**Information on moving out at the end of the Academic year**

Dear SH students,

if you finish your studies at BGE, according to the rules you have to move out of the dormitory by June 29. but you can stay until the time of the graduation ceremony. In this case, we do not charge any special summer fees for this period.

If you continue your studies at BGE in the next academic year, you can stay in MHR until August 20. At that time, everyone has to move out due to the annual mandatory disinfecting cleaning. SH student continuing their studies do not have to pay any summer dormitory fees.

**You are asked to please notify your intention to the dormitory administrator by email:** [**Duba.Petra@uni-bge.hu**](mailto:Duba.Petra@uni-bge.hu) **until 31 May, so that we can provide you accommodation during summer period if needed. Please indicate the deadline you would like to stay.**

Since the ground floor and the fourth floor must be left empty in the summer due to renovation work, those who stay in MHR must move to another room according to the new room assignment after 29 June.

The orderly leaving of the room is checked by the KOB, which is why you have to make an appointment with them to move out (please see the attachement).

Rules for leaving the living room:

The ’Application for moving out’ form must be filled out, printed and handed in to the dormitory administrator in 334 (attached).

• The room must be handed over after it has been cleaned, the original furniture arrangement has been restored, and the inventory items are present.

• Decorations must be removed by the day of moving out, they cannot cause permanent damage. Stickers and pictures must be removed from the entrance doors, and the door must be washed!

• Bed linen racks, cupboards and drawers must be completely emptied.

• The collected bed linen and sheets must be handed in at the reception after the inspection. Bed linen must be left on the bed.

• The refrigerator and freezer must be emptied, cleaned, disconnected from the electricity supply, and the door must be left open.

• Garbage must be thrown away, the garbage can must be emptied and washed.

• The window and door must be closed and the key handed in at the door.

• The Dormitory Card and the kitchen key must be handed over to the KOB member who is moving out.

THE MOVE OUT MUST ALSO BE PERFORMED BY THOSE WHO WON A PLACE IN THE SUMMER DORM.

ONLY TWO-BED ROOMS ON THE FIRST, SECOND AND THIRD FLOORS WILL BE AVAILABLE IN THE SUMMER DORM, ACCORDING TO THE ROOM ALLOCATION PREPARED FOR THE SUMMER COLLEGE.

THE GROUND FLOOR AND THE FOURTH FLOOR MUST BE LEFT EMPTY DUE TO RENOVATION WORKS, SO THOSE WHO LIVE THERE DURING THE SCHOOL YEAR WILL BE ALLOCATED ANOTHER ROOM IF THEY STAY IN THE SUMMER DORM. YOU CAN MOVE INTO THE NEW ROOMS AFTER JUNE 29.

Budapest, 2024. 05. 15.

Pásztorné Felföldi Ágnes

Head of Mátyásföld Hall of Residence