

Occupancy policy for Frankfurt School's student halls of residence

The purpose of this occupancy policy is to set down the criteria according to which students may be offered temporary accommodation (based on a rotation system) in the student halls of residence at Frankfurt School of Finance and Management (hereinafter FS).

§ 1 Application procedure

1. Students seeking accommodation in a FS student hall of residence must complete an application form for a tenancy agreement. The form can be downloaded from the FS website.
2. Applications are processed after the deadline for submissions (March 31 and June 30 in the summer semester, November 31 in the winter semester) according to the allocation procedure detailed in § 3.

§ 2 Entitlement to accommodation

1. FS provides accommodation for limited periods of time to students enrolled at FS, priority being given to first-semester students in Frankfurt am Main (new students or students from other higher-education institutions) and exchange students, as detailed in § 2 paragraph 3. A tenancy agreement can only be awarded if the tenant already has a signed study agreement with FS (or, in the case of exchange students, an acceptance letter from FS). However, students are not automatically entitled to a tenancy agreement.

Generally speaking, the following restricted group of individuals is entitled to apply for student accommodation: students who are

- a) enrolled in a FS Bachelor's or Master's degree programme or
 - b) enrolled in another comparable higher-education degree programme, or
 - c) enrolled in a doctoral programme, and
- have not yet been awarded their degrees or doctorates.
2. If, after signing the tenancy agreement, the student terminates his or her study agreement with FS, one of the two following scenarios applies:
 - a) If the individual subsequently ceases to be a student, the tenancy agreement is treated as if the tenant had terminated it.
 - b) If the individual subsequently enrolls as a student at another university, the tenancy agreement is treated as if the tenant had terminated it – unless there are no successors on the waiting list, as discussed in § 2 paragraphs 1 or 3.
 3. International students who are temporarily studying at the above-mentioned institution under a state-sponsored or university-exchange or special-study programme are also entitled to accommodation.
 4. If no applicants meet the criteria set out in paragraphs 1 and 3 above, accommodation may also be let to the following groups of individuals, subject to a 6-month or 12-month time limit:
 - a) international students who are temporarily studying at universities or universities of applied sciences in Frankfurt am Main under a state-sponsored, university-exchange or special-study programme,
 - b) students who are enrolled on a degree course at a university in Frankfurt am Main, or
 - c) students who are studying at a German university and are in Frankfurt am Main for the duration of an internship.

5. In order to ensure the economic viability of the halls of residence, especially in the event of imminent vacancies, accommodation may also be let to other groups of individuals apart from those specified in the previous paragraph, namely employees of or lecturers at the institutions referred to in paragraph 1, provided that such tenancies do not jeopardise lettings to the groups of individuals specified in paragraphs 1 and 3. Vacant accommodation may only be let to this extended group of individuals for a fixed-term period of at most six months.
6. Without prompting, the applicant must send proof of his or her entitlement to accommodation – as detailed in paragraphs 1 and 3 above – to FS by e-mail as soon as possible, but in any case no later than three weeks after the start of the semester, in appropriate form (typically by submitting his or her current certificate of enrolment or equivalent proof of entitlement to study at FS).
7. FS may permit exceptions on a case-by-case basis.

§ 3 Allocation procedure

1. Applications are electronically recorded and managed, and ultimately – upon termination of all associated accommodation arrangements – deleted.
2. Once the application deadline has passed (March 31 and June 30 in the summer semester; November 31 in the winter semester), vacant accommodation in the student halls of residence is allocated using a random selection process based on the criteria described below in § 3.3 and § 3.4, taking account of applicants' wishes as far as possible.
3. The random selection process takes the following quotas into account:
 - 10 rooms for FS students under 18 years of age at the start of their degree course.
 - 1 room for the holder of the President's Scholarship for Bachelor of Science
 - 2 rooms for FS students with disabilities
 - 40 rooms for guest students
 - 100 rooms for international FS students studying for a FS degree
 - 83 rooms for all FS students

Any quotas that have not been met once the deadlines (March 31, June 30 and November 31) have expired are reassigned to the collective pool for all FS students.

4. The random selection process also takes the applicant's current place of residence into account, giving priority to FS students who do not live in the greater Frankfurt area.
5. Each applicant is contacted 14 days after the deadline has expired. If the applicant has not been allocated a place in a hall of residence, or if s/he has rejected the offer of a place in a hall of residence, his or her application is subsequently deleted.
6. Applicants who have not been allocated accommodation by the March 31 deadline may reapply to take part in the second allocation procedure on June 30.

§ 4 Time limits for residency

1. To give as many students as possible the opportunity to live in inexpensive accommodation, the length of stay per tenancy agreement is limited to 6 or 12 months. In exceptional cases, the limit may be increased by a few months.
2. Fixed-term 12-month contracts are offered on August 1 (October 1 for MBA students) of each year; fixed-term 6-month contracts are offered on February 1 of each year.
3. Exchange students are offered fixed-term 6-month contracts on both dates.
4. Rooms may not be sublet.
5. If a student moves out early, FS Dorms will help the student to find a new student tenant who will assume the remaining term of the existing tenancy agreement.
6. Only in well-grounded, exceptional cases (cf. § 2.4) may a student be offered a follow-on tenancy agreement.

§ 5 Verification of entitlement to accommodation

1. FS is entitled to check and verify a student's entitlement to accommodation in the event that s/he violates this occupancy policy.
2. Tenancy agreements shall be terminated in the following cases:
 1. Where a resident provides false information when applying.
 2. Where any of the conditions specified in § 2 no longer apply.
 3. Where a resident has rented other accommodation in Frankfurt am Main or Offenbach.
 4. Where a resident has finished his or her examinations and is not immediately embarking on a second degree course.
 5. Where a resident commits serious or repeated violations of his or her hall of residence's code of conduct.
 6. Where a resident otherwise abuses his or her entitlement to accommodation.

§ 6 Reasons for exclusion

Applicants not entitled to accommodation include:

- a) those who are predominantly working in employment and paying social security contributions.
- b) those who have previously rented accommodation from FS and have or have had rent arrears, or whose tenancy agreement was terminated by FS.
- c) those who have already rented accommodation from FS or from another similar institution that provides students with residential accommodation.