

Housing Policy for Student Halls in Kassel and Witzenhausen

1. Eligibility

All students matriculated at the University of Kassel and their children are eligible for the student housing provided by the Studentenwerk, or Student Services.

2. Application

Application for a place in a hall of residence can be made online or in hard copy. It should be accompanied by a passport photograph and 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) All applications are numbered in the order they are received. Those students who cannot be immediately provided with housing by the Studentenwerk, will, allowing for the quota described under 5.1 of this policy, be given the corresponding number in the list of applicants.

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. Hardship cases

Places in the halls of residence are awarded basically on the sequence principle of when the application was made. Exceptions to this procedure are only possible in cases of hardship. Hardship cases in particular:

a) Serious illness or physical disability

It has to be a matter of a permanent illness or handicap. Proof of disability, either in the form of a doctor's note or government form, is to be placed on file at the Studentenwerk Kassel. Further, the applicant must prove that living in student housing is more necessary than for a non-disabled applicant.

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 Studentenwerk 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. Quotas

When leasing the Studentenwerk apartments a different handling of applicants is acceptable in order to create and restore the balance of social, economic and cultural circumstances in the student halls.

6. 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 Studentenwerk Kassel. Those wishing to change their accommodation are liable to costs.

7. Subleasing

If a student studies abroad or completes an internship, he/she can 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.

8. Length of stay

8.1 The length of stay limit is 10 semesters. The leasing contract can only be extended in extenuating circumstances. The maximum extension is 4 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 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 Studentenwerk Kassel.

b) Preparation for final graduation exams (see 4b)

In these cases, the Studentenwerk 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 Studentenwerk 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 10 semesters.

8.2 Regardless of the regulation of § 40 Paragraph 4 of the Hessian university law (Hessisches Hochschulgesetz), a lease ends six weeks after the end of the month in which university enrollment has been cancelled.

9. 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 (Bürgerbüro).

Kassel, T a & C A E F J

Dr. Oliver Fromm
Chairman of the Board of Directors