

# NOTICE

## regarding the exchange of beds between students at MU SKM halls of residence in Brno

1. Two students can agree to an exchange of beds at the MU halls of residence. Changing your current bed for a vacant one is only possible if demand for vacant beds by not-yet-accommodated applicants is met.
2. Exchanging beds between two students:
  - Students who are interested in exchanging beds must first agree with each other and then send an email to koleje@skm.muni.cz requesting the exchange. If the exchange is approved, both of them are to visit the accommodation assistant of the given dormitory on the **first working day** in the month. The assistant will conduct a formal check-out and issue a confirmation. This confirmation is to be presented at the new dormitory, where an appendix to the accommodation contract on the change of residence is to be signed.
3. Exchanging your current bed for a vacant one:
  - Send an email to koleje@skm.muni.cz requesting an exchange for a bed that is still unoccupied. The number of vacant beds at each dormitory is published at skm.muni.cz (<http://www.skm.muni.cz/kolej/volna-luzka?en>). **Requests of students who have no accommodation yet are considered first.** Students will be informed about the status of their request: whether it was approved or denied. If the request is approved, you can check out of your current dormitory on the first day of the following month heading straight to the accommodation assistant of the new dormitory with a 'confirmation of check-out' slip.
4. When checking out of a dormitory, students are obliged to pay up all their outstanding accommodation fees including dormitory services in accordance with the accommodation contract. If the accommodation fee is paid by direct debit, it is important to change the debit limit to the corresponding amount required by the new dormitory.
5. **The exchange can be made on the first working day of the following month between 8 a.m. and 3 p.m.**
6. An exchange within a same dormitory can similarly be made only on the first day of the month in the office of the accommodation assistant.

Signed at Brno on 1 September 2016

Bc. Jana Hradilová  
Head of SKM MU Residence Management