

Information about the HAFL hall of residence

1. The hall of residence	1
2. Room categories.....	2
3. Hall of residence and campus infrastructure	4
4. Applying for a room in the hall of residence	6
5. Taking possession of and returning rooms	7
6. Important information	7
7. Questions and answers.....	8

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.

2. Room categories

The following room categories are available:

A_nostalgic	CHF 500
B_standard	CHF 550
B_modern	CHF 550
C_standard	CHF 450
C_modern	CHF 450
D_standard extra*	CHF 630

All prices are monthly rents including service charges.

**Only very few rooms in this category are available.*

Category A nostalgic Monthly rent CHF 500

- Furnished room
- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Built-in furniture: coat rack, washbasin with mirrored cabinet, wardrobe, file shelf, large desk with filing cabinet
- Moveable furniture: 90x200cm bed, office chair and desk lamp
- Partition between washbasin and bed area
- Refrigerator with ice box
- WLAN



Category B standard Monthly rent CHF 550

- Furnished room
- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Built-in furniture: coat rack, wardrobe, kitchen cupboard with integrated refrigerator with ice box, bathroom cabinet, washbasin with mirrored cabinet, file shelf, magnetic whiteboard
- Moveable furniture: 90x200cm bed, desk with upholstered chair, desk lamp
- Partition between washbasin and bed area
- WLAN



Category B modern

Monthly rent CHF 550

- Furnished room
- Room size: 15 m²
- Dimensions: 5.6m x 2.7m
- Built-in furniture: kitchenette with sink, refrigerator with ice box, mirrored cabinet, wardrobe, three tall clothes cupboards with integral full-length mirror, magnetic whiteboard
- Moveable furniture: 90x200cm bed, open sideboard, desk with upholstered chair, desk lamp
- WLAN



Category C standard

Monthly rent CHF 450

- Furnished room
- Room size: 10 m²
- Dimensions: 3.75m x 2.7m
- Built-in furniture: coat rack, wardrobe, kitchen cupboard with integrated refrigerator with ice box, file shelf (small), bathroom cabinet, washbasin with mirrored cabinet
- Moveable furniture: 90x200cm bed, desk with office chair, desk lamp
- WLAN



Category C modern

Monthly rent CHF 450

- Furnished room
- Room size: 10 m²
- Dimensions: 3.75m x 2.7m
- Built-in furniture: kitchenette with sink, refrigerator with ice box, mirrored cabinet, wardrobe, two tall clothes cupboards with integral full-length mirror, magnetic whiteboard
- Moveable furniture: 90x200cm bed, open sideboard, desk with upholstered chair, desk lamp
- WLAN



Category D standard extra*

Monthly rent CHF 630

- Furnished room with en-suite shower and toilet
- Room size: 16.5 m² incl. shower room
- Dimensions: 5.6m x 2.7m
- Built-in furniture: wardrobe, kitchen cupboard with integrated refrigerator with ice box, file shelf, magnetic whiteboard, full-length mirror
- Moveable furniture: 90x200cm bed, desk with upholstered chair, desk lamp
- En-suite shower room with washbasin and mirrored cabinet, shower and WC
- WLAN



**Only very few rooms in this category are available.*

Bed, mattress and bed linen

The beds with mattresses in the hall of residence measure 90x200 cm. A Swiss-sized duvet (160x210 cm) and pillow (60x100 cm) can be purchased from the school for CHF 200. Tenants are responsible for providing their own bed linen and must bring it with them.

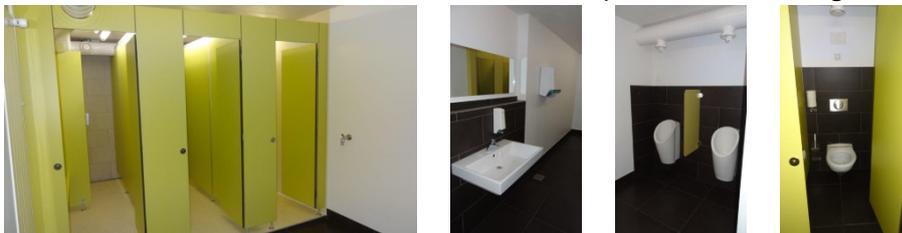
Exception: Students from abroad are provided with a duvet, pillow and bed linen. A one-off fee of CHF 50 is charged for rental and final cleaning.

