

Information about the HAFL hall of residence

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1. The hall of residence

The hall of residence is in a five-storey building attached via a connecting wing to the main building of the school. It accommodates around 140 students.

An accommodation unit is a completely furnished room. Units are categorised according to room size and condition; categories determine the monthly rent. All rooms have a washbasin with hot and cold water. Communal toilets and showers can be found on each floor.

There are currently five room categories, A to E, renovated and unrenovated rooms.

Renovations: Each year since 2014, some rooms have been renovated. The rent has subsequently been increased to the market rate, which is set by the property owner (the Office for Land and Buildings of the Canton of Bern).



2. Room categories

Category A (not yet renovated)

Monthly rent CHF 400

- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Furnished with 90x200cm bed, coat stand, wardrobe, file shelf (large), desk with filing cabinet, office chair and desk lamp, washbasin with mirrored cabinet
- Partition between washbasin and bed area
- Small refrigerator (minibar)
- WLAN



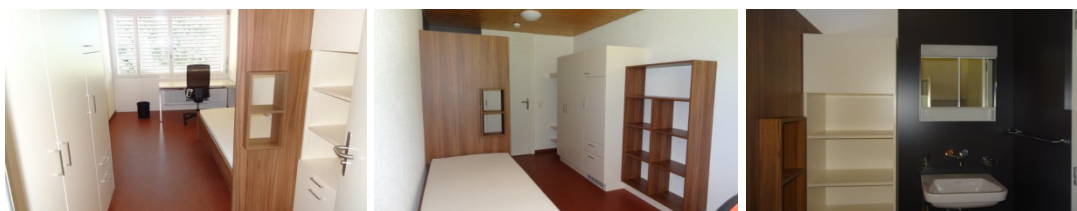
Important notice:

'Room category A' will continue to be allocated but the tenancy agreement will specify a restricted time period. This means that as soon as renovation becomes due, the tenant will be offered a renovated room to move into. The tenant may then accept or decline the offer.

Category B (renovated)

Monthly rent CHF 550

- Newly furnished rooms
- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Furnished with 90x200cm bed, coat stand, wardrobe, kitchen cupboard with integrated refrigerator with freezer compartment, file shelf (large), desk with office chair, desk lamp, bathroom cupboard, washbasin with mirrored cabinet
- Partition between washbasin and bed area
- Refrigerator size: 146L
- WLAN



Category C (not yet renovated)

Monthly rent CHF 300

- Room size: 10 m²
- Dimensions: 3.75m x 2.7m
- Furnished with 90x200cm bed, coat stand, wardrobe, file shelf (large), desk with filing cabinet, office chair and desk lamp, washbasin with mirrored cabinet
- Small refrigerator (minibar)
- WLAN



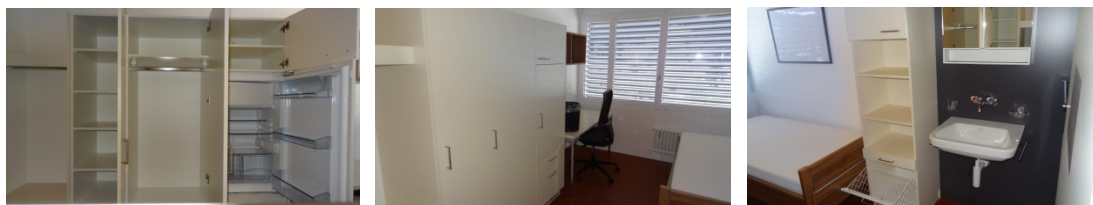
Important notice:

'Room category C' will continue to be allocated but the tenancy agreement will specify a restricted time period. This means that as soon as renovation becomes due, the tenant will be offered a renovated room to move into. The tenant may then accept or decline the offer.

