

ACCOMMODATION RULES – COLINA

I want to live at Colina, how to proceed?

Currently, the International Affairs Office (INT) has 4 apartments at Colina (name of the accommodation of exchange students at UnB), offering 20 vacancies to exchange students. Interested students must indicate the wish to stay at Colina in the Application Form.

Which are the rights and benefits provided by Colina?

- a) Accommodation for the term of one semester (it's possible to renew the stay for an additional semester, it depends on INT approval);
- b) Rooms cleaning weekly;
- c) Access to the goods and facilities available in the furniture's list in the existing property;
- d) Receipt of guests at 8 a.m. to 10 p.m.;
- e) Hydraulic and electric maintenance;
- f) University staff support.

Currently disadvantages of Colina:

- a) There is no laundry area;
- b) There is no Wi-Fi internet for all the apartments, the students are able to get online only in the Campus Darcy Ribeiro e at the library.

Which are the duties of the internship students?

- a) To sign the Occupation Term for apartments, agreeing with the clauses expressed in the document. In the Occupation Term is necessary to inform the dates in which the student will be leaving the property;
- b) To pay the mensal fee of R\$ 600,00 (seiscentos reais);
- c) To consent with the free access of the Colina's Administrator through the apartments, seeking adjustments to the well-being of the students (ex: reforms, furniture and home appliances transitions);
- d) To compensate UnB for eventual damages caused to the property during the apartment occupation.

Exit procedures:

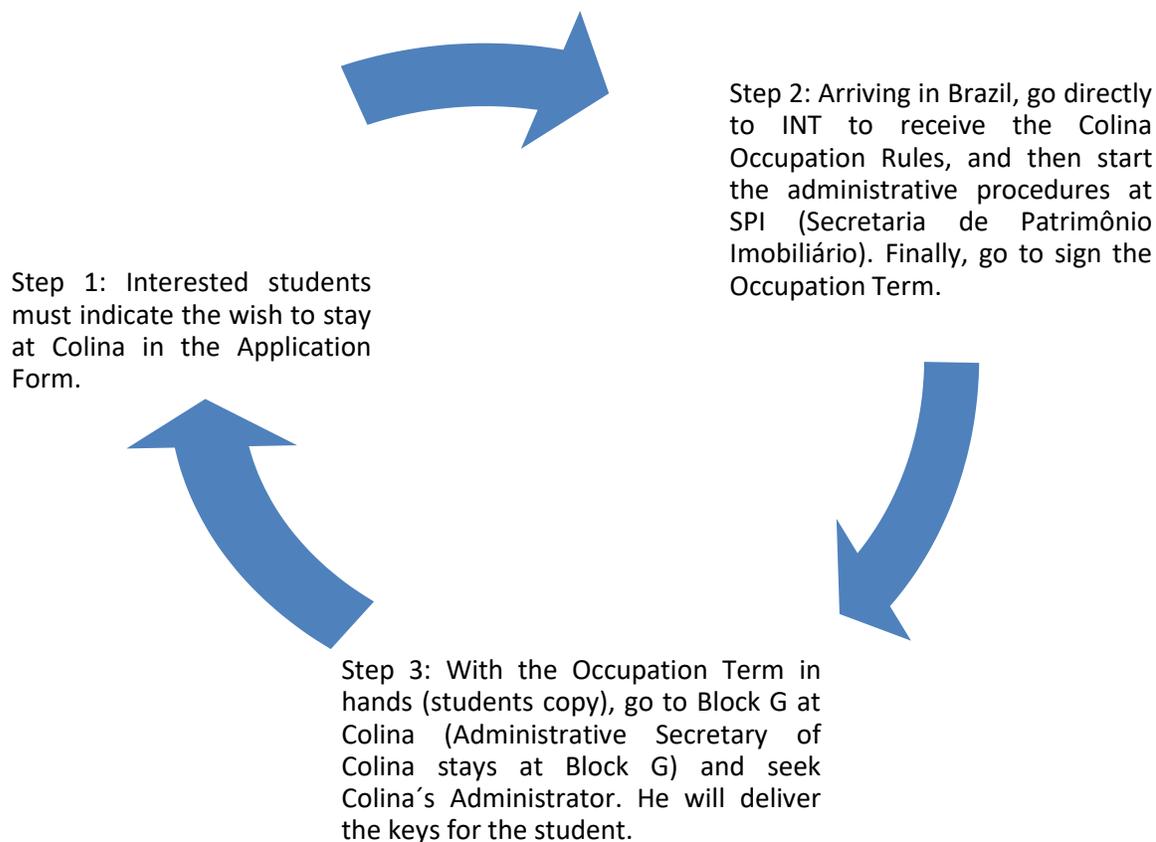
- a) To communicate our office the exact leaving date, one month before the departure;
- b) To handle the keys to the Colina Administrator when the student leaves the property.
- c) To resign the contract at SGP (Secretaria de Gestão Patrimonial).

If necessary, it's possible to change the term of the occupation, the student must mail INT, one month before the final term contained in the Occupation Term signed.

What is strictly prohibited?

- a) To have parties and do excessive noise after 10 p.m.;
- b) To process and to stock inflammable, radioactive and other materials that could harm the lives of the other residents in the property;
- c) To keep domestic animals at the apartments;
- d) To fix posters, frames and similar in the property dependences;
- e) To change the furniture organization in the apartment without previous consent of the Colina's Administrator;
- f) To hang laundry in the windows and in the front of the building;
- g) To host non-authorized persons;
- h) To wear inappropriate clothing inside the apartment dependences.

Synthetic flowchart of the information (step by step):



Virgílio Pereira de Almeida
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