

Vanves, February 20, 2025

The President  
of the Centre National des Œuvres  
Universitaires et Scolaires (Cnous –  
National Center in Charge of Student  
Bursaries and Accommodation)

to

The Directors General  
of the Centres Régionaux des Œuvres  
Universitaires et Scolaires (Crous –  
Regional Centers in Charge of Student  
Bursaries and Accommodation)

Circular no. 20250220

## 2025 Rental management circular

### **Subject: Rental management for the 2025-2026 academic year**

The aim of this Circular is to set out or provide details of the procedures for the admission, renewal and re-admission of the management of student accommodation for all properties administered by the Crous.

Three key principles govern these procedures:

- Priority of social criteria when allocating accommodation;
- Fairness principle when processing students;
- Procedural compliance with current regulations.

### **1 Applicable regulatory instruments:**

- The French Education Code, in particular Articles L.822-1, R.822-2, R.822-29 and R.822-34;
- The French Construction and Housing Code, in particular Articles L. 631-12 and L.631-12-1;
- The French Tax Code, in particular Article 1407.

### **2 Preamble**

University residences are usually located in buildings belonging to the State and to public institutions of the State or in such buildings and institutions held by the latter in whatever capacity. The Regional Centers in Charge of Student Bursaries and Accommodation (Crous) are tasked with residence management either directly or by delegation.

Students who receive bursaries may occupy residence accommodation provided that they have previously been the subject of an Admission Decision. In addition, before their arrival, students must have compiled a rental file which includes a counter-signed Admission Decision. It is therefore not sufficient for a resident to obtain accommodation simply by virtue of occupancy being entered into the rental system, except in specific cases (students with a disability, students under contract, agreed co-tenancies).

The Crous may not invoke age as a reason to refuse accommodation to a student.

Residence rules are set out in the Internal Rules approved by the Board of Directors of the Regional Center in Charge of Student Bursaries and Accommodation, on a proposal from the Regional Center's Director.

### **3 Admission and tenancy duration**

#### **3.1 Admission Decision**

The Admission Decision is the founding legal act of the rental relationship between the Crous and the student in accommodation. It is valid for any type of accommodation and for any stay of a duration greater than one month, as detailed in this Circular. Renewal and re-admission are subject to the same conditions as the application for a first admission.

The Crous Directorate General pronounces the Admission Decision in accordance with allocation rules set out below, depending on social and academic criteria, in particular taking consideration of the usual study period.

The Admission Decision comprises the resident's right to occupy the accommodation for a period no longer than the current academic year, save for specific dispensations. The sole fact of the tenant's admission, and the tenancy rights granted, mean that the occupier must comply with the conditions and rules of accommodation. Within a Crous network, students are also informed that non-compliance with the principles enacted in this Circular and its annexes (in particular the Admission Decision and Internal Rules), including those regarding the total duration of the stay, are liable to represent a reason for:

- Refusing admission;
- Refusing renewal or re-admission;
- Eviction.

#### **3.2 Effective date, key handover and decision to end tenancy at the initiative of the Crous**

On the basis of this Admission Decision and prior to the effective date, the student compiles a rental file which must include the counter-signed Admission Decision.

Students requesting residence accommodation must add a commitment to joint and several guarantee in the form and manner prescribed, by a third-party whose solvability can be checked by the Bursaries Department or who can call on a guarantor organization. In the case of a physical surety, the acceptable solvability threshold represents three months of rental, including charges.

For a first admission, and before the effective date for arrival, the student must pay a deposit for an amount set by the Crous. In the case of renewal, the deposit paid by the student is kept by the Crous for the new booking without any adjustment of the new rental fee.

##### **3.2.1 Effective date**

The effective date in the Admission Decision is that from which the student has the right to occupy their accommodation.

On this date, the student must pay the rental for the allocated accommodation.

- For students admitted before September 1 (start of academic year), the effective date is September 1 at the latest.

- For students admitted after September 1, the effective date is the date mentioned in the Admission Decision.

Tenancy is strictly personal and non-transferable. It is temporary and revocable. It ends when admission is the subject of a Repeal Decision, in particular because of default on rental payments or because the resident is no longer a student, or as soon as the entitlement expires, as stated in the Admission Decision. In all cases, when tenancy ends, the occupier must leave their accommodation.

### **3.2.2 Key handover**

Keys are generally handed over on the effective date.

Keys can only be handed over if the student has previously produced a valid rental file, including attached mandatory documents, and paid the deposit.

For the student's personal convenience and with the consent of the Crous, the key handover can take place:

- Before the effective date depending on accommodation availability: additional days of occupancy are invoiced to the student on a *pro rata* basis as detailed below; the accommodation must be insured on the date of the key handover.
- After the effective date: the student must inform the Crous of their late arrival and the Crous must notify their agreement in writing. In this case, the student will need to pay rental fees from the effective date mentioned in the Admission Decision.

However, should the effective date be delayed at the initiative of the Crous, the student must pay rental fees from the effective date of the key handover.

### **3.2.3 Decision to end tenancy at the initiative of the Crous**

The Crous can decide to end the tenancy by way of a Lapse Decision, signed by the Director General in the following events:

- If the student has not provided a counter-signed and completed rental file within seven (7) calendar days from the date of accommodation allocation, provided that the latter date occurs before August 15, the student loses their right to tenancy. In this case, the Lapse Decision cancels admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance on the rental fees cannot be refunded save for a derogation granted by the Director General. If a difficulty has been reported to the Crous, the student may ask for an extension to complete their rental file.
- If the student, with an up-to-date rental file, is not present on the day that the keys are to be handed over, without having obtained authorization from the Crous for a late arrival, the student loses their right to tenancy within seven (7) calendar days from the effective date. On the expiry date, the Lapse Decision cancels the admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance payment on the rental fees cannot be refunded.
- If the student has indicated a late arrival but has not arrived within the deadline, including any potential delays, or within 30 days following the effective date, a Lapse Decision leads to canceling the admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance payment on the rental fees cannot be refunded.
- If a student in accommodation in 2024-2025 obtained a renewal but gave notice which took effect prior to August 31, 2025 a Lapse Decision cancels the renewal on the effective date. The Crous informs the student of the loss of their rights.

- If the student has outstanding debts after the date of the new Admission Decision, taken in the context of renewal or admission, which have not been settled before the effective date, the student loses the right to renewed tenancy. In this case, the Lapse Decision leads to canceling the admission on the effective date and informing the student they have lost their rights.

### 3.3 Tenancy duration and end of entitlement

The end of entitlement (up to the time the student has committed to pay the monthly rental fees, charges included) is set to August 31 (unless otherwise specified in the Admission Decision for shorter stays, which are justified in particular because of operational requirements, as part of international exchange semesters, in the case of short stays on a student's request or for reasons of public interest, etc.).

From the first day of occupancy, a student may request an early end to entitlement, with a one-month notice period. When the notice period expires, the student must leave their accommodation and is no longer required to pay the monthly rental fee.

Should occupancy end during the month, the student is informed that they lose their rights to housing benefits for part of the month.

The amount of any damage or loss noted during the inventory must be paid by the student who benefits from the right of tenancy.

Senior management is in no way liable for any thefts the student may have been subjected to within the perimeter of the university residence.

The student's accommodation must be accessible whenever safety measures and the cleaning of premises are required.

