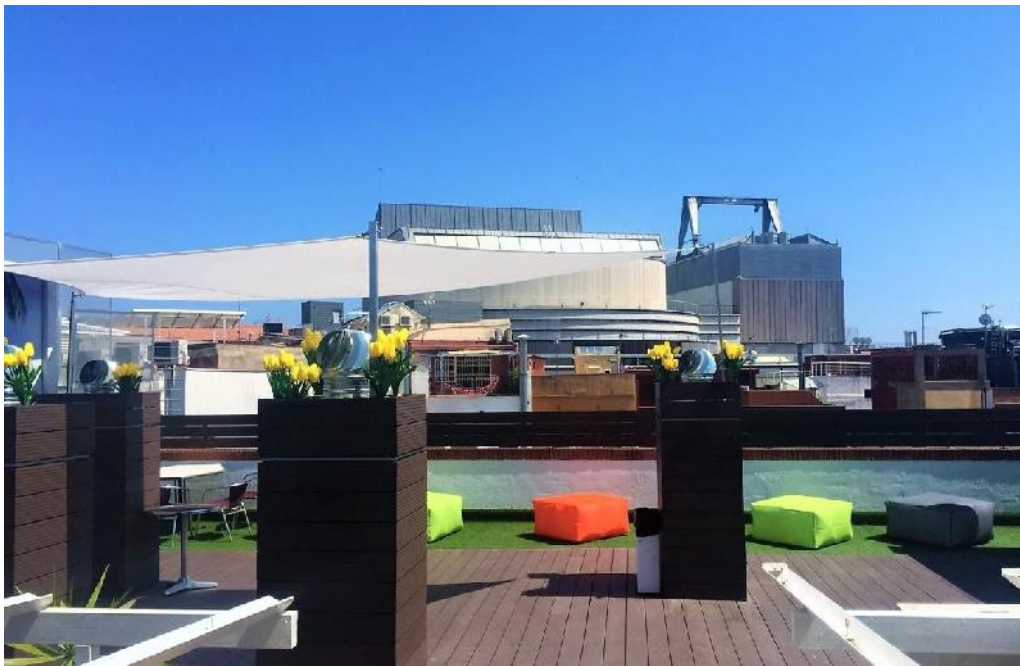


# WELCOME TO OUR STUDENT HOUSE



**TAGASTE** Barcelona

**Phone** | +34 93 412 78 02

**Website** | [www.tagaste.com](http://www.tagaste.com)

**E-mail** | [holabcn@tagaste.com](mailto:holabcn@tagaste.com)

Welcome,

First of all, we are pleased to welcoming you to Tagaste Barcelona Student House, both for the first time and back again.

It is necessary for the fulfillment of the reservation the following documents:

- ID / Passport photocopy
- ID / Passport photocopy of your father or mother
- Passport size photo
- Medical report to avoid contagious diseases
- Bank authorization (attached to this document)
- Payment receipt of the DEPOSIT, REGISTRATION FEE (275€), FIRST MONTH OF STAY and DEPARTURE CLEANING SERVICE (50€)
- Contract signature is essential and required before the arrival

You can send these documents via e-mail or by hand in our Student House

**-If there is any other information concerning the resident we must take into consideration, please inform us privately to manage it.**

Thank you very much!

Yours faithfully,

**TAGASTE**

# APPLICATION FORM YEAR 2019-2020

TO BE COMPLETED BY THE STUDENT HOUSE

Application  Collegiate  Booking  Room  Deposit  Registration

## PERSONAL INFORMATION

Last name \_\_\_\_\_ Name \_\_\_\_\_  
ID / Passport \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_  
Address \_\_\_\_\_  
ZIP \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_  
Nationality \_\_\_\_\_ Mobile phone \_\_\_\_\_ Email \_\_\_\_\_  
Arrival date \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure date \_\_\_\_/\_\_\_\_/\_\_\_\_ Height (cm) \_\_\_\_\_  
Studies \_\_\_\_\_ School / University \_\_\_\_\_  
Type of room: Single \_\_\_\_\_ Big \_\_\_\_\_ Superior \_\_\_\_\_ Regime: Only hosting \_\_\_\_\_ Full board \_\_\_\_\_