3. Hall of residence and campus infrastructure

Showers and toilets on each floor

Each shower cubicle has its own changing area and can therefore be used by women and men. Toilets are gender-segregated.

The communal showers and toilets are cleaned by the HAFL cleaning staff.



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 (the 'Zwischentrakt'). 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.

Exception: For students from abroad we provide cupboards equipped with kitchen utensils for communal use.

Laundry

Tenants may use the laundry and drying room. The washing machines and tumble drier are pay-for-use.

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.

On the campus grounds, there is an outside swimming pool (summer only), football pitch, beach volleyball court, basketball net, 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.



Picture: Campus HAFL

Bicycle parking area

There is a covered bicycle parking area between the hall of residence and the football pitch.

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 9 am until 4 pm on workdays (lunch is served between 12 am to 1pm).

For guest-room reservations or questions, please contact the HAFL reception directly and in person, or email office.hafl@bfh.ch.

4. Applying for a room in the hall of residence

Applications for rooms are handled differently depending on whether you apply BEFORE or AFTER the start of your course.

Applying BEFORE the start of your course

If you are due to start a course of studies at HAFL, you can apply on the BFH-HAFL website for a room in the hall of residence.

Because demand significantly exceeds supply, the allocation of rooms to bachelor's students at the start of each academic year involves a selection procedure. For master's students, an allocation principle applies.

Selection procedure for bachelor's students

All applications received before the deadline are considered. Preference is given to students who live further from the school as measured by the distance between their home and the school by public transport. The key issue is arrival at Oberzollkofen station at 7.45 a.m. on weekdays.

Allocation principle for master's students

A defined number of rooms are available for master's students. Priority is given to students from other countries who are subject to visa requirements. After that, rooms are allocated to overseas students on the principle of "first come, first served". Any rooms left in the quota are given to master's students from Switzerland, and any rooms then remaining are awarded to bachelor's students.

Application deadlines for the hall of residence

- Bachelor's students starting in the autumn semester: **15 May**
- Master's students starting in the autumn semester: **15 May**
- Master's students starting in the spring semester: **10 December**

Earlier reservation of a room is not possible and application does not guarantee a room on the HAFL campus!

Applying AFTER the start of your course

Bachelor's and master's students who have already started their course of study can put their names on a waiting list.

Bachelor's waiting list

The waiting list always opens on 20 September (immediately after the start of studies). Rooms that become free are allocated on the principle of "first come, first served".

- Write no earlier than 20 September to: roland.mathys@bfh.ch with "Bachelor's waiting list" in the subject line.
Important: emails that arrive before 20 September will not be considered.
- State the period for which a room is required and your preferred category of room.

We always try to offer a room in the preferred category. If no rooms in that category are available, another category will be offered. The bachelor's waiting list is closed and deleted at the end of April each year. After that, precedence is given to the new students.

Master's waiting list

Master's students can put their name on the waiting list at any time. A room will be offered if the quota and the allocation principle so permit.

- Write to: roland.mathys@bfh.ch with "Master's waiting list" in the subject line.
- State the period for which a room is required and your preferred category of room.

We always try to offer a room in the preferred category. If no rooms in that category are available, another category will be offered.

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 8 am and 4 pm). 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 (only for students from Switzerland):

- Pillow and blankets/duvet if you do not wish to buy a 160x210 cm Swiss-sized duvet and 60x100 cm pillow from us
- Bed linen for a 90x200 cm bed (fitted sheet, duvet and pillow covers)
- Cooking utensils (crockery, cutlery, pots, pans, etc.)

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 from studies. 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
 Campus Housing Manager
 School of Agricultural, Forest and Food Sciences HAFL
 Bern University of Applied Sciences BFH
 Laenggasse 85
 3052 Zollikofen
 Switzerland

 Phone: +41 (0)31 910 22 34
 E-mail: roland.mathys@bfh.ch

7. Questions and answers

Can I keep pets in the hall of residence?

No. It is forbidden not only to keep pets in the hall of residence but also to let any pet enter it.

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 or if it is established that the infrastructure is suffering as a result or if it causes other problems.

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.