### 3.4 Continued occupancy in the absence of tenancy

Continued occupancy in the premises is illegal if:

- The resident no longer has a valid Admission Decision or renewal;
- The resident was refused renewal and continues to occupy the accommodation after the expiry date stated in the Admission Decision;
- The resident has obtained an Admission Decision or renewal, but has not compiled their rental file within the deadline;
- The resident loses their tenancy rights during the year;
- Continued occupancy occurs in the premises after the expiry date of the initial Admission Decision or the date indicated in the Repeal Decision leading to expulsion by the Crous;
- The resident becomes an occupier without right or title;
- The resident must leave their accommodation within the deadline stated in the initial Admission Decision or Repeal Decision revoking occupancy rights:
  - Should the occupier without right or title not comply with these deadlines, formal notice is sent to them to leave the premises. The resident has fifteen (15) days to leave the premises from the date of the formal notice.
  - Should the occupier without right or title continue to occupy the premises after the date mentioned in the formal notice, the Crous files an eviction order with the relevant administrative court.

An occupier without right or title must pay an occupancy indemnity, the amount of which is set by the Crous Board of Directors, without prejudice to the eviction proceedings which can be brought against them. The court may decide that the occupier without right or title must pay the legal fees incurred by the Crous as well as the payment of a penalty per day of delay in vacating the accommodation.

No resident who has been the object of refusal of any renewal, expulsion or eviction will be able to apply for accommodation in another Crous. They will be described to the entire Crous network stating the latter's reason for this decision.

Should senior managers end the entitlement of an occupier in an accommodation located in a university residence which is managed by a Regional Center, and proceed with their eviction, the relevant court is the administrative judge. In such a conflict, in accordance with current case law, senior management will take into consideration: on the one hand the need to ensure normal operations and the continuity of public service, and on the other, the situation of the occupier in question and the need to ensure their dignity, their private and family life, as well as the winter truce in accordance with the decision of the Cnous Board of Directors of November 28, 2019, which states that "the execution by the administrative judge will not be requested during the winter truce, save for a disturbance of law and or behaviors that are not compatible with community life".

## 4 Setting, voting and applying fees

### Rental fees and charges

The components "invoiced" to students in the framework of the accommodation rental are as follows:

- Rental fees;
- Only refundable charges, the list of which is set by Decree No. 82-955 of November 9, 1982, in application of Article L. 442-3 of the French Construction and Housing Code (CCH), may be refunded in the form of a flat fee;
- The cost of renting furniture governed by Article L.442-8-3-1 of the CCH and the Decree of December 7, 2009.

A flat fee applies to certain residence accommodations.

Flat-fee rentals and net rentals (including, for subsidized accommodation, the rental fee *per se*, charges and additional furniture charges) are approved on the basis of Cnous national instructions (Circular on rental fees and charges) after a debate in the Board of Directors of each Crous, before renewals and re-admissions are processed.

Each year, they are set out in line with the type of accommodation and residence and the tenant's status (student, teaching staff, visitors). The review of rental fees *per se* is based on the rental reference index in the second trimester of the previous year. The revised rental fee is payable on September 1 of the previous year. The rental fee and charges included in the first month (especially in the event of admission occurring during the academic year or early arrival in the accommodation before September 1) is calculated on the basis of one-thirtieth of the amount of the corresponding rental fees<sup>1</sup>. At the end of the stay or in the event of early departure, the same rule applies to the end of the notice period.

For short stays, this one-thirtieth base, to which an increase ratio may be applied, can be approved by the Crous Board of Directors.

If necessary, the Crous will obtain a writ of execution to recover the sums owed to it by the student, for any reason whatsoever, and initiate enforcement proceedings.

## 5 Admission procedures

The Crous accommodation offering follows the allocation process, in line with the cycles and patterns of the academic year and with students' needs and wishes.

The process comprises two main phases:

- Preparing for the academic year:
  - Renewal of tenancy for a student already in accommodation;
  - Main phase of accommodation allocation;
  - Additional allocation phase.
- During the academic year:
  - Accommodation allocation during the academic year, the availability date being mentioned in the Admission Decision;

<sup>1</sup>For early arrivals in the month of August, the one-thirtieth base is applicable to the previous academic year and for early arrivals during the academic year, the applicable one-thirtieth is that of the current year.

- Accommodation availability for short stays (rental per night).

The national schedule of the various phases is published each calendar year before March 1.

## 6 Description of allocation process

### 6.1 General schedule

<b>Renewal requests open</b>	03/12/2025
<b>Renewal requests closed</b>	04/28/2025
<b>End of renewal request process</b>	By Friday June 6, 2025 at the latest

Main Phase	Cycle 1	Cycle 2	Cycle 3	Cycle 4
<b>Offers are posted and choices are submitted from:</b>	Tuesday 05/06/2025 at 10.00	Friday 06/13/2025	Friday 06/20/2025	Friday 06/27/2025
<b>Choices can no longer be submitted:</b>	Monday 06/09/2025 at 10.00	Monday 06/16/2025 at 10.00	Monday 06/23/2025 at 10.00	Monday 06/30/2025 at 10.00
<b>Automatic allocation:</b>	Tuesday 06/10/2025	Tuesday 06/17/2025	Tuesday 06/24/2025	Tuesday 07/01/2025
<b>End of confirmation of accommodation offers:</b>	Thursday 06/12/2025 at 23.59	Thursday 06/19/2025 at 23.59	Thursday 06/26/2025 at 23.59	Thursday 07/03/2025 at 23.59

<b>Waiting list is compiled and additional phase is open from:</b>	Tuesday 07/08/2025 at 10.00
<b>End of the additional phase:</b>	Wednesday 10/29/2025 at 23.59

<b>Waiting list is compiled and ongoing management has started:</b>	Thursday 10/30/2025
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### 6.2 Renewal of a student in accommodation

#### 6.2.1 General principles

All residents with DSE (*dossier social étudiant* – student social file) entitlement wishing to renew must have compiled their DSE. They may be renewed or re-admitted provided they comply with the criteria enacted in Article 6.2.3.

If a DSE holder does not have a bursary, but their social index would enable them to obtain a bursary if their registration allowed it (e.g. regional bursaries, students registered in an institution or a training program which does not offer a bursary), they must be treated in the same way as a bursary student.

International students, who comply with criteria enacted in Article 6.2.3, must request their renewal in the same way as DSE holders.



For other students, renewal cannot be automatic. The main phases of allocation must have ended before renewal can be requested, depending on remaining accommodation capacity. Students concerned must be aware of the renewal campaign opening date so that they have time to find another solution for their accommodation.

Any renewal or re-admission must be entered in the TuL/Cité'U allocation platform.

### **6.2.2 Housing stock made available for tenancy renewal or re-admission**

Housing stock made available for renewals must represent a maximum of 40% of accommodation capacity, so that a balance may be struck between stability for students already in accommodation over the duration of a student program and the guarantee of availability for students at the start of their program or internationally mobile students. This 40% rate applies to the entire perimeter of the Crous. It can be adjusted if local conditions justify it, especially in areas with no shortage of accommodation.

Acceptance of the request for renewal or re-admission is subject to the availability of the Crous housing stock.

### **6.2.3 Management principles**

***A student already in accommodation, wishing to keep it can request the renewal of the allocation decision, provided that they continue to comply with the conditions set out in this Circular.***

Renewal entitles the student to keep their accommodation, the duration being limited to a study course, at the start of the following academic year if they pay their rental fees until August 31. Renewals may be few in a popular residence. For operational and/or safety reasons the student may need to be rehoused temporarily in an equivalent area and/or accommodation, subject to availability. A student admitted during the academic year, before the end of May, may benefit from renewal if they comply with the same criteria as priority residents who were allocated accommodation at the start of the academic year.

