



01.08.2015

Preliminary remarks: Where gender-specific formulations are used in these application and allocation rules and in other parts of the Tenancy Agreement, it is self-evident that all texts apply equally to both men and women.

Allocation Rules

No liability will be accepted for any errors in the courtesy translations of the original German wording. The translations do NOT constitute integral parts of the Tenancy Agreement.

In order to ensure that the places in the Studierendenwerk Darmstadt residences are allocated on a socially fair basis, the following basic principles have been established regarding the allocation process:

1. Entitlement to accommodation

- 1.1 German and foreign nationals whose parents live outside Darmstadt and who fulfil the following criteria are eligible to apply for a place in a residence managed by Studierendenwerk Darmstadt. In order to qualify applicants must:
 - a) be students of the Technical University Darmstadt (Technische Universität Darmstadt - TU D) or the Darmstadt University of Applied Sciences (Hochschule Darmstadt - h_da).
 - b) present their student ID card (including matriculation number) upon concluding the contract
 - c) (for foreign applicants) have attended an introductory course (Studienkolleg) in Darmstadt as preparation for a university-level course of studies.
 - d) (for partners and their children) live together with persons eligible under a) or c).
 - e) (for minors) fulfil the above criteria and have the consent of their parent or legal guardian.
- 1.2 The entitlement expires if the criteria listed in 1.1 are no longer met.
- 1.3 Doctoral students (who are registered) **may** be accepted for a limited period.
- 1.4 Students whose parents live in Darmstadt **may** be offered a place in student accommodation if special circumstances apply.

2. Application

Applications should be submitted via the online application function on our website. We are available to assist students or those seeking a personal consultation during the opening times of the Accommodation Service.

3. Active waiting list

All applications which are not immediately successful are entered into an "Active waiting list". Applicants are then asked to conform their status on a regular basis in an automatic procedure. If no confirmation is received, the applicant is then deleted from the waiting list.

4. Family accommodation

Apartments designed for use by families are allocated to married or unmarried couples with one or more children and to single persons with children.

5. Viewing appointments

It is not possible to arrange viewing appointments for rooms in the residences.

6. Proportion of foreign students

To support and help integrate international students, we will allocate 50% of the residential places to foreign students. Studierendenwerk Darmstadt is responsible for coordinating the distribution.

7. Length of residence as per Tenancy Agreement and maximum length of residence

- 7.1 To offer inexpensive accommodation to as many students as possible, the length of residence per tenancy agreement is limited



to a maximum period of 24 months (four semesters).

- 7.2 The maximum total length of residence is four years (eight semesters).
- 7.3 In cases of hardship the four-year maximum length of residence may be extended by a period of six months.
- 7.4 The hardship provision covers (in particular) disabled people, single parents and students who can provide documentation from their faculty or the Examination Office (Prüfungsamt) that they are about to graduate or are already taking their final exams.
- 7.5 The Tenant is obliged to inform the Landlord immediately if he or she is no longer entitled to accommodation (deletion from the university register). The Tenant must declare to Studierendenwerk in writing his or her deletion from the university register no later than the last working day (Monday to Friday) before the month in which the deregistration takes effect, and submit appropriate documentation. If insufficient notice is given, the tenancy shall not end until the end of the month after which the deregistration becomes effective.

8. Hardship

- 8.1 After conducting a full assessment, Studierendenwerk Darmstadt can decide to prioritise students in the following situation:
 - a) Students who suffer from a serious disease and who rely on special facilities for their recovery which are provided in the residence. A doctor's note must be presented in such cases.
- 8.2 Responsibility for taking this decision lies with the Head of the Studierendenwerk Darmstadt Accommodation Service.

9. Relocation

Any relocation within a residence or to another Studierendenwerk residence requested by a tenant must be authorised by the "Accommodation Service". An administration fee of € 100 is payable for this.

10. Parking for cars and bicycles

Separate rental agreements are concluded for these.

11. Subsidised accommodation

Subsidized accommodation in the Berliner Allee 6-6c, Nieder-Ramstädter-Straße 122-128A, Alfred-Messel-Weg 4 and Riedesel Straße 64 residential complexes is subject to an occupancy commitment. The accommodation is intended for students whose income does not exceed the income limit according to § 5 para. 1 no. 1 in conjunction with § 5 para. 4 HWoFG. The income limit for a one-person household is currently EUR 15,327.