Category D (renovated)

Monthly rent CHF 450

- Room size: 10 m²
- Dimensions: 3.75m x 2.7m
- Furnished with 90x200cm bed, coat stand, wardrobe, kitchen cupboard with integrated refrigerator with freezer compartment, file shelf (small), desk with office chair, desk lamp, bathroom cupboard, washbasin with mirrored cabinet
- Refrigerator size: 146L
- WLAN



Category E

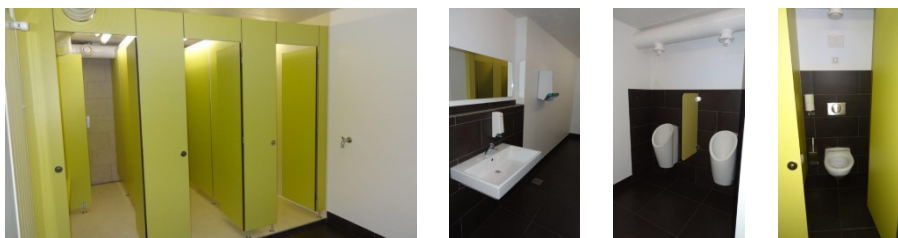
Monthly rent CHF 500

- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Furnished with 90x200cm bed, coat stand, wardrobe, file shelf (large), large desk with filing cabinet, office chair and desk lamp, washbasin with mirrored cabinet
- Partition between washbasin and bed area
- Small refrigerator (minibar)
- WLAN
- Additional in-room telephone and TV connection



Showers and toilets on each floor

The communal showers and toilets are cleaned by the HAFL cleaning staff. Each shower cubicle has its own changing area and can therefore be used by women and men. Toilets are sex-segregated.



Bed, mattress and bed linen

The beds with mattresses in the hall of residence measure 90x200cm. A Swiss-sized duvet (160x210cm) and pillow (60x100cm) can be purchased from the school for CHF 200. Tenants are responsible for providing their own bed linen.

ERASMUS exception: Exchange students are provided with blankets, pillow and bed linen. A one-off fee of CHF 50 is charged for final cleaning.

3. Hall of residence and campus infrastructure

Kitchen and dining area

There is a kitchen for students in the wing connecting the hall of residence and the main building of the school. Lockable cooking-group cupboards are also available to tenants – these are shared by a maximum of four other students. Students must provide their own pans, crockery and cutlery.

ERASMUS exception: Exchange students have access to a cupboard equipped with kitchen utensils for communal use.

Laundry

Tenants may use the laundry and drying room. The use of washing and drying machines is payable.

WLAN

WLAN is available throughout the school and the hall of residence. You will receive your own password-protected account from Student Administration to access this network.

Recreational facilities

There is a climbing wall, a fitness room and a sauna in the hall of residence.

In the connecting wing, there is a common room with TV, billiards and table-top football.

Elsewhere on the campus, there is a swimming pool (summer only), football pitch, beach volleyball court, basketball nets, table-tennis table, outdoor chess and Nine Men's Morris sets and a barbecuing area with fireplace.

Adjacent to the campus is a wood suitable for walking and jogging.

Bicycle parking area

There is a covered bicycle parking area immediately behind the hall of residence.

Car park

Parking spaces at HAFL are very limited. The cost is CHF 3 per day or CHF 85 per semester.

Expecting guests?

Guest rooms with shower, TV and WLAN are available for overnight guests. The price per night is CHF 70 for a single room and CHF 100 for the double room.



The school cafeteria offers food and drink from 9am until 4pm on workdays (Lunch time between 11:45 a.m. and 1:30p.m.).

For guest-room reservations or questions, please contact the HAFL reception.

4. Applying for a room in the hall of residence

All undergraduates registered on a degree programme at HAFL may apply for a room. Go to <https://intranet.bfh.ch/HAFL/de/Studium/bachelorstudium/Studienvorbereitung/Logement/Seiten/default.aspx> and download the application form (German or French only).

New students only receive information about accessing the intranet at the beginning of April.

If you would like to apply for a room, please e-mail the completed application form to the address specified there by 20 May (deadline for applications). You will be informed of the success of your application by mid-June at the latest.

Good to know

As demand for rooms far outstrips supply, a room-allocation selection process* is carried out each academic year. All applications submitted by the deadline are considered during this process.

Early reservation of a room is therefore not possible and application does not guarantee a room in the HAFL hall of residence!