Renewal is subject to the following conditions:

- Being a student in a higher education program;
- Having settled rental fees and any sums to be paid in the previous year;
- Having complied with Internal Rules;
- Not being a tenant in a university residence in the perimeter of the Crous network for more than five years. However, the Crous may grant a sixth year of residence depending on the student's status, in particular to complete a program, while justifying progress in a higher education program (5 years maximum for a bachelor, 3 years maximum for a master and 4 years maximum for a doctorate – a review of progress, undertaken locally must be justified in case of refusal). By derogation from the Director General, the duration may be extended beyond the sixth year for specific cases mentioned in Article 8 of this Circular.

For non-bursary students or if the social index does not apply, the right to renewal is subject to sufficient capacity to host priority Crous residents (bursary students or those with social index equivalent to that of a bursary student). These students can only obtain renewal once request is deemed to have lapsed. Likewise, students registered in a program from a higher education institution other than the academy for which the application is made are not given priority, and may be refused renewal for this reason.

Renewal does not require a deposit. In this event, the deposit initially paid by the student is held by the Crous for the new booking.

If a student benefiting from renewal gives notice during the procedure, they lose their right to renewal.

***Re-admission is the exception for the Crous so that it can take into consideration certain situations.***

By derogation and for certain residences, the Crous Director General can implement a re-admission procedure which ensures that the student leaving the accommodation in July and August, or before the end of the tenancy mentioned in the Admission Decision (in accordance with the notice period), will be allocated accommodation in the same area and of the same type at the start of the next academic year. When the student is re-admitted, they must comply with the conditions above listed in the renewal phase. Once all priority residents have been allocated accommodation, in the event of a given residence showing availability, the Director General may justify the allocation of additional tenancies which contravene the above stipulations. However, this should be a one-off event.

Re-admission requires a new deposit.

### ***Provisions common to re-admission and renewal procedures***

Should the student resign and then obtain allocation during the main phase or the additional phase, the latter must pay a new deposit when compiling their rental file even though the previous deposit has not been returned to them yet.

If a student has obtained a renewal or admission, they are informed by the Crous that, should the student give notice to leave, they lose the benefit of the renewal. In this event, any new request must follow the general procedures.

## **6.3 Main Phase**

### ***6.3.1 General principles***

With the exception of the cases presented below, any available accommodation after the renewal re-admission phase must be made available for the main phases, either from the first phase or during the gradual phases, depending on rental pressure in the area, in the residence or given the type of accommodation. Thus, in areas with a shortage of accommodation, housing stock must be offered gradually, to enable students with high-level bursaries who have obtained a late bursary or program to have a chance of obtaining accommodation. For the subsequent phases and depending on replies received, more stock may be offered.

In areas with no shortage of accommodation, the entire stock may be offered as early as from the first allocation.

During these phases, the priority is to allocate accommodation based on social criteria. No accommodation must therefore be "set aside", with the exception of the following accommodation which is:

1. Unavailable because of building work. The work must nevertheless represent several months of work or significant inconvenience. For example, paintwork which may not have been done in the summer must not stop the accommodation from being available for the academic year;
2. Occupied by residents without right or title;
3. For people with limited mobility or accommodation adapted for sensory disabilities;
4. For couples or agreed co-tenancies;
5. Booking by agreement with the international students of an institution or partner (Campus France or other organization). No booking agreement can be signed directly with a foreign country and/or its representatives in France, in any event whatsoever, without the prior approval of the Crous;
6. For non-bursary students with nevertheless very low income and specific needs (in particular students leaving child welfare) and directed to social services by the Crous. However, this group must remain moderately sized and requests must be directed to an ad-hoc committee. In addition, only accommodation with the lowest rental fees must be offered, to ensure these students avoid hardship;
7. For emergency temporary accommodation for those Crous which offer this service. The number must, however, be limited to a few units in each city.



No allocation, except for those described in points 3 to 5, can be made outside of the automatic phases. For points 3 to 5, allocation is manual but must be entered in the TuL platform as soon as these functionalities have been introduced. Accommodation allocation will no longer be able to be entered directly into the platform.

### **6.3.2 Crous housing stock made available in the main allocation phase**

The Crous housing stock offered during the main allocation phase consists in available accommodation at the end of the renewal phase, except for a quota of reserved accommodation.

### **6.3.3 Management principles**

Students who have submitted their DSE (student social file) may take part in the main allocation phase. This DSE entitlement must be approved by the Crous before the automatic allocation of the first cycle in the main phase.

Students have a maximum of four (4) choices:

- Students will receive a maximum of four (4) accommodation offers and a maximum of one (1) offer per location at a time.
- If the Crous makes an offer for another accommodation, in the event that the student's choices were not fulfilled, the allocation takes place in the last stage of the main phase, via the online platform. The rental fee offered should be within a bracket of plus or minus 10% compared to the student's initial choice. The accommodation offered by the Crous may be of a different type than the accommodation initially chosen and/or located in another local residence.

The allocation procedure automatically ranks students' requests in accordance with the national scale established, on the basis of social criteria used in State bursary allocations.

## **6.4 Housing stock reserved**

There are two types of housing stock:

### ***A quota allocated to a higher education institution, a post-baccalaureate program or Campus France***

An agreement, which provides specific details, is drawn up between the Crous and the education institution:

- Reserved stock and/or type and number of accommodation units available;
- The rules and procedures of the allocation and management of accommodation for students enrolled in the institution. Regarding non-international students, attention will be particularly drawn to the academic criteria established by partner institutions, by giving priority to the principles of social criteria and equity among students.

These agreements provide for the non-occupancy of accommodation or vacancy and, where applicable, the possibility of recovering the accommodation or incurring financial penalties. In addition, the accommodation offered must, justified exceptions aside, mostly consist in bedrooms in order to guarantee diversity in the residences. Lastly, an agreement relating to international students must provide for the possibility of housing "free movers" offered by the Crous social services. An agreement template is issued to the Crous.

### ***Quota reserved by the Crous for specific situations:***

- Severe disability and/or condition;
- Situation justified by the social services (in particular students leaving child welfare). In this case, the social services may not require a deposit;
- Temporary emergency accommodation for students;
- Co-tenancies agreed;
- Other situations depending on the local background.

These are the only cases which may be entered in a direct pre-booking in the H3 platform. The pre-bookings must then be checked to ensure they are legitimate.

### **Processing the requests of students with a disability**

- After the renewal phase and before the first cycle, the Crous sends the Crous centers a request from the OLAFE program for students who have
  - disability points;
  - left child welfare.

The request consists in the student's social scale, the social index and the OLAFE request regarding accommodation.

- The Crous emails students with a disability, who have made a request in the TuL platform AND those who have ticked the "accommodation" box in the OLAFE program, to inform them that, if they have specific needs or require adapted accommodation, they can contact the Crous affiliated with the enrolling institution to submit a request.
- A link will then point them to a national page and direct them to each Crous site. The declaration of needs form must be downloaded here:
  - If they have specific needs, students take priority and are allocated accommodation manually, before the end of the cycle, if possible, on the advice of social services.
  - Otherwise, they are placed in the next cycle.

For accessible accommodation, should there be a shortage of housing, the highest scales must be given priority.

- The precise and detailed nature of the disability and/or condition must only be known to the social or disability advisor and/or the institution's student health services (SSE) disability advisor. The other departments and the management unit must only be aware of the minimum level of information required for the management of the residence, the safety of the student and collective safety:
  - Nature of the disability (broad categories, no details),
  - Location requested,
  - Accommodation type,
  - Necessary adaptations, where applicable,
  - Specific constraints, where applicable.

