

**Instruction of the Director of the Accommodation and Catering Services
of Masaryk University 6/2018**

**Instructions for the payment of deposits and rental at Masaryk
University halls of residence**

(valid from 1 September 2023)

Article 1

Subject of adjustment

The Guideline sets out the rules for the payment of bail and dormitory fees in MU's dormitories.

Article 2

General information – SUPO account activation

- (1) The reservation deposit and all services associated with accommodation are to be paid for exclusively through the accounting record system SUPO <https://inet.muni.cz/app/supo/info>
- (2) The operation of the SUPO system is subject to the internal regulations of MU.
- (3) **Students must activate a personal account in the SUPO system.**
- (4) Activation of SUPO account consists of two steps:
 - o it is necessary to express an agreement to the conditions of operation of SUPO <https://inet.muni.cz/app/supo/aktivace> - SUPO account is **activated**
 - o it is necessary to pay at least the minimum of stipulated financial sum – SUPO account is **active****In case of accommodation, the minimal financial sum needed for SUPO activation equals to the amount of reservation deposit, possibly to the first payment of accommodation services.** Variable symbol and account number can be found on students' SUPO account statements <https://inet.muni.cz/app/supo/vypis>.
- (5) **It is essential to activate a SUPO account in order to make use of accommodation services at MU halls of residence.**

Article 3

Payment of the reservation deposit – current students

- (1) Students who have reserved a bed (agreed accommodation in advance) at MU halls of residence **are obliged to pay a reservation deposit to the amount of 2000 CZK.** Their reservation of a bed will be cancelled if they do not pay the reservation deposit. The reservation deposit can be paid for through SUPO account.
- (2) In case a student does not have an active SUPO account, **the account should be activated as soon as possible – viz General information – SUPO account activation.**
- (3) Reservation deposit **is due for payment 10 days after bed reservation.**
- (4) Students are obliged to pay the deposit by means of a one-off payment order, by a cash deposit to MU account, by SUPO "cash point" (Self-service top-up machines), by credit card in SUPO or by QR code in SUPO, so that the amount of money would be credited on MU account at the latest till the maturity date.
- (5) Students, who do not have a collection-enabled account number on SUPO, must pay the reservation deposit by a single payment order, cash deposit to the MU account or SUPO

bank account so that the amount is credited to the MU account no later than the due date.

- (6) Reservation deposit will be handled with in accordance with Article III, paragraph 10 of Accommodation contract.

Article 4

Payment of the reservation deposit – incoming 1st year students

- (1) Students who have reserved a bed at MU halls of residence are obliged, in accordance with the Accommodation Contract, to **pay a reservation deposit to the amount of 2000 CZK**. Their reservation of a bed will be cancelled if they do not pay the reservation deposit. The payment can be made through SUPO.
- (2) Reservation deposit **is due for payment 10 days after bed reservation**.
- (3) **At first, students must activate a personal account in the SUPO system – viz General information – SUPO account activation.**
- (4) Having activated SUPO account, students send the set amount of money by one-off payment order, by cash deposit to MU account or by way of the shopping centre MU (link to shopping center will be available at website), so that the amount of money would be credited on MU bank account at maturity day.
- (5) Reservation deposit will be handled with in accordance with Article III, paragraph 10 of Accommodation contract.

Article 5

Payment of the halls rental

- (1) Accommodation fee is payable in current month in the term, which is set in SUPO timetable <https://inet.muni.cz/app/supo/harmonogram?app.setlang=EN>
- (2) If the accommodation start date is other than the 1st day of a month, the accommodation fee is payable on the 10th day from the real start date of accommodation.
- (3) The first payment consists of **accommodation deposit to the amount of monthly halls rental (deposit for the last month) plus halls rental and services for the proportionate part of September**.
- (4) Payment of halls rental is carried out through SUPO account in the following ways:
 - a) One-off payment order
 - b) Cash deposit to MU account
 - c) SUPO Self-service top-up machines
 - d) Credit card in SUPO
 - e) QR code in SUPO
- (5) Other methods of payment to SUPO, setting up direct debit permits and payments from abroad are detailed on the SUPO website <https://inet.muni.cz/app/supo/info?zalozkyMain=platby>
- (6) Current report of payments is found in the SUPO account statement <https://inet.muni.cz/app/supo/vypis>

Article 6

Final Provisions

- (1) By the interpretation of the individual provisions of the Instruction, I entrust the accommodation manager.
- (2) This instruction shall enter into force on the day of its publication.
- (3) This instruction becomes effective on September 1, 2023.

Bc. Kamil Kulíšek
Director of Accommodation and
catering services

Brno, 10 March 2023