A waiting list** is kept for rooms which become available during the academic year.

* Selection process

The process gives preference to those students who are domiciled farthest away. The journey times by public transport from students' place of domicile to the school (arriving at Oberzollikofen station by 7.45am on workdays) are compared.

** Waiting list

Each year, a new waiting list for rooms becoming available during the academic year is opened via an announcement in the September edition of the HAFL students' internal online newsletter '10 Minutes'. This list is maintained until the end of the following March.

Author: Roland Mathys / Manager, HAFL Hall of Residence / Zollikofen / June 2020 / Version 4.0

Students who have so far been unsuccessful in finding accommodation in the Bern area can send an e-mail requesting that their name be added to the waiting list. The list operates on the 'first come, first served' principle.

NB To ensure that all students have an equal chance, requests submitted before the September announcement will not be considered!

5. Taking possession of and returning rooms

Arrival and taking possession of rooms

Taking possession of a room always happens in person, only on workdays (Mondays to Fridays) and only during office hours (between 8am and 4pm). At this moment, the tenancy agreement is signed and the inventory report is checked.

Important: As taking possession of a room can only happen on workdays, you must plan your arrival correspondingly!

Due to the limited availability of parking spaces, we ask our tenants to arrive by public transport so that there are sufficient parking spaces for those students who have to commute daily.

What to bring (* = except for ERASMUS students)

- * Pillow and blankets/duvet if you do not wish to buy a 160x210cm Swiss-sized duvet and 60x100cm pillow from us
- * Bed linen for a 90x200cm bed (fitted sheet, duvet and pillow covers)
- * Cooking utensils (crocery, cutlery, pots, pans, etc.)
- Perhaps a bedside-table lamp (for room categories B and D)

Returning rooms and departure

As with taking possession of a room, returning a room also happens in person. The inventory checked when taking possession of the room is checked again, point for point, for possible defects to the infrastructure or furniture. Defects arising from improper use or from abnormal wear and tear are charged to the tenant.

6. Important information

Tenancy agreement

A tenancy agreement is issued for each accommodation unit. Both parties must sign this agreement when the tenant takes possession of the room. The agreement is subject to Swiss tenancy law.

Insurance

We strongly recommend that tenants take out personal liability insurance or ensure that their existing insurance policy covers the leased property.

Payment of rent

The monthly rent for the accommodation unit is invoiced each semester. An invoice for six months is sent in the third month of the semester and payment is due in the fourth month of semester.

Notice period

The tenancy agreement can be terminated with one month's notice at the end of each month.

The tenancy agreement is considered terminated on graduation, exclusion, interruption or withdrawal. In these circumstances, no notice of termination is necessary.

Who is the lessor?

The lessor is HAFL, a department of Bern University of Applied Sciences BFH.

Your contact person: Roland Mathys
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 School of Agricultural, Forest and Food Sciences HAFL
 Bern University of Applied Sciences BFH
 Laenggasse 85
 3052 Zollikofen
 Switzerland

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7. Questions and answers

Can I keep pets in the hall of residence?

No. It is forbidden not only to keep pets in but also to allow them to enter the hall of residence.

Can my girlfriend/boyfriend stay over in my room?

For short periods, yes, even though the room is in principle leased to an individual person. The lessor will intervene if complaints are received and/or confirmed that as a result the infrastructure is suffering or other problems are arising.

Can I cook and eat in my room?

For safety reasons, cooking in rooms is forbidden. Heating up liquids or already cooked food, for example in microwave ovens, is permitted. Eating in rooms is the responsibility of the tenant and is therefore allowed.

Can I sub-let my room?

With the prior agreement of the lessor, rooms may be sub-let to HAFL students for a maximum of six months, on condition that the tenant returns for a minimum of three months and studies at HAFL during this time.

For example: Sub-letting during an exchange semester abroad.

I'm having problems paying the rent, what should I do?

In such cases, do not wait for payment reminders and risk prosecution! Contact the lessor in good time to discuss your situation.

If I suggest a tenant to take over my room, will s/he be considered?

No. A replacement tenant will be chosen by the lessor only.