If an internal commission is set up to discuss allocation for these students, their files must be anonymized.

If the form used does not adequately identify the needs, an appointment may be made with the social services, the disability advisor or a physician from the institution's student health services.

If a student with a disability requests a renewal, they must not be asked to complete the "request for adapted accommodation in a university residence" form again.

Note : The decision to admit a student who does not have a disability into accessible accommodation, is temporary and revocable. It may be canceled when the Crous must host a student with a disability, provided that the Crous can offer them another accommodation of the same type and in the same area, which may not have the same characteristics, depending on availability. In this event, the student must leave their accommodation immediately. They will sign an undertaking to this effect when the keys are handed over.

## **6.5 Main phase**

### **6.5.1 General principles**

During this phase, requests are open to international students.

Social criteria remain the priority in the allocation process:

- Bursary students;
- Non-bursary students with a social index equivalent to that of a bursary student;
- Low-income international students notified to the social services.

During this phase and before accommodation becomes available on the “Trouver un Logement” (Find Accommodation) site, a message is sent to bursary students or students with a social index equivalent to that of a bursary student who have not obtained any offer during the main phases <sup>2</sup>.

This message will inform them that accommodation is still available so that they can make a booking. Priority will be given to the highest scales, but the “first come, first serve” rule will apply. At the end of the week, the remaining accommodation may be found on the “Trouver un Logement” site.

Students who have made a request receive a reply within a maximum of ten days. After the ten-day period, an automatic message is sent to the students to inform them that their request has been refused. Save for exceptional delegation given to the Residence Director, the allocation decision is given to the relevant Crous department (central departments) which will best preserve the social aspect of the allocation procedure (priority given to bursary students and beneficiaries with a social index equivalent to that of a bursary student or a student experiencing hardship). The allocation platform enables bursary students or students with a social index equivalent to that of bursary students to book accommodation automatically. Other students can still make a request, which will be reviewed by the Crous officer.

Requests for accommodation or renewals in academies other than those where studies are being followed do not take priority and may be refused for that reason.

In case of delegation, the proxy ensures the traceability of the allocation operations in the centralized platform.

### **6.5.2 Housing stock for the additional phase**

Housing stock made available accommodation during the additional phase consists in available accommodation at the end of the additional allocation phase, except for a quota of reserved accommodation.

### **6.5.3 Management principles**

The additional phase is open to all students.

Depending on their profile and status, students who make a request for accommodation during the additional phase can book the accommodation by way of two separate procedures:

- Automatic allocation: the admission procedure is automated on the basis of criteria set out by each Crous, including primarily the social index level calculated, taking into account the residence's characteristics (shortage of accommodation, popular residence, etc.) and the period. Once their request made, students directly book the accommodation they have chosen.
- Request submitted: students submit a request via the Crous. The Crous teams review the request.

The effective date mentioned in the Admission Decision must take into account the fact that the Crous needs time to process students' rental files.

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<sup>2</sup> Mailshot to students:

- Who have submitted their choices in the main phase which have not been fulfilled
- With a social criterion calculated on the basis of these choices (excluding students with a non-valid student social file - DSE, those for whom the scale could not be calculated, etc.)

## **6.6 Accommodation allocation during the academic year**

### **6.6.1 General principles**

Although social criteria remain relevant in the event of two competing requests for the same accommodation, they no longer represent the priority in this phase.

Students admitted in the ongoing process and DSE holders must be notified that they need to compile a DSE to take part in the renewal campaign. They must also be aware that if they are not bursary students or if their social index exceeds the range, their request will not take priority.

As in all previous stages, the allocation process must use the TuL platform.

### **6.6.2 Accommodation allocation for students during the academic year**

During this phase, if significant housing capacity is released and before accommodation becomes available on the Trouver un Logement (Find Accommodation) site, a message is sent to bursary students or students with a social index equivalent to that of a bursary student who have not obtained any offer during the previous phases. This message will inform them that accommodation is still available so that they can make a booking. Priority will be given to the highest scales, but the “first come, first serve” rule will apply.

At the end of the week, the remaining accommodation may be found on the “Trouver un Logement” site.

Any vacant accommodation liable to be rented is made available to students on the digital platform, with the appropriate allocation mode.

Accommodation allocation is subject to the admission procedure set out in section 5. The end of tenancy is set with regard to the students’ requests and may not be extended in any case whatsoever beyond the end of the academic year (August 31).

Management principles are similar to those of the additional phase. Depending on availability and their status, students who have made a request on “Trouver un Logement” can book the accommodation by way of two separate procedures:

- Automatic allocation (as part of a quick rental process): the admission procedure is automated on the basis of criteria set out by each Crous, including primarily the social index level calculated, taking into account the residence’s characteristics (shortage of accommodation, popular residence, etc.) and the period.
- Request submitted: students submit a request via the Crous. Students who have made a request receive a reply within ten (10) days.

Derogation from the provisions of the above paragraph may occur, in order to make accommodation available for students’ short stays, that is, for a stay that is no longer than one month, via the Bed&Crous platform or any other short-stay management tool. The number of accommodation units is necessarily restricted in high-occupancy periods. This takes into account students’ needs (e.g. study cycle) and the academic year period. In this context, accommodation allocation is not subject to the rules set out in section 5. Students subscribe to the General Sales Conditions (CGV) when booking and pay for the service (including all charges and tax) before the keys are handed over.

### **6.6.3 Accommodation allocation for others during the academic year**

In accordance with the combined provisions of Articles L.631-12-1 of the French Code of Construction and Housing and of R.822-2 of the French Education Code, residents other than students, a list of which has been approved by the Board of Directors, on the previous advice of the Crous, may benefit from accommodation in Crous university residences in the conditions set out in these same provisions. The Crous must also ensure that the conditions set out in the social housing certification agreements are complied with.

For stays of less than one month, accommodation allocation is not subject to the rules set out in section 5. Students subscribe to the General Sales Conditions (CGV) when booking and pay for the service (including all charges and tax) before the keys are handed over.

For stays of more than one month and less than three months, accommodation requests are carried out according to the procedures and conditions set out by the Crous.

### **6.7 Opening of residences after the start of the academic year**

When a new university residence has been opened, a message must be sent by the Crous to bursary students or students with a social index equivalent to that of a bursary student who have not been offered any accommodation during the previous phases, at least one month before the date of opening. This message will inform them that the residence is now open, give them a description of the available accommodation and offer to make a booking.

Depending on the response rate, remaining accommodation may be offered on the "Trouver un Logement" site, two weeks before opening.

### **6.8 One-off extension of stays**

The procedures for the one-off extension of stays must be checked with the Crous within a minimum of one (1) month before the end date of the planned stay for initial stays of more than one (1) month and a minimum of fifteen (15) days for stays of less than one month.

If the extension is of less than thirty (30) days, students are not requested to submit a new student social file. If the extension or repeated extension requests are of more than thirty (30) days, students are requested to submit a new social student file and the residence will need to renew the booking. Extension can only be authorized if students comply with common law admission conditions. Extension is formalized by way of a new student social file.

## **7 Accommodation booked by a student**

Once accommodation allocated by the Crous, the student must book their accommodation by paying a 100-euro flat fee in advance of their rental fee. This advance must be deducted from the rental fee of the first rental to be paid. The advance can be refunded before the effective date if, on the student's request, they have entered their banking details in the Cité'U application.

