

Information Sheet for Yearly Students – Stay at Kolpinghaus

Our residence offers modern single rooms, each equipped with a private bathroom and toilet. In addition, residents have access to a shared kitchen, a spacious rooftop terrace, a TV room, and a laundry room.

Personal items to bring:

- Duvet and pillow
- Sheets, pillowcases, duvet covers, towels, etc.
- Dishes, pots, and other kitchen utensils for personal use
- For the laundry room: detergent, iron, etc. (only washing machines are available)
- For environmental reasons, the use of disposable plastic tableware is prohibited

Check-In:

Check-In is only possible during office hours: Monday to Friday from 08:00 to 12:00. Check-in on weekends is not possible. For organizational reasons, it is necessary to arrange an appointment in advance with the administration office (Tel. +39 0472 278204 or email: info@kolpingbrixen.it).

The student must appear in person at the administration office to complete the necessary formalities:
Fallmerayerstraße 4A, 39042 Brixen (1st floor).

You will need the following documents for check-in:

- A valid form of identification (ID card or passport)
- Italian tax number (codice fiscale)
- University registration number (matriculation number)
- Proof of payment of the deposit in the amount of €720.00
- The fully completed and signed user agreement

Contract duration and fees:

The user agreement usually has a duration of 10 months.

The fee for the stay consists of 10 monthly installments of € 360.00, payable by the 5th of each month.

Additionally, a € 2.00 revenue stamp must be paid for each invoice issued.

Check-out at the end of the user agreement:

- Check-out takes place after:
 - Joint inspection of the room/kitchen by the staff and the student
 - Return of the keys
 - The deposit will be refunded via bank transfer at the end of the user agreement, provided the room is returned in good condition, no damages are found, and all payments have been made
 - Any outstanding fees, damages, or extraordinary cleaning costs will be deducted from the deposit

An appointment for the move-out must be arranged in advance.

Move-out is only possible during office hours (Monday to Friday, 08:00–12:00) – move-out on weekends is not possible.

Please read the house rules carefully and comply with all guidelines.

We wish you a pleasant stay!

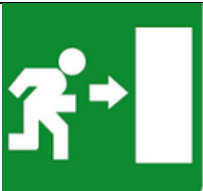





Important safety information for your stay

Please familiarize yourself with the following safety features in the building.!

Pay attention to the **signs and symbols** (e.g., emergency exit, fire extinguisher, alarm button, assembly point, etc.).

Memorize their location and meaning – for your own safety!

The emergency plan is posted in every room – please read it carefully.

Emergency exit	
Fire extinguisher	
Fire blanket	
Hydrant	
Alarm button	
Assembly point	

**Thank you for your attention.
The Kolpinghaus Team**