



28 rue Notre Dame des Champs
75006 Paris
Tél : 01 49 54 52 00
www.isep.fr

Annual Accommodation Charter September 2013 from June 2014

Family name:

Date of Birth:

Email:

First name/Given name:

Cell phone:

Gender:

1. Terms & Conditions

The certificate of accommodation you will receive is not confirmation of your accommodation.

No later than **ONE MONTH** before arrival, the student who needs help of the housing office has to:

- Return this signed charter.
- Pay €700 corresponding to security deposit and/or residence administrative fees (excluded: booking fees).
- Accept the terms of accommodation and housing allocation rules defined by the Isep.
- Contact the housing office: logement@isep.fr to confirm his booking 15 days before the beginning of the courses.

In case of non-compliance with the above conditions, the Isep disclaims any responsibility for housing obligation and the student will find housing by himself.

The security deposit is used to deal with any damage on the accommodation or failure to pay rent.

For some accommodation, two security deposits are required (one for Isep and one for the residence or the owner and/or a financial guarantor and/or a bank guarantee). Sometimes, student residences or private owners can request booking and/or administrative fees to reserve the room. These fees are paid by the student.

2. Housing conditions

Accommodation is reserved only for Isep students. The student will be accommodated in a single or a double room, subject to availability, in student hostels, in seminaries or in private apartments. The student can indicate the name of a potential Isep student roommate; otherwise he can be accommodated with another Isep student.

The Isep reserves the right to make two visits per year if requested by the head of the residence or the owner.

The student must accept for each accommodation place:

- the internal rules and regulations and/or the contract
- the specified method of payment
- the costs of his accommodation (booking fees, administrative fees or maintenance fees) and possible damage done to the residence
- the security deposit

Cost of rent: The student must provide the amount displayed on <http://en.isep.fr/useful-information/living-in-paris>: from 450€ to 620 €/month (updated yearly)

Additional costs: Some accommodations require an additional charge (See Appendix 1 page 3 "estimation of costs" example: electricity, insurance)

Home insurance subscribed with the help of the ISEP will be charged 20€/year for the service. The student may contract by himself, for example at: www.lmde.com or www.smerep.fr

3. End of Contract - Termination

Any student infringing on the internal rules and regulations or violating the contract, having any delay in the payment of rent or causing any problems reported by the head of housing, will be requested to leave the accommodation earlier than planned. Isep will not be required to rehouse the student.

For student residences, the Isep will regain possession of the accommodation as soon as the student has completed his studies and found a job before receiving his degree or has graduated.

Student's obligation

The rooms are allocated for one academic year.

To inform of his departure the student must:

- Meet the notification deadline stipulated in his contract or the internal rules (one month at least)
- Send a copy of the notification to Isep housing office: logement@isep.fr
- Ensure that the owner or Isep has found a student to replace him in case of early departure (before the end of the contract).

INSTITUT SUPERIEUR D'ELECTRONIQUE DE PARIS

Etablissement Privée d'Enseignement Supérieur Technique Reconnu par l'Etat
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4. Refund conditions for the Isep security deposit

Before the arrival of the student:

There will be a full refund of the 700€ deposit if and only if:

- A student does not receive his passport / visa through no fault of his own (with official proof).
- A student does not accept any accommodation proposal 1 month before the start of the courses.

If this period is not respected, the Isep can keep the deposit to pay the costs incurred (administrative costs, booking and notice of departure)

At the time of departure of the student:

The Isep security deposit is refunded to students no later than one month after leaving, if no incident has been reported. You must send a request by e-mail 15 days before your departure along with your bank details to: Logement@isep.fr.

Refund will be made by **bank transfer to a French bank**. Any request to a foreign account involves bank fees charged to the student.

This present charter is valid for 1 year from the date of beginning of the residence contract. It will be updated each year.

If the present charter is not completed with the appropriate signature and sent at the same time as the bank transfer (€700), NO logement will be made. You will have to find housing by yourself. This form must be sent by email (scan copy) to logement@isep.fr

"I have carefully read this charter and hereby accept all its terms"

"I request ISEP to help me to find an accommodation and I enclose the 700€ transfer attestation as a guarantee. I need to ensure the confirmation of my accommodation no later than 15 days before my scheduled arrival."

Date and Signature preceded by the written indication "read and approved"

Bank details for the transfer:

**Institut d'Enseignement Supérieur d'Electronique de Paris
Housing Office**

28, rue Notre-Dame des Champs 75006 Paris France

**Paying Bank: HSBC CAE PARIS SUD
10 place de Catalogne, 75014 Paris, France**

**-International Bank Account Number:
FR76 3005 6007 9407 9449 3048 551**

-SWIFT/BIC Code: CCFRFRPP

Nota: Bank commission is at the student's expense

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APPENDIX 1

Example of Estimation of Accommodation costs/student 2012-2013 (updated annually)

Residence	Administrative fees *	Isep deposit	Residence deposit	Rent
Maison de l'Inde Cité U	650 €	0	395 €	395 €
Foyer Veder	37 €	650 €	450€ to 550€	450€ to 550€
Magistère Créteil	0	650 €	445€ to 480€	445€ to 485€
Estudines Ivry	0	650 €	455 €	455 €
Residence Dubos	50 €	650 €	500€ to 585€	500€ to 585€
Private studio flat		650 €	1 or 2 months rent	450€ to 650€

*administrative fees include maintenance fees, registration fees

ADDITIONAL FEES

Booking fees: to obtain accommodation, it is necessary to pay when it is available.

These fees may be 15 days or 1 month rent.

For example: the reservation must start on September for an arrival on October.

Electricity: depend on your consumption: from 20€ to 40€/month

Accommodation Insurance: compulsory in some cases: from 25€ to 60€/year

For subscription by Isep, it will be charged 20€

Internet: some accommodation do not include internet access: from 20€ to 50€/month

FINANCIAL HELP

You can request a financial help at CAF. It will be approximately 25% of your rent. It depends on your attribution rights. It starts usually on the second month's rent

ANNUAL COST

It is necessary to provide a minimum of €6000.

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