



I ACCOMODATION CONDITIONS

- 1 – After being accepted in the residence, the student must sign the Accommodation Agreement, using the form in Annex III, and deposit an amount equal to one monthly payment in an account specified by the Social Welfare Services. This guarantee fund covers for any damages to the equipment and/or facilities that may exist and for any cleaning services required.
- 2 – If any equipment or facilities are damaged and the person responsible is not identified, all the students will be considered responsible by the damages.
- 3 – The deadline for the monthly payment for all residents without a SWS scholarship, is the 10th day of each month and should be made in the SWS Headoffice or directly to the Residence's Manager.
- 4 – The above mentioned guarantee fund will be returned by check (whole amount or in fractions), at the end of the school year, or when the resident leaves the Residence. In this case the refund will be made by the same bank institution where it was deposited, after presenting a document issued by the Accommodation Office (after checking the conditions stated in point 1).
- 5 – The resident should withdraw the guarantee fund at the end of each school year (according to notices posted on the SR), or 15 days before leaving the Residence.
- 6 – If the guarantee fund is not withdrawn within 30 days after leaving the SR, the unclaimed fund will be considered a revenue of the SWS of Universidade Nova de Lisboa.
- 7 – The bedroom or apartment keys can be obtained at the security clerk and should always be deposited there when the student leaves the Residence.



- 8 – If the resident loses the keys, by not abiding to the rule stated in the previous point, the resident will be responsible for the cost of the keys.
- 9 – The resident can not interfere with the work of the SWS employees, security company or cleaning units working in the residence.
- 10 – The resident, after being informed, should always allow the SWS employees access to his room in the following situations: distribution of new sheets, works and repairs in the facilities, to check that the room is in order and clean and in case of fire or flood.
- 11 – The resident should maintain the facilities clean and in order.
- 12 – Only second cycle students lodged in individual rooms without bathroom (double module) and students or residents lodged in individual rooms with bathroom and/or apartments will have the right to room cleaning carried out by the Residence employees.

II

DUTIES OF THE RESIDENT

- 1 – The residents are responsible for maintaining the facilities and equipment available in a proper working condition, and to promote a good environment in the common areas.
- 2 – In the interest of the community and in order to promote equal rights, the residents are obliged to respect the following rules:
 - a) Leave the kitchen clean and in order after using it;
 - b) Do not leave the dishes in the kitchen sink;
 - c) Do not wash any clothing in the bathroom;
 - d) Non-residents are not allowed to lodge in the residence;
 - e) Non-residents are not allowed to stay in the facilities between 22pm and 10am;



- f) Do not leave any belongings in the residence during Summer vacations or after permanently leaving the residence;
- g) Do not remove any food from the refrigerator that belongs to the other residents;
- h) It is not allowed to use devices such as Radio, Hi-Fi, TV at a sound level that may disturb the other residents and outside the time span specified in the new "Noise Regulations";
- i) No pets are allowed in the SR;
- j) Resolve issues with other residents or SWS staff in an orderly fashion;
- l) Games of chance are not allowed;
- m) The consumption of alcohol and/or drugs is forbidden;
- n) Appropriate conduct should be observed in the community;
- o) No house appliances are allowed in the rooms, except for hairdryer and shaving machine;
- p) Do not allow entrance to non-residents into the room or apartment;
- q) No parties or gatherings are allowed, without the authorization of the SWS.

III

LOSS OF RIGHT TO ACCOMMODATION

The resident can lose the right to accommodation in the following cases:

- a) By omitting data and/or giving false statements during the application for social benefits;
- b) Failing to pay the monthly fee;
- c) By not using the Residence facilities for more than 5 days, except in cases where a written statement was delivered to the SWS and accepted by the services or during a holiday period;
- d) Not abiding by these regulations;
- e) Improper conduct towards the residence community.



IV

AVAILABLE MATERIAL

- Bed/Mattress
- Book-shelf
- Wardrobe
- Table
- 2 sets of Sheets
- 1 Pillow-case
- 1 Pillow
- 1 Mattress Protector
- 1 Bedspread
- 2 Blankets

NOTE:

In individual rooms with bathroom and apartments, beds will be made by the Residence employees and towels will be made available.

Only in individual rooms without bathroom (double module) and in individual rooms with bathroom and apartments will the cleaning be performed by the Services.

By signing the "Accommodation Contract", the resident acknowledges the Regulation that is given to him, and is responsible for fully observing the rules.



UNIVERSIDADE NOVA DE LISBOA
SERVICOS DE ACCÃO SOCIAL

International Exchange Students

Residência Alfredo de Sousa

TYPE OF ACCOMMODATION	PRICES		GUARANTEE FUND* FOR AN OCCUPATION EQUAL TO OR GREATER THAN 4 MONTHS	ACCOMMODATION CONTRACT ATTRIBUTED TO THE INTERNAL REGULATIONS (PT AND EN)	AVAILABLE MATERIAL: Bed/Mattress, Book-shelf, Wardrobe, Table, 2 sets of Sheets, 1 Pillow-case, 1 Pillow, 1 Mattress Protector, 1 Bedspread, 2 Blankets	DAILY CLEANING	LINEN AND TOILET PAPER
	MONTHLY FEE	DAILY FEE					
INDIVIDUAL/TRIPLE ROOM	190,00	25,00	X	X	X	X	--
DOUBLE ROOM	160,00	20,00	X	X	X	--	--
ROOM FOR DISABLED PEOPLE	140,00	25,00	X	X	X	--	--
SINGLE APARTMENT	500,00	35,00	X	X	X	X	X
DOUBLE APARTMENT	750,00	50,00	X	X	X	X	X

* THE VALUE OF THE GUARANTEE FUND IS EQUAL TO ONE MONTHLY FEE



UNIVERSIDADE NOVA DE LISBOA
SERVICOS DE ACCÃO SOCIAL

International Exchange Students

Residência Fraústo da Silva

TYPE OF ACCOMMODATION	PRICES		GUARANTEE FUND* FOR AN OCCUPATION EQUAL TO OR GREATER THAN 4 MONTHS	ACCOMMODATION CONTRACT ATTRIBUTED TO THE INTERNAL REGULATIONS (PT AND EN)	AVAILABLE MATERIAL: Bed/Mattress, Book- shelf, Wardrobe, Table, 2 sets of Sheets, 1 Pillow-case, 1 Pillow, 1 Mattress Protector, 1 Bedspread, 2 Blankets	DAILY CLEANING	LINEN AND TOILET PAPER
	MONTHLY FEE	DAILY FEE					
INDIVIDUAL ROOM WITH BATHROOM	350,00	30,00	X	X	X	X	X
INDIVIDUAL/DOUBLE ROOM	200,00	25,00	X	X	X	X	--
INDIVIDUAL/TRIPLE ROOM	190,00	25,00	X	X	X	--	--
DOUBLE ROOM	160,00	20,00	X	X	X	--	--
ROOM FOR DISABLED PEOPLE	140,00	25,00	X	X	X	X	--
SINGLE APARTMENT	500,00	35,00	X	X	X	X	X
DOUBLE APARTMENT	750,00	50,00	X	X	X	X	X

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	MONTHLY FEE	DAILY FEE					
INDIVIDUAL ROOM WITH BATHROOM	350,00	30,00	X	X	X	X	X
INDIVIDUAL	190,00	25,00	X	X	X	X	--
DOUBLE ROOM	160,00	20,00	X	X	X	--	--

* THE VALUE OF THE GUARANTEE FUND IS EQUAL TO ONE MONTHLY FEE