



UNIVERSITY OF INSUBRIA STUDENTS HOUSE REGULATIONS

The Students Houses

These following regulations apply to the Student Houses:

- “Collegio Pomini” located in Catellanza;
- “Collegio La Presentazione” located in Como;
- “Collegio C. Cattaneo” located in Varese.

Facilities

Services	Collegio C. Cattaneo	Collegio La Presentazione	Collegio Pomini
Single rooms with private bathroom	X		
Double rooms with shared bathroom		X	X
Free Wi-Fi Internet access	X	X	X
Common kitchen areas on each floor	X	X	X
Common areas for study and social activities	X	X	X
Cafeteria			X
Gym	X	X	X
Laundry room	X	X	X
Bike sharing service	X		X
Free car parking	X		X
Clean linen	X	X	X
Cleaning service in the rooms and common areas	X	X	X

All guests are expected to:

- comply with the present Rules and the general rules related to the community life, to the relationships with other guests and the staff, as well as the observance of the fundamental rules of tolerance, respect and collaboration that guarantee the daily coexistence;





- maintain their assigned rooms in good order, as well as the common areas, furniture and fittings, fixtures and equipment, floors and walls;
- allow access to cleaning and maintenance staff to fulfil their duties.
- provide timely communications to the management of any damage or malfunctioning of the housing that s/he is aware of;
- display ads and communications in the reserved areas only if previously authorized by the Accommodation Services;
- lock his/her room while away and return room keys at the reception at every exit;
- do not use radio, televisions, etc. between 11 pm and 8 am;
- ask for an authorization by the management if they want organize parties;
- communicate their absence from the Students House if longer than ten days;
- immediately inform the management staff of any contagious disease contracted during their stay;
- in case of emergency, follow the instructions of the management and participate in evacuation tests. Failure to participate in the evacuation test, if not justified, involves the revocation of the right to the accommodation.

It is strictly forbidden to:

- install any door-locking device in their rooms other than what is already in place;
- use and/or storage of electrical appliances in the rooms and apartments other than the ones provided;
- store unsafe objects on balconies and to throw any object out of the windows, balconies or roof tops;
- soil, block or occupy in any way with materials or furnishings of any kind, even temporarily, the building entrance or other passageways and common areas;
- disturb other residents with excessive noise by yelling, watching television or listening to the radio, etc;
- remove furniture from rooms or common areas;
- host animals both in the residence rooms and common areas.
- use the emergency exits without justification;
- keep weapons, illegal substances of any kind (including drugs, etc.) harmful substances and flammable materials within his/her room and common areas;
- gamble nor participate in gambling activities;
- smoking in all the students houses;
- sublet rooms.

Visitors

Guests may have visitors, on condition that they do not disturb other guests.



Visitors should register with personal ID at the Reception, they must respect the Regulations while in the building and leave the rooms and the residence buildings each day by 11 pm. Guest Students are responsible for all aspects of his/her visitor's behavior and are responsible for any violation to the rules. Students not complying with this rule will lose any benefit and will have to leave the dorm.

Payments

Guests are expected to pay in advance the accommodation fees and the caution deposit (as described in the "Bando"), according to the procedures and by the deadlines established by the Accommodation Service (Ufficio Diritto allo Studio); guests will receive the payment form (Mav) via email. Payment may be made in any bank in Varese and Como.

If the student does not pay the due housing fee within deadlines, her/his online profile will be blocked: she/he will not be able to take exams or access University services, such as the library or the dining hall and will have to vacate his/her assigned room immediately. The online profile will be unblocked only after the student has submitted a proof of payment for the pending fees.

The caution deposit will be returned when the student permanently leaves the assigned room, on condition that the student has not outstanding debts to the University or to the management. The deposit may also be used to contribute towards compensation for any damages caused to residence facilities as well as in case the room is in improper hygienic and sanitary conditions.

Guests who do not follow the rules, will be reported to the Rector of Insubria University, for disciplinary provisions, which could lead to the permanent eviction from the Students House.

Other information

For any other information about administrative issues, Guests may address to:
Accommodation Service/Ufficio Diritto allo Studio
E-mail: dirittoallostudio@uninsubria.it

For any other information about practical issues, Guests may address to:
Residence Management:
E-mail: ru.cattaneo@libertatem.eu