



PROCEDURE FOR RECOVERY OF OUTSTANDING FEES FOR ACCOMMODATION IN A UG STUDENT HOME

1. Should arrears be ascertained in the payment of a resident's fee for one month, the student home's administration, by means of Annex 1a to this procedure, shall inform the resident in writing about current outstanding fees and the necessity to settle them. The letter regarding the settling of outstanding fees for a place in a student home should be delivered in person or sent by recorded delivery (when the student is still residing at the student home but avoids collecting the letter). Should the letter be delivered at the student home, the student should sign a copy of the letter, which is then retained with the administration. The administration of the student home shall calculate the outstanding fees and issue a letter regarding the settlement of the fees for a place in a student home after fourteen days from the date determined in accordance with the decree on the allocation of places and provision of accommodation in University of Gdańsk student homes.

In the case of persons who have already vacated the student home, the procedure shall commence by applying section 2 accordingly.

2. Should arrears be ascertained in the payment of a resident's fee for one month and for a consecutive month (two months in total), the administration of student home shall issue a written demand for payment in accordance with Annex 1a (for a student no longer residing in the student home) or Annex 1b to this procedure (for a student still residing in the student home) and send it electronically to the Student Homes Department. The letter, signed by the Head of the Student Homes Department, should then be sent back to the student home (if the student still resides there) to be delivered to the student (in the manner specified in section 1) or sent registered post with recorded delivery to the student's correspondence address (if the student no longer resides in the student home or avoids collecting the letter).

An employee of the Student Homes Department shall inform the administration of the student home that confirmation of the delivery of letters sent by post has been received.

3. On the basis of the information regarding the date on which the student collected the demand for payment, having allowed fourteen days for the settlement of outstanding payments and verified whether the payment has been made, the administration of the student home shall:
 - 1) if the entire outstanding fee has been paid – send the information to the Student Homes Department and conclude the procedure;

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- 2) if the outstanding fee has been paid in part – act in accordance with section 1 (if the arrears in payment refer to one month) or section 2 (if the arrears in payment refer to two months);
- 3) if no payment has been made and the student no longer resides in the student home – send a set of documents to the Student Homes Department which in turn sends a request to the UG Legal Office to initiate debt recovery proceedings;
- 3a) cease subsequent recovery actions, excluding the monitoring of the payments due, should a new payment deadline or payment schedule be established with the debtor and drawn up in an appropriate agreement. Should the scheduled payment deadline be breached, the ceased activities shall be resumed.
- 4) if no payment has been made and the student still resides in the student home – prepare a draft decision on the withdrawal of the allocation of a place in a student home in accordance with Annex no.2 to this procedure and send it electronically to the Student Homes Department. After fourteen days from the date on which the letter was delivered, the administration of the student home shall send a set of documents to the Student Homes Department which then sends a request to the UG Legal Office to initiate debt recovery and eviction proceedings.
4. Once a month, when preparing a list of debtors, the administration of a student home shall verify whether outstanding fees have been paid and, having ascertained that the debtor whose case has been forwarded to the Legal Office has made the due payment, shall communicate this information to the Student Homes Department.
5. Persons who have received the UG Chancellor's consent for the payment deadline to be extended shall be exempt from this Procedure.