If the effective date is September 1, no refund request received after September 1 will be processed, unless in exceptional circumstances and subject to the tenant's express request, to take into consideration late allocation in a higher education institution (PARCOURSUP and MonMaster – university admission platforms) for example. This request, as well as other specific cases, will be refused by the Crous Directorate General.

## 8 Other provisions

In compliance with GDPR provisions, a national procedure for reporting specific cases listed is applied by the Crous network. The Crous must ensure that the students concerned have been given proper information and that the report has been removed if outstanding sums have been recovered or at the end of the effective decision date.

Depending on each case below, reviewed by the Crous, requests for accommodation allocation or renewal may be refused in the entire perimeter of the Crous network for a student in one of the following cases:

- **Disciplinary litigation:**
  - A student who has received warnings for repeated non-compliance with Internal Rules.
  - A student who has received a warning or a penalty for serious non-compliance of Internal Rules.
- **Administrative litigation:**
  - A student in accommodation for more than five (5) years (or longer in the case of derogations relating to certain programs: medicine, architecture etc. or students with a disability);
  - A student who has not paid their rental fees for more than one (1) month which has not been recovered during the tenancy;
  - A student who occupies accommodation without a valid Admission Decision.

The student whose situation has been reported must without fail be alerted when the report was created. The student must also be informed of the reasons for this notification and its consequences.

## 9 Updated rental management documents

The rental file comprises ten (10) documents annexed to this Circular:

1. Admission Decision and financial annex
2. Repeal Decision and Lapse Decision
3. Guarantee document
4. Internal Rules of university residences
5. Internal Rules for car park users
6. Annex of specific Internal Rules
7. Withdrawal form
8. Form concerning accessible accommodation
9. Consent of legal representative regarding minor students
10. General Sales Conditions for short stays

The President

Bénédicte Durand



## Annex 1- Rental management Circular - Glossary

**Admission Decision:** unilateral Crous document representing legal commitment and setting the terms and conditions of tenancy in a university residence.

**Effective date:** date from which students have the right to occupy their accommodation and are legally bound to pay their rental fees. The effective date is shown in the Admission Decision. The terms are different as they relate to different platforms even though they all have the same date (allocation from the "Trouver un Logement" site, booking on the CitéU site and effective date of the Admission Decision).

**Start of tenancy:** date on which keys are handed over. The effective date may be different to that of the start of tenancy, should students have requested to arrive before or after the effective date.

**Notification date:** date on which allocation was offered.

**Payment date of the advance on rental fees:** within 48 hours:

- After notification of each cycle of the main phase
- In the event of an additional phase
- For allocation during the academic year

**Renewal:** this concerns students who remain in the same accommodation in July, August and in the following academic year.

**Re-admission:** This concerns students who have given notice and are permitted to return the following year, without any guarantee that their current accommodation will be of the same type.

## Annex 2: Practical examples (Articles 2, 3, 4 and 5)

### Student admitted before September 1: main or additional phase

#### Main allocation phase:

A student with DSE entitlement makes their choices on <https://trouverunlogement.lescrous.fr>. The student receives notification that they can book accommodation on June 29 and is then allocated accommodation from September 1.

Once the advance on the rental fees has been paid, accommodation is booked from September 1.

The effective date in the Admission Decision is set to September 1.

However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for the rental fees from the date the keys are handed over. The rental fee for the month of August is calculated on a *pro rata* basis. For example: arrival on August 31: August rental fees = (monthly rental fees/30) x (32-31)
- After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 1.

#### Additional phase:

The student submits a request for accommodation or books it directly on "Trouver un Logement". Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days. The accommodation is allocated to the student from September 1.

Once the advance on the rental fees has been paid, accommodation is booked from September 1.

The effective date in the Admission Decision is set to September 1.

However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for rental fees from the day the keys are handed over. The rental fee for the month of August is calculated on a *pro rata* basis.
- After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 1.

### Student admitted before September 1:

- Between September 1 and October 30: additional phase
  - For example, the student asks to book available accommodation, or books it directly, on "Trouver un Logement" on September 10. Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days, here, on September 17. Accommodation is then allocated to the student seven (7) days after notification or automatic booking, i.e. on September 24.
  - Once the advance on the rental fees has been paid, accommodation is booked from September 1.
  - The effective date in the Admission Decision is also set to September 24.
  - However, the student may request to occupy the accommodation:
    - Before the effective date: The student must pay for rental fees from the date the keys are handed over. The rental fee for the month of September is calculated on a *pro rata* basis.
    - After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 24.
  - The effective date may therefore be different to that of the date the keys are handed over.
- After October 31: accommodation allocation phase during the academic year
  - For example, the student asks to book available accommodation, or books it directly, on "Trouver un Logement" on November 10 for. Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days, i.e. on November 18. Accommodation is then allocated to the student after notification, within a given time delay in each Crous; if the Crous sets a time delay of seven (7) days, the accommodation will be allocated on November 25.
  - In this example, once the advance on the rental fees has been paid within a time delay set by the Crous, accommodation is booked on November 25.
  - The effective date in the admission decision is set to November 25.
  - However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for rental fees from the date the keys were handed over and the rental fee for the month of November is calculated on a *pro rata* basis.
- Before the effective date: The student must nevertheless pay the rental fee from the effective date.

# Admission decision setting the terms and conditions of tenancy in a university residence

## THE DIRECTOR GENERAL OF THE ... CENTRE RÉGIONAL DES ŒUVRES UNIVERSITAIRES ET SCOLAIRES (CROUS – REGIONAL CENTER IN CHARGE OF STUDENT BURSARIES AND ACCOMMODATION)

Having regard to the French Education Code, in particular articles L.822-1, R.822-2, R.822-30, R.822-31;

Having regard to the French Tax Code, in particular Article 1407;

Having regard to Decree no. 2015-1437 of November 5, 2015 setting the list of supporting documents that may be requested from the applicant concerning the rental and the guarantor;

Having regard to Crous Circular no. 20250220 “conditions for rental management for 2025-2026 admissions” (“modalités de gestion locative pour la campagne d’admission 2025-2026”) of February 20, 2025;

Having regard to the rules regarding Crous student accommodation and the use of car parks approved by the Board of Directors on ...

### HEREBY DECIDES THE FOLLOWING.

#### **Article 1. Temporary and revocable accommodation**

The Crous Directorate General admits «**\$NomLocataire**» «**\$PrenomLocataire**», INE no. «**\$INELocataire**», (hereinafter, the tenant or tenants) to the accommodation described in the financial annex.

#### **Article 2. Nature of the tenancy**

The right to occupancy granted to the tenant is temporary and revocable. This right is strictly personal and non-transferable. Subletting or housing a third party, including a child (except in appropriate accommodation) even free of charge, exchanging or loaning the accommodation are all strictly prohibited.

Given its nature and purpose, tenancy does not permit a company or any other legal entity to be registered in the student accommodation or in the residence, except for student associations.

#### **Article 3. Tenancy period**

The effective admission date is that on which the student may occupy the accommodation and the date on which they must pay the rental fee corresponding to the accommodation allocated.

**For all students admitted before September 1 (start of academic year)**, the effective date is September 1 at the latest<sup>1</sup>.

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<sup>1</sup> Except for the Réunion Crous, which sets the date locally because of the earlier start of the academic year in this academy.

**For all students admitted after September 1**, the effective date is the date mentioned in the Admission Decision.

Tenancy is granted from «**\$DateDebutResa**» to «**\$DateFinResa**» and only for the current academic year.

For health reasons, in the public interest or because of organizational issues, the Crous may need to temporarily rehouse students with the same facilities and rental fees, depending on availability.

