



# RESERVATION FORM

## Cercle des Universitaires

v 09.2023

Check in date :	<input type="text"/>	Check out date :	<input type="text"/>	Estimated time of arrival* :	<input type="text"/>
Night(s) :	<input type="text"/>	Number of guests :	<input type="text"/>	Type of room :	T1 <input type="checkbox"/> T1 Bis <input type="checkbox"/>

\* Closed on week-ends and public holidays)

Last name :	<input type="text"/>	First name :	<input type="text"/>	Occupation* :	<input type="text"/>
Address :	<input type="text"/>				
Phone :	<input type="text"/>	eMail :	<input type="text"/>		

\* The Cercle des Universitaires provides accommodation only to French and foreign higher education teachers, research workers and staff

University of origin :	<input type="text"/>	<div style="border: 1px dashed black; border-radius: 15px; padding: 20px; width: fit-content; margin: auto;"> Stamp of University of origin or of host university </div>	
University in Bordeaux :	<input type="text"/>		
Service head/director :	<input type="text"/>		
eMail :	<input type="text"/>		Phone / Fax :

**Important** : To make your reservation, please fill in the form below and we will get back to you with confirmation as soon as possible. The reservation of an apartment in our residence is only valid after 'Cercle des Universitaires' has accepted your reservation. For your reservation to be guaranteed, a deposit or a purchase order are required. Please select your method :

**Purchase order with deferred payment (French university only)**

In this case, the billing at the end of the stay will automatically be equal to the entire purchase order.  
Cancellation policy : Any reservation not cancelled 5 days before the date of arrival will be billed for the total amount with taxes. Any reservation modified during the stay will be billed for the total amount with taxes. If the purchase order is not provided five days latest before the envisaged arrival date, the reservation will be cancelled automatically.

Night(s) :	<input type="text"/>	X	Rate :	<input type="text"/>
Lodging tax :	<input type="text"/>			
Total :	<input type="text"/>			

**Payment of a deposit by the resident**

▶ For stays from 2 months :  
Deposit = monthly stay :

▶ For stays between 1 and 8 nights :  
Deposit = price of 1 night

▶ For stays between 9 and 60 nights :  
Deposit = 30 % total amount of the stay  
Example of stay 15 nights in T1 : 30% (15 x 71,50 €)  
Total amount of deposit = 321,75 €

Cancellation policy : Once the Cercle des Universitaires confirms your reservation, if you decide to cancel, you will be subjected to the cancellation fees : In accordance with the clause 1590 of French « code civil », **the deposit is non-refundable in case of cancellation.**  
For stays over 2 months, deferred payment is not accepted (we require the payment of the deposit). Non-guaranteed reservations are not accepted.



## BOOKING PROCEDURE Cercle des Universitaires

v 09.2023

- ▶ Please telephone or email us to enquire availability.  
Telephone : +33(0)557598550 or email : [cercle.universitaire@crous-bordeaux.fr](mailto:cercle.universitaire@crous-bordeaux.fr)
- ▶ Email us the reservation form (see below). Confirm the reservation by one of the following payment methods :
  - An official purchase order (provided by the French university). *See the standard terms and conditions of accommodation rentals and how to calculate the total on the reservation form.*
  - or
  - A deposit supplied 15 days at the latest after sending the reservation form. *See the booking total calculated on the form. We accept :*  
**Only by bank transfer** : Please indicate your name and arrival/departure date on the proof of payment and email it to our office.
- ▶ Reservation of an apartment in our accommodation is only valid once 'Cercle des Universitaires' has accepted the client's application.  
Our booking office will send a confirmation e-mail.
- ▶ Please telephone (+33(0)5 57 59 85 50) or email us to confirm your date and time of arrival.  
Reception is closed on week-ends and public holidays)

### Rates 01/09/23 (C.A. CROUS)

VAT 10% incl. – Lodging tax excl.

Services and charges	T1	T1Bis
Stay between 1 and 29 nights (price per night)	71,50 €	71,50 €
Monthly stay* for 1 person (for 1 month)	814,00 €	852,50 €
Monthly stay* for 1 person (from 2 months)	566,50 €	616,00 €
Extra charge per additional person	132,00 €	132,00 €
Deposit (from 2 months)	566,50 €	616,00 €
Additional night (from 1 month)	38,50 €	42,90 €

**\*Important** : Only from the 1st to the last day of the month.

For arrivals during the month, the rate 'additional night ' is also applied at the beginning of the stay.

Cleaning of the flat (rate per hour)

Extra service not included in the monthly rate

55,00 €

Lodging tax (city and local taxes) 7,2 % of the pre-tax rate

#### Services included :

Heating, electricity, water. Bathroom linen and bed sheets. Left luggage office, mail and desk service, safe for valuables. Internet access via University network (on conditions, RJ45 outlet)

### BANK DETAILS

Account holder :

REGIE AVGES ET REC CERCLE DES UNIVERSITAIRES BORDELAIS

Domiciliation TPBORDEAUX

BANK CODE

10071

OFFICE CODE

33000

ACCOUNT NUMBER

00001000036

KEY

54

IBAN

FR76 1007 1330 0000 0010 0003 654

BIC

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