

General Terms and Conditions

Below are General Terms and Conditions for accommodation placement at Freie Universität Berlin in cooperation with ERG Universitätsservice GmbH.

The Freie Universität Berlin arranges off-campus accommodation for international exchange students and has given the task of arranging accommodation to the ERG Universitätsservice GmbH. Accommodation options are published on the [accommodation website of the Freie Universität Berlin](#). Placement is subject to availability.

Please note that Freie Universität Berlin / ERG Universitätsservice GmbH only serve as an intermediary between tenant and landlord and therefore are not liable for any agreement between the two parties.

Terms and conditions listed in this document shall apply to the accommodation offers of the ERG Universitätsservice GmbH in partnership with the studierendenWERK, the Studentendorf and Home in Berlin. The registration processes for these options are managed by the ERG Universitätsservice GmbH. These terms and conditions do not relate to the rental conditions of the other accommodation providers listed on the accommodation website of the Freie Universität Berlin as ERG Universitätsservice GmbH takes no part in registration or allocation at these facilities.

1. Registration

Accommodation requests for housing at the studierendenWERK or the Studentendorf can be submitted online using the registration form on [the accommodation website](#) of the Freie Universität Berlin, unless specified otherwise.

2. Registration Period

Registration is possible from **10.12.2024 (11:00 a.m. - Central European Standard Time) until 17.12.2024**.

Registration beyond this period is only possible depending on availabilities.

When an accommodation option is fully booked, it will be removed from the registration form as soon as possible and can no longer be chosen, even if the deadline has not yet passed. The students who select an option that has been already fully booked, are added to a waiting list.

3. Rental Period

The fixed rental period is generally one semester (six months). The rental contract period begins on the first and ends on the last day of a month. The tenant has to communicate the arrival date and time to the landlord at least two weeks before the arrival. Arrivals prior to the start of the rental contract as well as departures after the last day of the rental contract are not possible.

3.1 The rental period at **studierendenWERK Berlin** is set as follows:

- Winter semester: September 1st until February 28 / 29th (Dormitory **Halbauer Weg**)
September 1st until May 15th (Dormitory **Goerzallee**)
September 1st until June 30th (Dormitory **Goerzallee**)
September 1st until July 15th (Dormitory **Goerzallee**)
September 1st until August 31st (Dormitory **Goerzallee**)
- Summer semester: March 1st until August 31st (Dormitory **Halbauer Weg**)

Attention: Please note that in the winter semester the Goerzallee dormitory is reserved for students who stay at the FU for longer than one semester due to the longer rental periods. It is generally not possible or negotiable for the tenant to cancel the rental agreement before the end of the rental period agreed in the rental agreement. Students must therefore check

their study period carefully before registering. Subletting is not permitted. Cancellation of the reservation or early termination of the rental contract for personal reasons is not possible.

3.2 The rental period at Studentendorf Schlachtensee is set as follows:

Winter semester: September 1st until February 28th / 29th (category B rooms)
 October 1st until March 31st (category B rooms)
 September 1st until December 15th (category C1 rooms)

Summer semester: March 1st until August 31st (category B rooms)
 April 1st until September 30th (category B rooms)
 February 1st until May 15th (category C1 rooms)

Attention: it is generally not possible or negotiable for the tenant to cancel the rental agreement before the end of the rental period agreed in the rental agreement. Subletting is not permitted.

Cancellation of the reservation or early termination of the rental contract for personal reasons is not possible.

3.3 The rental period at Home in Berlin is set as follows:

Winter semester: September 1st until February 28th/29th

Summer semester: March 1st until August 31st

Attention: it is generally not possible or negotiable for the tenant to cancel the rental agreement before the end of the rental period agreed in the rental agreement. Subletting is not permitted.

Cancellation of the reservation or early termination of the rental contract for personal reasons is not possible.

3.4 Extension of Rental Contracts

Extensions of rental contracts in **all of the facilities** are typically not allowed.

In extreme cases, extensions or renewals of the rental contract are only possible subject to availability and after consultation with the accommodation service of Freie Universität Berlin.

4. Registration / Payment

Students register through the online registration on the accommodation website. The receipt of the electronic registration form will be automatically confirmed via email. Once the online registration has been received and processed, ERG Universitätservice GmbH will send the student a confirmation email within one week. Detailed information on the payment of the reservation fee will be included in the confirmation email. The amount of the reservation fee depends on the chosen accommodation option. This fee must be paid by bank transfer within one week upon receipt of the confirmation email. The applicant must cover all bank transaction fees. The deadline must be met by the time the payment is received, not the day the transfer is made.

Students who register for an option at the studierendenWERK will be directed to the studierendenWERK application portal via an informative email following completion of registration in order to create an applicant profile by filling out the Application Form for Admission of

studierendenWERK Berlin and sending the applicant identification number via E-Mail to accommodation@fu-berlin.de. The applicant identification number has 8 digits and can be found on the confirmation email.

The registration becomes legally binding once the reservation fee and the said applicant identification number (for the options at studierendenWERK) has been received by Freie Universität Berlin / ERG Universitätsservice GmbH (the receipt of reservation fee will be confirmed via email).