Students may arrive a few days before the effective date, depending on accommodation availability and provided they have requested it to the residence (appointment validated by the residence). Additional days of occupancy are invoiced to students on a *pro rata* basis, depending on the fees applicable for that period. Accommodation must be insured when the keys are handed over.

A new request for accommodation or renewal must be undertaken each year. In the absence of a request or refusal of request, students must leave their accommodation at the end of the tenancy period agreed in the Admission Decision.

#### **Article 4. Administrative conditions**

Tenants admitted to a university residence must comply with the provisions of the Internal Rules annexed to this Decision, supply the required documents and carry out the following procedures.

#### **Article 5. Proof of eligibility**

The tenant must provide all supporting documents attesting to their status as regards Article R822-2 or article R.822-30 of the French Education Code:

- Identity document<sup>2</sup>;
- University attendance certificate or student card. The document supplied must justify university attendance for the current academic year or, where applicable, internship agreement or enrolment certificate;
- For students from outside the European Union: valid visa or residence permit or acknowledgment of the request for renewal demonstrating that it was submitted within the regulatory deadline.

The student must also provide:

- A joint and several guarantee certificate from a legal entity (preferably certified by Visale or by any other rental guarantee organization) or from a natural person providing the documents indicated in the guarantee certificate;
- Certificate of comprehensive home insurance, including personal liability;
- The unilateral Admission Decision, dated and signed electronically when the rental file was created;
- Where applicable, a recent identity photo will also be requested when the rental file is being created or when entering the residence.

It is specified that keys or other means of access will only be handed over when all duly completed and signed documents, except for the university attendance certificate, have been provided before arrival.

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<sup>2</sup> Acceptable identity documents: identity card, passport, driving license, residence permit, etc.

## **Article 6. Advance on rental fee**

If the tenant has paid an advance on rental fees (for an amount of €100) to confirm conditional allocation of accommodation, this advance will be deducted from the first monthly rental fee. In the event of withdrawal before the effective date and on request of the interested party, the advance payment is refundable within one month of receiving this request, provided that the bank details in SEPA format have been entered in the CitéU digital platform within that period.

## **Article 7. Deposit**

The tenant must pay the deposit in accordance with the procedures indicated, and in any event before entering the accommodation. The student must pay the deposit online.

The deposit is cashed and will not accrue interest during the tenancy period. The deposit may not be used at the initiative of the tenant to settle the last monthly rental fee.

The student's deposit will be refunded via bank transfer, after their departure:

- Within one month, minus any outstanding debt not covered by the joint several guarantee, if the outgoing inventory matches the incoming inventory, provided that the bank details in SEPA format have been entered in the CitéU digital platform within that period;
- Within two months, minus any outstanding debt or debt not covered by the joint and several guarantee, or charges deriving from potential damage or negligence on the part of the student, or cleaning charges and an overhaul of the premises described in the outgoing inventory.

In the event of renewal or readmission, the deposit is kept for the next accommodation allocation. It will not be reassessed.

## **Article 8. Commitment to joint and several guarantee**

The tenant may only enter the premises once they have supplied a commitment to joint and several guarantee in compliance with Article 4.1 (legal entity or natural person).

The commitment to joint and several guarantee covers the current academic year, regardless of the date when the tenancy period ends. It must be renewed in the event of readmission or renewal.

## **Article 9. Insurance**

The insurance certificate must consist in comprehensive home cover, which must include personal liability, in the name of the tenant and for the accommodation address mentioned in this Decision. It must be valid as soon as the keys are handed over.

Should the insurance not cover the entire tenancy period granted and noted in this Admission Decision, it must be renewed at term and the new certificate must be sent to the residence.

Insurance must be renewed in the event of readmission or renewal.

## **Article 10. Financial tenancy conditions**

The tenant must pay rental fees on due date, that is, on the first day of the month following occupancy, in compliance with the arrangements described in the financial annex of this Decision. By derogation, having deducted an advance of €100, if it has been paid, the rental fee of the first month of occupancy is due from the date of the key handover.

## **Article 11. Inventory**

### **11.1. Incoming tenant**

At the latest when keys or other means of access are handed over, an inventory agreed by both parties, counter-signed by a Crous agent and by the tenant, or their duly appointed representative, is drawn up and added to their file.



It describes the state of the premises and equipment.

Hidden problems and operational problems which could not have been detected when the inventory was drawn up must be reported by the tenant within ten (10) calendar days after the latter moved into the accommodation.

Problems linked to the heating may be reported within ten (10) days, following the switching on of the building's heating system.

### **11.2. Outgoing tenant**

The tenant commits to leaving the premises clean, failing which the tenant will be charged for cleaning costs.

When the tenant leaves, an inventory is drawn up in the presence of the Crous agent and the tenant, or where applicable, their duly appointed representative. The inventory appointment must take place before the end of the tenancy and at the latest on the last day of occupancy.

At the conclusion of the outgoing inventory, the tenant returns the means of access, failing which the tenant is deemed to be occupying their accommodation and must pay the tenancy fees due. In case of loss, the replacement of the means of access will be charged.

Any damage that does not constitute normal wear and tear will be charged to the tenant in line with the charges set by the Crous Board of Directors and sent at the latest when the keys are returned. Damage which is not listed in the charge list set by the Crous Board of Directors will give rise to an invoice on the basis of the quotes established by the Crous.

A student leaving the accommodation without returning their keys or signing the outgoing inventory may need to pay for the charges relating to the state of the accommodation and a new lock. The student may be reported and no longer admitted in a Crous university residence.

## **Article 12. Early tenancy conditions**

### **12.1. At the initiative of the tenant**

The tenant commits to informing the residence of their departure one (1) month in advance, from date to date, via the CitéU rental digital platform. The tenant receives an electronic acknowledgment of receipt. Unless the Crous has specific arrangements, departure will take place on a working day at the end of the notice period.

Failing to provide notice within the deadline and conditions mentioned above, the date when the keys are returned constitutes the start of a notice period of one (1) month which will be invoiced in full.

### **12.2. At the initiative of the Crous**

The Crous can decide to end the tenancy by way of a repeal decision signed by the Director General, in the following cases:

- If the student has not provided a counter-signed and completed rental file within seven (7) calendar days from the date of accommodation allocation, provided that the latter date occurs before August 15, the student loses their tenancy rights. In this case, the Lapse Decision cancels admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance on the rental fees is non-refundable, save for a derogation granted by the Director General. If a difficulty has been reported to the Crous, the student may ask for an extension to complete their rental file;
- If the student, with an up-to-date rental file, is not present on the day that the keys are made available and has not obtained authorization from the Crous for a late arrival, the student loses their right to occupy their accommodation within seven (7) calendar days from the effective date. At the end of this period, the Repeal Decision leads to canceling the admission on the effective date and informing the student they have lost their right to tenancy. In this case, the advance payment on the rental fees is non-refundable;

- If the student has indicated a late arrival but has not arrived on this date, including any potential delays, or within 30 days following the effective date, a decision leads to canceling the admission on the effective date and informing the student they have lost their right to tenancy. In this case, an advance payment on the rental fees is non-refundable;
- If the student in accommodation in 2024-2025 obtained a renewal but gave notice which took effect prior to August 31, 2025, a Lapse Decision cancels the renewal on the effective date. The Crous informs students of the loss of their rights;
- If the student has outstanding debt after the date of the new Admission Decision, taken as part of a renewal or admission, which has not been settled before the effective date, the student loses their right to renewed tenancy. In this case, a Lapse Decision leads to canceling the admission on the effective date and informing the student they have lost their rights.