**Tagaste does not prorate the rent according to the arrival or departure date of the resident.  
Contracts start on the 1<sup>st</sup> day of the arrival month and end on the 30<sup>th</sup> or 31<sup>st</sup> of the departure month.**

## PERSONAL INFORMATION ABOUT THE FATHER / MOTHER / GUARDIAN

Name and Last name of the Mother / Guardian \_\_\_\_\_  
Phone/s \_\_\_\_\_  
Profession \_\_\_\_\_  
Email \_\_\_\_\_

Name and Last name of the Father / Guardian \_\_\_\_\_  
Phone/s \_\_\_\_\_  
Profession \_\_\_\_\_  
Email \_\_\_\_\_

The person who makes this reservation has paid to Tagaste Barcelona Student House the amount of 275€ (taxes included) in concept of registration fee. In case of renounce to he granted stay, this amount will not be refunded. This is a personal and non – transferable reservation.

The term of the arrival or notification about the arrival date to Tagaste Barcelona Student House will be within the following 5 days after the official start of the academic year. In case of not arriving or not informing in writing about the arrival date during this term, w will appreciate the renounce of the student to the granted room, and the Student House will dispose of the room as they consider appropriate.

**When the departure date indicated in the Reservation Form exceeds of 5 months, but for any reason the resident leaves the Student House before the 5th month, he/she must pay the price difference between the +5 months stay and the -5 months stay, and the deposit will not be refunded in accordance to the contract. The abandonment of the resident before the due date accorded in the contract must be notified as soon as possible and at least one month before the departure.**

In \_\_\_\_\_, on \_\_\_\_ of \_\_\_\_\_ of 201 \_\_\_\_

Signature of the resident

Signature of the father / mother / guardian

## **ECONOMIC CONDITIONS**

- Once the reservation is confirmed, the requester must pay within one week the deposit, the first month of stay and the departure cleaning service (50€), to **guarantee\*\*** the reservation. After this period, the Student House will consider the renounce to the granted stay and could offer the room to other requester. Attach the bank transfer receipt.

\* (Excepting old residents)

\*\* Bank account of the Student House: IBAN ES57 - 0081 5211 38 0001078212 BANCO SABADELL

BIC SWIFT: BSAB ESBB

***The requester will be in charge of the costs resulted due to the deposit transfer. Please indicate in "concept" the name of the future resident and send by fax or email the transfer receipt.***

- J) The deposit will be refunded at the end of the stay. It will not be refunded if the resident renounces to the granted stay, has a disciplinary expulsion or an abandonment of the Student House before the end of the term, except in case of not being admitted in the School / University requested in Barcelona. In this case, the "deposit devolution" form must be presented in writing before the 1<sup>st</sup> of September (attaching proof of rejection of the center that did not admit the resident).

- Our prices are per person and month, including full board; and the daily tariff is also per person and day, including full board.
- The dates included in the reservation are: from **September 2019 to the 30th of June of 2020 (included)**. In case of requiring an earlier arrival and/or a later departure, it will be essential to book those concrete days, and the tariff applied will be of 50€ for small rooms, 60€ for big rooms and 75€ for superior and premium rooms.
- Payments will be monthly payments **through a direct debit within the 5 first days of each month. It will not be refunded in case of abandonment or disciplinary expulsion of the Student House before the end of the month or term.** The non – payment of two monthly payments will mean the Student House services suspension.
- The temporary absence of the resident will not imply any reduction in the monthly payment.
- **PAYMENT METHOD:** There are different methods to pay monthly (always at the beginning of the month):
  - Bank transfer (only for students with bank accounts in Spain)
  - VISA debit (it will be essential to attach the authorization signed by you, including the number and expiry date of the card)

\* Check the checkbox.

\* The bank authorization sheet included in the next page must be signed regardless the payment method chosen under the Student House Regulation.

## **BANK ACCOUNT HOLDER SIGNATURE**

Under the new Spanish law about payment services (Law 16/2009, 13<sup>th</sup> November), it is necessary the express authorization of the client to do the direct debit in their bank account.

