

ACCOMMODATION IN STUDENT RESIDENCES

Incoming Exchange Students / Academic Year 2018/2019

DESCRIPTION

Exchange students attending courses in all INSA Departments except Civil Engineering (GCCD) can apply for accommodation in one of our residences located close to the St Etienne (SER) campus and run by the INSA Accommodation Office (Service des Résidences).

All residences are near shops and on the metrobus line. **More information: download our leaflets "Plan des Résidences"**.

Rental contract: Students sign a one-year contract (1st September to 31st August). You are given your keys after an inspection of the premises on entry, « état des lieux ». The contract can be terminated at three months' notice in writing.

Furnishings and equipment provided:

The studio apartments all have desk, table, chair, bed, bookshelves, cupboard, wardrobe, refrigerator, hotplate etc. The shower room has also a toilet and wash-hand basin.

Blankets and sheets are not provided.

Internet access is not provided; a subscription with an internet provider (Quantic Telecom...) is necessary. 10 € per month.

Facilities

All residences have:

- Laundry rooms with washing machines and dryers
- Lounge areas

To be supplied by the student: sheets and blankets, cooking utensils, crockery and cutlery, as well as cleaning equipment (broom, floorcloth, sponge...) , towels.

Residence management and housekeeping

Rooms are to be kept clean by the student; occasional checks are made by the management. The hallways, common rooms, and gardens are maintained by the management.

INSA personnel live in apartments in some residences, and night watchmen are on duty all night.

APPROXIMATE COST OF ACCOMMODATION

€308-385.

Prices are given per person and per month from which the government rent rebate (APL or ALS) will be deducted as soon as you have completed the administrative formalities necessary to obtain it. The prices given include the charges for heating, electricity, hot and cold water, cleaning and upkeep, all taxes and the salaries of residence personnel. The prices indicated are those of the current academic year. They are increased annually on 1 July in accordance with the national rental reference index.

Please be advised that you will be expected to pay your first month's rent and one month's deposit before your arrival by bank transfer (deposit will be reimbursed when you leave, less the cost of any repairs needed).

RENT REBATE (APL ou ALS)

A rent rebate, (APL), is currently given by the French government on social criteria, (means, type of accommodation...). It is paid by the social Services, Caisse d'Allocations Familiales, (« CAF »). Exchange students may, under certain conditions, be eligible for the APL provided they hold a valid residence permit (« titre de séjour »). For details, see the CNOUS website:

- Application procedure: on arrival, your contact person at your residence (Colin CAZIER or Edith ROS), will give you the form to fill in and help you do so.

Nb.: the rebate is never paid directly to the beneficiary; it is deducted from the rent. The amount varies according to the type of accommodation (surface area...). It is **never** granted for the first month of occupation.

YOUR ARRIVAL

Office opening hours:

Monday to Friday 9a.m. – 12 noon / 2p.m. – 4p.m.

Arrival is NOT POSSIBLE after 5 p.m. on weekdays, nor on Saturdays, Sundays or public holidays. To ensure that you settle in smoothly, please email or telephone your residence contact person a few days before you plan to arrive, specifying your first name, surname, day and time of arrival.

n.b., for the autumn semester, rooms are available from 1st September, for the spring semester, 1st February.

ELIGIBILITY

You can apply for INSA accommodation as soon as you have received your letter of acceptance, not before.

n.b. : only INSA students can occupy INSA accommodation.

Acceptance at INSA does not automatically entitle you to accommodation. Priority is given to degree students. If you wish to apply for a place your « Accommodation Request Form » must be received before the deadline set by the Accommodation Office.

In view of the large number applications and limited availability, it is not possible to consider your preferences regarding location and cost. However you can choose the accommodation option "shared flat" or "Single Room".

HOW TO APPLY

Pre-booking

If you fulfil the above conditions, **please complete the "Accommodation Request Form" pages 4&5.**

Deadlines for receiving applications:

- **10 JUNE 2018** for the 1st (autumn) semester or full year
- **30 NOVEMBER 2018** for the 2nd (spring) semester
- Incomplete applications or applications received after the deadline will not be processed
- **Complete applications are to be sent by e-mail to: arnaud.jouette@insa-rouen.fr**

A few days after submitting your application, the Accommodation Office will e-mail you "an accommodation offer" (only one offer/student), with your address and rent per month.

If you do not accept the offer, you will have to find your own accommodation in the private rental market.

Final booking

Your final booking will be confirmed when:

- you have accepted the accommodation offer
- you have paid your first month's rent and one month's deposit
- you have returned the 'Acte de caution solidaire" duly filled in and signed by one of your parents.

ACCOMMODATION REQUEST FORM 2018/2019

Incoming Exchange Students

This form must be filled in using [Adobe Reader XI](#) (version 11.0.6). Free Download, [click here](#).

Home institution _____

Country _____

Personal Data

Family name _____

First name(s) _____

Gender

Male

Female

Date of birth
(dd/mm/yy) _____

Country of birth _____

Place of birth _____

Country of nationality _____

Current address

Street _____

Street cont. _____

Postal Code _____

City _____

Country _____

Valid until
(dd/mm/yy) _____

Home Phone number _____

Mobile Phone number _____

Email _____

Home address (if different)

Street _____

Street. cont. _____

Postal Code _____

City _____

Country _____

Phone number _____

Mobile Phone number _____

Email _____

Person to notify in case of emergency

Name _____
Phone _____
Email _____

Details of your mobility at INSA ROUEN NORMANDIE NORMANDIE

Mobility type Studies Project Thesis
Mobility programme Arfitec Brafitec Mexfitec
 Crepuq Erasmus Double Degree
 Bilateral agreement
 Other _____
Study Department ASI CFI EP GM MRI MECA
 GC (Campus Le Havre)

Mobility period at INSA ROUEN NORMANDIE NORMANDIE

Autumn Semester (September to January) Spring Semester (February to June) Full academic year
Planned date of arrival (dd/mm/yy) _____

Intensive French Courses (free of charge)

Do you want to attend [Summer School at INSA](#) ? Yes No
Planned date of arrival (dd/mm/yy) _____

State your preferred accommodation option

Shared Flat → 308 € per person per month
[Double self-catering studio apartments « F1b »: two students share shower room, kitchen and living space; each has a single bedroom. Both occupants must be INSA students]
 Single room → 385 € per person per month
[Single self-catering (F1)]

Signature of the student

I declare that I have read and understood the information on how INSA accommodation is assigned. By accepting an offer for accommodation managed by INSA, I agree to abide by the regulations applying to that accommodation. I declare that all details given in this application form are correct and complete.

Date, Place

Signature

Please return this form by e-mail to arnaud.jouette@insa-rouen.fr, before:

- 10th June for the Autumn Semester (First Semester and full year)
- 30th November for the Spring Semester (February start)