Should the obligations incumbent on occupying tenants not be complied with, the Crous can terminate this Decision early and repeal the decision, as a statement of fact or penalty towards the tenant.

When the keys are handed over, students who do not have a disability and who are allocated accessible accommodation will be informed of the fact that they may be requested to move during the academic year, if a student with limited mobility requires the said accommodation. The Crous will then offer rehousing for the students concerned.

### **Article 13. Internal rules**

The sole fact of the tenant's admission and their tenancy rights mean that tenants are held to comply with the conditions and rules of accommodation set in the Internal Rules annexed to this Decision.

### **Article 14. Remedies and appeal**

Disputes resulting from the application of this Decision may be the subject of *ex gratia* remedy with the Crous Directorate General or appeal, within two months after the notification date of this Decision.

The Crous Director General

First name NAME

Date «\$DateDebutResa»

I, «\$NomLocataire» «\$PrenomLocataire», the undersigned, declare having taken note of this Decision and its annexes and undertake to comply with the provisions set out in the Internal Rules of the residences and car parks.

Tenant's signature

*Personal data is collected as part of the rental agreement management, the purpose of which is to constitute a rental file for the allocation of accommodation. Data is kept for the entire duration of the active rental agreement until the end of applicable regulatory periods.*

*For any question on data processing, the Data Protection Officer may be contacted at the address featuring on the Crous website in the "Contacts" section.*

# Financial annex to the admission decision

## FINANCIAL TERMS

The accommodation allocated to «**\$NomLocataire**» «**\$PrenomLocataire**» has the following characteristics:

- Type: «**\$TypeLgtResa**»
- Residence (name and address): «**\$NomCiteResa**»
- «**\$AdresseCiteResa**»
- Surface area: «**\$SurfaceMin**» / «**\$SurfaceMax**»
- Total monthly rental fee broken down as follows:
  - Rental fee *per se* «**\$AFLoyerMin**»/ «**\$AFLoyerMax**» euros
  - Flat-fee charges «**\$AFChargesMin**»/ «**\$AFChargesMax**» euros
  - Equipment fee: «**\$AFComplementsMin**»/ «**\$AFComplementsMax**» euros

Deposit: «**\$AFLoyerMin**» euros

The rental fee indicated is provisional. The fee is subject to change following a decision from the Crous Board of Directors.

Calculation of housing grants from the CAF (French benefits agency) only concern the rental fee *per se* (without the flat-fee charges or equipment fee).

Any damage incurred is invoiced to tenants in accordance with the charges voted by the Crous Board of Directors.

## ADVANCE PAYMENT ON THE RENTAL FEES CONFIRMING BOOKING

The advance payment on rental fees in Article 6 of the Admission Decision is deducted from rental fees due for the first month.

In the event of withdrawal, this advance is refundable before the effective date mentioned in the Admission Decision on request of the interested party. The tenant must inform the residence of any withdrawal before the effective date (that is, before «**\$DateDebutResa**») in accordance with the procedure indicated on the withdrawal form.

After the effective date, no refund can be made, save in exceptional circumstances and provided that the tenant expressly requests it, in particular when the request is linked to late admission to a higher education institution (PARCOURSUP), which will be examined by the Crous Directorate General.

When requesting a refund, the student must provide their bank details, displaying an IBAN and a BIC (French bank codes) on both sides of the bank details if needed, by entering them in the [messervices.etudiant.gouv.fr/](https://messervices.etudiant.gouv.fr/) platform, in the "CitéU" tab and then in the "RIB & PRELEVEMENT" tab.

# Fixed-term guarantee document

(Articles 2288 to 2320 of the French Civil Code; Law no. 89-462 of July 6, 1989, amending Law no. 86-1290 of December 23, 1986, and in particular, Article 22-1)

## I, the undersigned (guarantor)

(NAME and first names)

Birthdate:

Birthplace:

Occupation:

Full address:

Email:

Telephone:

Hereby declare that I stand as guarantor for the joint and several fixed-term guarantee of all the sums that the **tenant** may owe to the **owner**, without the right to demanding prior legal proceedings against the tenant, resulting from the unilateral Admission Decision setting out the tenancy terms and conditions of accommodation in a university residence.

## The owner:

«\$NomCrous » Crous

Located at:

«\$AdresseCiteResa»

## The tenant

«\$NomLocataire» «\$PrenomLocataire»

For accommodation at the following address:

«\$AdresseCiteResa»

Residence: «\$NomCiteResa»

My commitment is valid for a fixed-term

From: «\$DateDebutResa»

To: «\$DateFinResa»

## All-inclusive rental fees (rental charges and flat-fee charges)

Rental fee *per se* «\$AFLoyerMin»/ «\$AFLoyerMax» euros

Equipment fee: «\$AFComplementsMin»/ «\$AFComplementsMax» euros

Flat-fee charges: / «\$AFChargesMax» euros

Up to an amount equivalent to twelve (12) monthly rental fees added to a maximum amount of five thousand euros (€5,000).

I acknowledge that I have received and read a copy of the Admission Decision and its financial annex setting the terms and conditions of accommodation in a university residence, its clauses and conditions and in particular, the amount of the rental fee. I also acknowledge that the Crous has informed me of the acceptable solvability threshold, which represents three (3) months of rental fees including charges.

In addition, I acknowledge that I am aware of the tenant's financial situation. The present guarantee document, to the benefit of the Crous, covers the payment of all that the tenant may owe to the Crous and in particular: rental fees, charges and accessories, interest, indemnity compensation due to penalty clauses and occupancy indemnity, expenses and costs of proceedings, as well as tenancy damage and repairs charged to the tenant.

By standing as a guarantor for «\$NomLocataire» «\$PrenomLocataire», I commit to refund from my own income and personal property, the monies and expenses covering the payment of principal and interest and, where applicable, late payment penalties or interest owed by the tenant, in the event of the latter failing to meet these payments. I confirm that I am fully aware of the nature and scope of my commitment.

The present guarantee being joint and several, the guarantor expressly declares they waive benefits of discussion and division in accordance with Article 2298 of the French Civil Code.

Lastly, I also acknowledge that I have read the penultimate paragraph of Article 22-1 of the Law of July 6, 1989, drafted as follows: "When a guarantee for obligations resulting from a rental agreement, drawn up in compliance with the present document, does not comprise an indication of duration, or when the duration of the guarantee is open-ended, the guarantor can cancel it unilaterally. Cancellation occurs at the end of the rental agreement, whether this is an initial agreement or an automatically renewed or renewed agreement, during which the tenant receives notification of the cancellation." In the case of the Crous establishments, the agreement is replaced by the Admission Decision. The commitment to stand guarantor for the joint and several guarantee must be renewed in the case of readmission or renewal on the basis of the new and revised rental fee approved by the Crous Board of Directors.

**"Approved for joint and several guarantee"**

[Place]....., on .....