**BANK AUTHORIZATION AND CONSENT OF THE ECONOMIC CONDITIONS, YEAR 2019 / 2020**

- Last name and Name of the resident:

.....

- Bank information to authorize the debits to my account:

Bank account holder: .....

Account number in a Spanish entity (20 digits)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

IBAN: \_\_\_\_\_

SWIFT: \_\_\_\_\_

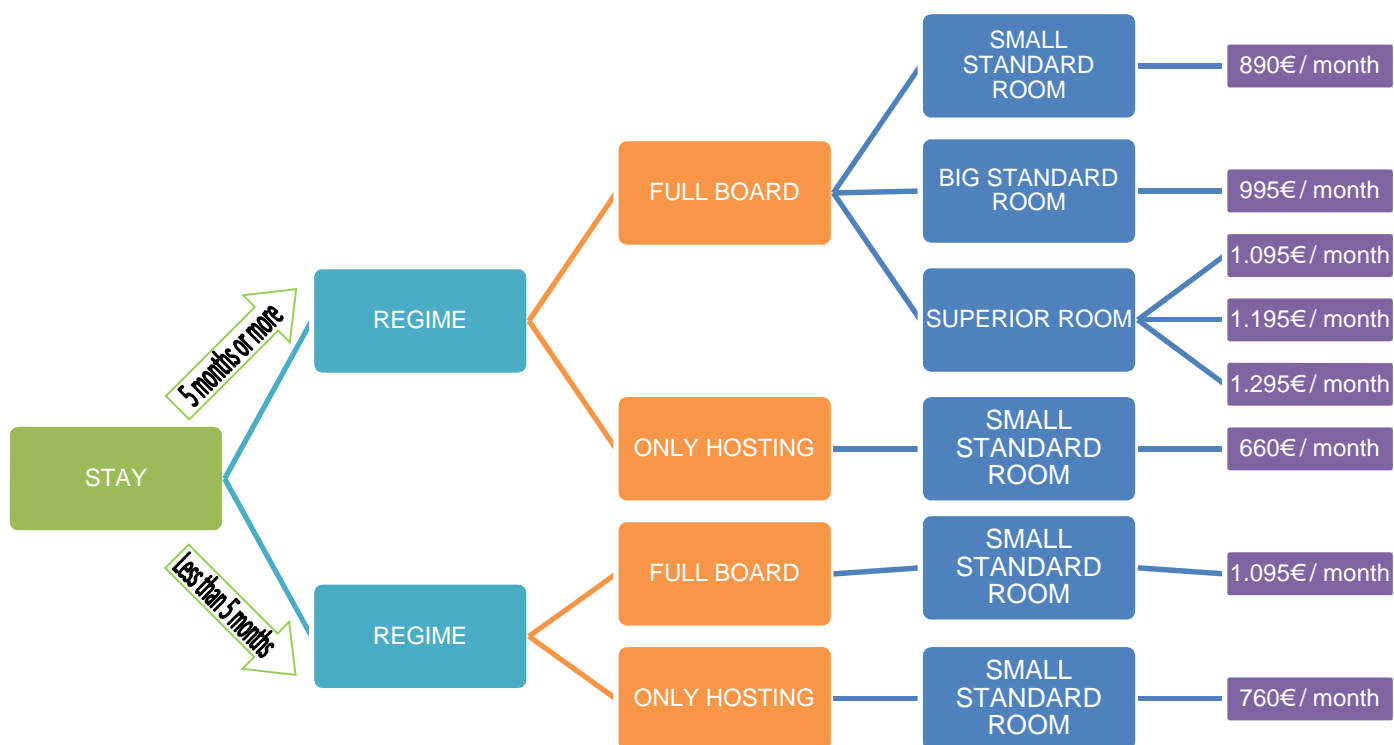
- Authorization:

"I authorize Tagaste Barcelona Student House (Carpe Diem Leon S.L.) to charge from my bank account the appropriate fees, renouncing to the right of return 5 days after the due date, and accept the economic conditions showed in the rental contract of the room and present document."

