

Housing policy for the halls of residence of the Studierendenwerk Kassel

1. Eligibility

All students matriculated at the University of Kassel and their children are eligible for the student housing provided by the Studierendenwerk Kassel.

2. Application

Application for a place in a hall of residence is submitted online. It should be accompanied by a student ID. Only a complete application can be processed. If the student ID is not available at the time of application, it can be submitted later.

3. List of applicants

- a) Applications will be listed in the order of date of receipt.
- b) Those on the list of applicants will be contacted by email every four weeks after registration and requested to confirm their application. If the applicant does not respond, the applicant's name will be removed from the list.

4. Allocation of accommodation facilities and hardship cases

As a rule, places in the halls of residence are allocated on a first come, first served basis. Exceptions in individual cases can be made in order to establish and maintain a socially stable living environment, balanced residential structures as well as favourable social and cultural living conditions. Exceptions to this procedure are only possible in cases of hardship. Hardship cases are primarily:

- a) **Serious illness or physical disability**
It has to be a matter of a permanent illness or handicap. Proof of disability, in the form of a doctor's note or government form, is to be placed on file at the Studierendenwerk Kassel. Furthermore, the applicant must prove that living in student housing is of more importance for him/her than for other applicants.
- b) **Preparation for final graduation exams**
This applies to applicants who find themselves directly before or in the process of taking their final exams. In these cases, the Studierendenwerk Kassel has to be provided with proof that the applicant has registered and been accepted for the exam.
- c) **Parents**
This applies to single parents and parental couples with child.
In all extenuating circumstances a case-by-case review takes place.

5. Changes of accommodation

Tenants can apply in writing stating reasons for a change of accommodation within a hall of residence or to another hall of residence of the Studierendenwerk Kassel. Those wishing to change their accommodation are liable to costs.

6. Subleasing

If a student studies abroad or completes an internship, he/she can make a request for approval to sublet his/her room for the time he/she is away. However, the room can only be sublet for one semester. This time will not be deducted from the student's length of stay limit. A subleasing fee is charged.

7. Length of stay

7.1 The length of stay limit is ten semesters. The leasing contract can only be extended in extenuating circumstances upon submission of a written request. The maximum extension is four semesters. Extenuating circumstances include:

- a) Serious illness or physical disability (see 4a)
An extension of the leasing contract is also possible in cases where a long-term disability occurred or came into existence after the student moved into the apartment and has led to a delay in the length of his/her studies. A doctor's note must be placed on file at the Studierendenwerk Kassel.
- b) Preparation for final graduation exams (see 4b)
In these cases, the Studierendenwerk Kassel has to be provided with proof that the applicant has registered or been accepted for the exam.
- c) Active participation in the self-administration of the hall of residence or in the committees prescribed by law or statutory organs of the university, the student body or the Studierendenwerk of at least one year.
- d) Parents (see 4c)
This applies to cases where, in spite of considerable effort, single parents or parental couples were not able to find adequate housing on the private market within ten semesters.

7.2 A lease ends six weeks after the end of the month in which university enrolment has been cancelled – see the regulation of § 573c II in conjunction with § 549 II n° 1 BGB (German law).

8. Data protection

Data collected are stored exclusively for the purpose of administering the hall of residence. On entry into the hall of residence full name, date of birth and hall of residence will be communicated to the responsible Residents' Registration Office (Einwohnermeldeamt).