listed above, no refund will be granted for fees already paid. Students with an installment-based booking will be required to pay all installments relating to the booked period.

7. Check-in and Check-out Procedure

Check-in is possible from the beginning of courses and must be communicated at **least 7 days in advance** via the on-line portal.

Check-in takes place from Monday to Friday (excluding public holidays) from 9:00 AM. to 5:00 PM.

In the absence of communication of the arrival date, check-in at the residence cannot be guaranteed. At the time of check-in at the residence, the following documents must be presented:

- ✓ a valid identity document;
- ✓ a passport-size photograph;
- ✓ for students from non-EU countries: a passport and residence permit, or proof of application for issuance or renewal of the residence permit.

At the beginning of the stay, the student signs the check-in report, which includes information on the condition of the accommodation and the furnishings in the assigned room, as recorded at the time of handover. The guest must report any damage or irregularities found within 48 hours of entering the room on the check-in report; otherwise, they will be charged for them at check-out.

Check-out must be booked on the online portal at **least 7 days prior to departure**.

In the event of failure to provide notice, the date and time of check-out will be agreed upon with the Residence Director.

The check-out procedure includes:

- ✓ verification of the condition of the accommodation by a residence staff member;
- ✓ signing of the check-out report, jointly signed by the Residence Director and the guest, certifying its condition;
- ✓ return of the accommodation keys.



Please note: students are required to vacate the accommodation and remove all personal belongings. The Politecnico di Milano and the Residence Management decline all responsibility for any damage to or loss of students' personal belongings.

If students are not present on the scheduled check-out date for the inspection of the accommodation, the appointed staff will carry out the inspection in their absence. Any irregularities or damages found will be charged to the students, including costs for any extraordinary cleaning required.

8. Return of the Security Deposit

After check-out, students may request the return of the security deposit through the [ticketing portal](#).

If no damage is found, the deposit will be refunded in full. Any costs due to damage will be deducted or charged if they exceed the deposit amount.