**BANK ACCOUNT HOLDER SIGNATURE**

\_\_\_\_\_

**PRICES YEAR 2019-2020**



\* ALL OUR ROOMS ARE SINGLE ROOMS, WITH PRIVATE BATHROOM, TV, AIR CONDITIONING AND HEATING.

\* MONTHLY ROOM CLEANING SERVICE INCLUDED

\* FULL BOARD INCLUDES BREAKFAST, LUNCH AND DINNER (EXCEPT SUNDAY DINNERS)

\* PRICES INCLUDE TAXES (I.V.A)

\* FOR ALL TYPE OF STAYS: BEFORE THE ARRIVAL IT SHOULD BE PAID THE REGISTRATION FEE (275€), A MONTHLY PAYMENT IN CONCEPT OF DEPOSIT (IT WILL BE REFUNDED), FIRST MONTH OF THE ACADEMIC YEAR AND DEPARTURE CLEANING SERVICE (50€)

\* FOR STAYS OF ONE OR TWO MONTHS LONG AND HIGH SEASON STAYS (JUNE, JULY AND AUGUST): CONSULT PRICES. THE DEPOSIT WILL BE OF 300€ IN CASE OF STANDARD ROOMS AND 600€ IN CASE OF SUPERIOR ROOMS.

## **FURTHER INFORMATION:**

### **I – ROOMS**

Rooms are places to study and rest, and therefore, residents should keep quiet and avoid noise-making and disturbing other colleagues, both in rooms and adjoining corridors. Joining our Student House, the room will be provided in perfect conditions of use to each resident as well as the objects contained inside the room. Throughout the stay in our Student House, it is the responsibility of the resident to take care of this material, and warn of any breakdown or damage that may occur in order to solve it as soon as possible. Each resident will receive a room key, and has to take care of it. If the resident is away one whole day, it will be necessary to leave the key in Reception Desk. Room changes requested during the period of the contract must be authorized by the Management Committee.

The Student House will not be held responsible of the disappearance or deterioration of any personal object, work or valuable material (money, jewelry, etc.)

### **II – COMMON AREAS**

The Student House counts on spaces and common areas, such as: exterior area, entrance hall, study areas, TV room, internet rooms, services (internal and external), self – service laundry (washing machine, dryer, folding table and ironing board), etc., which are available to residents at certain schedules.

### **III – SCHEDULES**

**It is a duty to respect the planned schedules of the Student House, dining room, laundry, access to the study, computer and recreation areas.**

1.- The Student House will remain opened 24/7.

2.- Dining times:

**School Days; Breakfast 7 am to 9 am. Lunch 2 pm to 3:30 pm. Dinner 8 pm to 9 pm.**

**Saturdays, Sundays and public holidays; Breakfast 9 am to 11 am. Lunch 2 pm to 3:30 pm. Dinner 8 pm to 9 pm.**

### **IV – DINING ROOM**

Breakfast – Lunch – Dinner – Desserts will be daily modified

1.- These services are offered throughout the academic year, except in Christmas and Easter holidays specified in the contract of each resident.

2.- It is not allowed to take food or place setting outside the dining room.

**NOTE:** The dining schedules indicated above would only be changed when the resident, for class Schedule reasons, cannot attend them, in which case the resident could request to be served out of the planned Schedule, with prior authorization of the Management Committee.

It is mandatory to present class schedules program to justify the reservation of food out of the established Schedule.

We remind you that it is possible to request a Tupper or sandwich and a piece of fruit if residents cannot attend the dining Schedule, advising 24 hours before. In occasional days such as eves and public holidays, we will be governed by the weekend schedules.

### **V – CLEANING SERVICE**

1.- The staff of the Student House will clean the common areas daily. Weekly, the resident will be provided of the change of towels and bed sheets.

2.- Monthly room cleaning service

### **VI – LAUNDRY**

1.- It is responsibility of the Student House the bed sheets washing.

2.- Concerning the personal clothing of the residents, there is at their disposal a laundry service (washing machine and dryer) operated by 2,50 euro coins the washing machine, and 1,50 euros the dryer.

3.- There is available to all residents an ironing area close to the laundry.

### **VII – CALENDAR**

1.- The Student House will be governed by the academic year calendar (in Christmas holidays the Student House will remain closed).