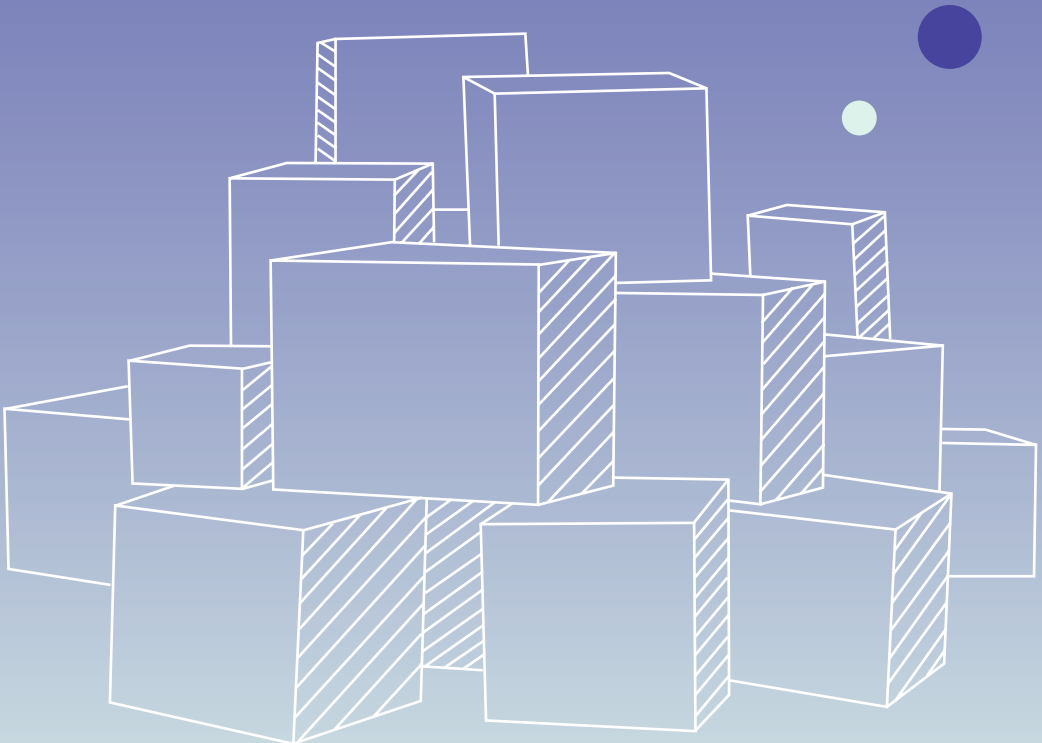




# MOVING OUT OF THE DORMITORY GUIDE



**Fill in an application to move out via the Academic Information System (AIS) and do the following (You can fill in an application at the section *Dormitory Information* ► *Applications*):**

**1** To pay the fee for the period you have lived at the dormitory and other assigned charges (if any). The information about the assigned charges is available when you log onto the **Academic Information System (AIS)**: select *Studies* ► *Student payments* on the left side of the top menu.

**At the time of moving out of the dormitory and terminating the accommodation contract**, a fee for accommodation for a current month is calculated according to the **procedure for payment of the fees** approved by the University's Rector.

**2** If you do not have an account in the bank operating in Lithuania or another country of the European Union for the refund of the advance payment after you move out of the dormitory, you have to fill in a request for the unpaid fees for accommodation at the dormitory to be covered by your advance payment. This request can be filled in after your log onto the **Academic Information System (AIS)**: section *Dormitory information* ► *Requests*.

**REMINDER:** *If your advance payment is refunded until the day you move out or the fee for accommodation at the dormitory for the last month is covered by advance payment, the fee of 20 EUR is applied for final cleaning.*

**3** To terminate the contract on accommodation at the dormitory. You can do that by:

- by KTU email;
- at the **Student Accommodation Centre**.

**To fill in a request for the refund of the advance payment (deposit) or overpayment\***

(if you have not filled in a request for the unpaid fees for accommodation at the dormitory to be covered by your advance payment). This request can be filled in after your log onto the **Academic Information System (AIS)**: section *Dormitory information* ► *Requests*.

**REMINDER:** *An advance payment (deposit) is refunded to the account in the bank operating in Lithuania or another country of the European Union (if the account is provided in IBAN format) within 30 calendar days from the approval of the request for the refund of the advance payment if the student has paid all the fees for the dormitory and has no other obligations to the University.*

\* A request for the refund of the advance payment/overpayment can only be submitted after the date of the termination of the contract on accommodation at the dormitory (inclusive).

### **When moving out of the dormitory, you have to:**

- 1** Remove all personal items;
- 2** Leave the room and common premises nearby orderly; you have to clean the room if you have not ordered the service of final cleaning, take out the garbage. For your convenience, we have prepared the **cleaning guides** that will help to ensure cleanliness and order before moving out;
- 3** Present a proper condition room (the dormitory's administrator will check your room), give back the key and your dormitory card to the **dormitory's administrator**.

If the date of moving out is specified not on the working day of the administration, contact the **dormitory's administrator** regarding checking of your room on the last working day before moving out.

**IMPORTANT:** *A one-off **final cleaning fee** (20 EUR) is applied for the final cleaning service when the resident who is moving out has failed to ensure the cleanliness of the residential room, a shower next to the room or shared by two rooms, a toilet, a hall and a kitchenette is clean, orderly and meet the requirements of hygiene standards.*

We hope your experience of living at the dormitory was unforgettable, filled with positive emotions and useful experiences. We are constantly trying to improve the quality of our services.

We kindly ask to complete a short questionnaire about the accommodation services at the dormitory. Thank you in advance for your answers.



## KTU STUDENT ACCOMMODATION CENTRE

[dormitory@ktu.lt](mailto:dormitory@ktu.lt)

I-IV: 08:00–17:00 • V: 08:00–15:45 • Lunch break 12:00–12:45

[dormitory.ktu.edu](http://dormitory.ktu.edu)