5. Move-In / Move-Out

To ensure a smooth check-in/check-out the tenants need to communicate their arrival information (including date, time and arrival location) and move-out dates to the responsible administration at least two weeks before the move-in / move-out date. Students who do not provide the administration with their arrival information will not be able to move in. Costs for alternative accommodation until an appointment to move in will not be covered by Freie Universität Berlin / ERG Universitätsservice GmbH or the landlord of the chosen accommodation option. Please note: All rooms and apartments must be left in good condition when the students move out. Students will be held responsible for any damages they cause.

6. Reservation Fee / Rent

Depending on the accommodation option, the paid reservation fee will be used as follows:

6.1 studierendenWERK Berlin

The reservation fee of 775 EUR consists of a security deposit of 700 EUR and a service fee of 75 EUR. The security deposit will be forwarded from ERG Universitätsservice GmbH to the studierendenWERK Berlin upon signing the original contract, which will be kept by the studierendenWERK Berlin administration until the student moves out. The security deposit will be paid back up to six months after the departure by bank transfer as long as the tenant does not have any outstanding costs and the room is left in good condition.

The tenant must sign the rental contract and pay the first month's rent before moving in. Detailed information regarding the payment procedure will be relayed by the studierendenWERK. The tenant will be required to pay the monthly rent each month directly to studierendenWERK Berlin. Bank details can be found in the rental contract.

6.2 Studentendorf Schlachtensee

A reservation fee of 1.075 EUR for Category B and 1.275 EUR for Category C applies and consists of a part of the security deposit (1.000 EUR for Cat. B, 1.200 EUR for Cat. C including Studentendorf's internal service fee of 50 EUR) and a non-refundable service fee of 75 EUR (charged by ERG Universitätsservice GmbH). 575 EUR is to be paid in advance by the student. The amount paid for the security deposit (500 EUR) will be forwarded from ERG Universitätsservice GmbH to the Studentendorf Schlachtensee administration and offset against the security deposit. The security deposit for Category B is 950 EUR, for Category C 1.150 EUR. In addition, a one-time service fee of 50 EUR is charged by the Studentendorf administration. Hence the tenant must pay a total of 500 EUR for Category B and 700 EUR for Category C directly to the administration of the Studentendorf Schlachtensee upon arrival. The security deposit will be administered by the Studentendorf Schlachtensee and will be refunded directly by the Studentendorf Schlachtensee to the tenant within a period of up to 6 months after moving out, as long as the tenant does not have any outstanding costs.

The first month's rent must be paid upon signing the rental agreement in the residence administration office. The rent has to be paid monthly at the due date directly via bank transfer to Studentendorf Schlachtensee. The bank details can be found in the rental agreement.

6.3 Home in Berlin

A reservation fee of 1.673 EUR applies, and consists of a part of the security deposit (1.598 EUR) and a non-refundable service fee of 75 EUR (charged by ERG Universitätsservice GmbH). The amount for the security deposit (1.598 EUR) will be forwarded from ERG Universitätsservice GmbH to the Home in Berlin administration. The security deposit will be administered by Home in Berlin and will be refunded directly by Home in Berlin to the tenant within a period of up to 6 months after moving out, as long as the tenant does not have any outstanding costs.

The first month's rent must be paid approximately four weeks before the beginning of the rental period. The rent has to be paid monthly at the due date directly via bank transfer to Home in Berlin. The bank details can be found in the rental agreement.

Should the tenant transfer the rent to our bank account instead to the landlord's bank account, the ERG Universitätsservice GmbH will charge a 25 EUR service fee for the re-transfer. The same applies to any other kind of payment that is mistakenly transferred to our bank account.

7. Withdrawal

Generally, a two-weeks right of withdrawal applies after registration (the moment a room is reserved for the student and the payment request for the reservation fee is sent). Past that period the registration is binding, given conditions of reservation have been met. Cancellations of existing registrations must be communicated in writing (an email is sufficient, but has to be confirmed by the ERG Universitätsservice GmbH) at the latest 14 days after the registration.

A 75 EUR cancellation fee applies and will be deducted from the reservation fee before it is refunded to the student by Freie Universität Berlin / ERG Universitätsservice GmbH. All bank transaction fees have to be covered by the student.

No fees of any kind are refunded in case of cancellation past two weeks after the registration and the reservation fee will be kept entirely.

8. Disclaimer

ERG Universitätsservice GmbH is not liable for neglects of duty caused by the landlords. Freie Universität Berlin / ERG Universitätsservice GmbH reserves the right to change the chosen accommodation option should the selected option be fully booked. If such a change is necessary, the affected participants will be notified and informed about available alternatives. If no solution can be found, ERG Universitätsservice GmbH will refund all payments made thus far.

9. Severability Clause

If any provision of these terms and conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these terms and conditions and the remainder of the provision in question shall not be affected.

10. Privacy Policy

The following notes give a simple overview of what happens to your personal information when you register for accommodation with us. Personal data is all data that personally identifies you. By registering for accommodation, you consent to your personal data being stored, processed and passed on to third parties (for example, potential landlords or partner universities in Berlin) within the framework of the statutory provisions of the Federal Data Protection Act. Your data will be collected on the principle of self-declaration, i.e. the data that is entered in the registration form. At any time, you have the right to obtain free information about the origin, recipient and purpose of your stored personal data.

You also have the right to correct, block, or demand revocation or Cancellation of your data in the future. You can contact us at any time, should you have further questions about data protection. You can read our privacy policy [here](#).

11. Place of Jurisdiction

The laws of the Federal Republic of Germany shall apply to these terms and conditions, and the parties agree to Berlin (Germany) as the place of jurisdiction.