First Name and Name, Signature

**The following documents must be supplied:**

- A. - For guarantors who are natural persons, current proof of identity comprising the photograph and signature of the holder from among the following:
  - a. National or French identity card.
  - b. National or French passport.
  - c. National or French driving license.
- B. - For guarantors who are legal entities, the following two supporting documents:
  - a. A company registration certificate (Kbis in France) of less than three months, company statutes or any other supporting documents attesting to the existence of the entity showing the name of the director and the address of the entity as well as proof that company registration has occurred in a government agency, jurisdiction or professional body.
  - b. Identity document of the company representative featuring on the company registration certificate or statutes.
- C. - One proof of address from the following:

- a. Latest rental fee.
- b. Water, gas or electricity bill of less than three months.
- c. Insurance certificate of less than three months.
- d. Latest property tax notice, or failing that, property deed of the main residence.
- D. - One or several documents attesting to occupation from the following, translated into French:
  - a. A work contract or internship contract, or failing that, a certificate from the employer indicating the position and compensation offered, the date of arrival in the company envisaged and where applicable the duration of the probation period.
  - b. A company registration certificate of less than three months for a commercial enterprise.
  - c. A trade registration certificate (D1 in France) of less than three months for a tradesperson.
  - d. A copy of the INSEE (National Institute of Statistics and Economic Studies) identification certificate comprising identification numbers for an independent worker.
  - e. The copy of a professional card for a liberal profession.
  - f. Any recent document attesting to occupation for other professionals.
- E. - One or several documents providing proof of income from the following, translated into French:
  - a. Mandatory: The three latest salary slips.
  - b. Latest tax notice or tax exemption notice, and in the case where all or some of the income has not been taxed in France but in another country or territory, or the equivalent latest tax notice or notices established by the tax authorities of the said country or territory.
  - c. Latest tax notice.
  - d. The two latest balance sheets, or failing that, an income certificate for the current year issued by an accountant for non-salaried professions.
  - e. Proof of payment for compensation, pensions, social and family benefits and grants received within the three months or proof of entitlement to such rights established by the funding organization.
  - f. Proof of real estate income, life annuity or investment income

Cnous

[www.etudiant.gouv.fr](http://www.etudiant.gouv.fr)

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# Internal rules of community life in university residences

## PREAMBLE

The present Internal Rules set out the conditions of community life in university residences in accordance with Circular no. 20250220 of February 20, 2025. They apply to all residents, irrespective of their legal status. Where applicable, additional measures set by the Crous and approved by the Board of Directors, may be added to the Internal Rules. These measures, which are annexed to the Internal Rules, may not be contradicted by its provisions in any way.

## DEFINITIONS

- **Resident:** A person housed in a Crous university residence who benefits from tenancy rights (Admission Decision).
- **Admission Decision:** Document setting the terms and conditions of tenancy in a university residence. It is sent to the future resident, once the advance on the rental fee has been paid (booking) or to the renewing resident, the booking being validated, and confers them their right to occupancy.
- **Occupier without right or title:** A person illegally occupying accommodation without an Admission Decision (following a Repeal Decision or continuing occupancy despite the end of the Admission Decision). In this event, the occupier must still comply with the Internal Rules.
- **Crous accommodation:** furnished accommodation, and depending on the residences, household appliances, conferring a right to housing benefits – CAF (Crous accommodation is not deemed to be furnished accommodation under common law regulations).
- **Rental fee:** Sum (either a flat fee or a rental fee *per se* plus furniture and other charges) paid monthly by the resident.
- **Occupancy indemnity:** Sum paid by an occupier without right or title.
- **Co-tenancy:** accommodation to be occupied by several residents.
- **Common areas:** areas shared by several residents in a co-tenancy.
- **Communal areas:** areas shared within the residence (kitchens, bathrooms, work rooms, gym, television rooms corridors etc.) and outdoor areas within the perimeter of the residence.
- **Repeal:** decision ending the tenancy from the Repeal Decision date.
- **Expulsion:** obligation of the resident or occupier without right or title to leave the accommodation they occupy
- **Eviction:** law-enforcement following a judge's decision to compel the resident or occupier to leave accommodation.
- **Renewal:** concerns students renting the same accommodation in July, August and in the following academic year.
- **Re-admission:** concerns students who are authorized to return the following year without staying in the summer months, by derogation from the Director General without any guarantee of keeping the same type of accommodation.

## **I. Accommodation tenancy**

### **Article 1. Need for an Admission Decision**

A resident may occupy accommodation in a university residence if they have previously benefited from a valid admission, renewal or current re-admission Decision from the Crous Director General. The tenancy is granted for the dates set in the Admission Decision.

Each year, the resident must undertake all necessary procedures regarding renewal or re-admission, in accordance with the terms set by the Crous pursuant to the national rental management Circular. If the resident has not undertaken these procedures, they become an occupier without right or title at the end of the tenancy.

### **Article 2. Visits**

Residents are free to receive visitors. Residents are responsible for visitors to whom they have authorized access and for any incidents which may have occurred in their accommodation and in the residence's communal areas. The right to an authorized visit is exercised in the presence of the resident. Keys and badges may not be entrusted to visitors, as this may be considered to represent subletting.

Residents may request, in writing and with prior express consent from the Residence Manager, to host a single guest, on an exceptional and occasional basis, for a limited duration set by the Crous. The guest must provide their credentials.

Residents must without fail declare, with at least one day's notice, the name of the guest they wish to host to the residence welcome desk, before the latter's arrival, and the duration of their stay. In any event this stay cannot exceed three (3) consecutive nights. These requests must be occasional and within reason.

### **Article 3. Subletting or hosting a third party**

Tenancy is strictly individual and nominative.

Subletting, whatever its form and whether it is free of charge or not, and any undeclared hosting activities mentioned in Article 2, are strictly forbidden and incur a penalty (Article 19).

The size of the accommodation is intended for the number of people indicated in the Admission Decision. Therefore, a resident welcoming a child during the academic year and living in accommodation which does not provide appropriate housing conditions, will be assisted by the Crous social services when searching for accommodation adapted to their situation, thus enabling them to leave this inappropriate accommodation.

### **Article 4. Access to the residence and the accommodation**

#### **4.1 Resident's means of access**

For reasons of access and safety (e.g. doors open for firefighters in case of incident) the resident may not change the lock in their accommodation nor add a lock or any other additional locking device.

The resident is liable for means of access which they must never entrust to another person. In the event of loss, they must inform the residence of the loss and pay the replacement fee. A change of lock will be carried out by the Crous. The resident must pay for the replacement and should contact their insurance company to request a refund.

## **4.2 Access to the accommodation by the Crous**

The Crous Director General and the Residence Director are responsible for the safety of persons and property and also for the peace and cleanliness of premises.

To that end, the Crous reserves the right to visit the accommodation to check its state, in particular when checks are required concerning its cleanliness, the safety of persons and property, the building's mandatory and regular maintenance visits, premises maintenance and the application of the Internal Rules. Depending on the work to be done, an external contractor may need to work in the accommodation and may be accompanied by a Crous agent.

If the resident has requested work to be done, the Crous agents carry it out either in the resident's presence or following the resident's consent to undertake it in their absence.

Emergency aside (e.g. in the case of injury to persons or damage to property), the resident will receive prior written information of the visit within at least two (2) days. This notice period may be reduced in the event of *force majeure*. In the case of annual mandatory visits (in particular the maintenance of safety devices), should the student not respond to this request for visits, the latter will be informed that the visit will take place, even in their absence, and the date set for the visit will be notified to the resident.

## **Article 5. Accommodation layout**

Residents may change the layout of their accommodation with the existing furniture items, provided these are not fixed to the floor or wall. Modifications must take into account the state of the furniture. Any damage may need to be invoiced to residents. In particular, additional mattresses and beds may not be used.

Furniture is made available to the resident and may not be removed or changed, barring written agreement from the Residence Manager. Furniture equipment items which were in place at the incoming inventory remain the property of the Crous and must also be in place at the outgoing inventory, failing which residents will be invoiced.

Should these rules not be complied with, the Crous requires the resident to return the premises to their initial state. If the resident has not returned the premises to their initial state, the Crous will instruct this task to be undertaken at the resident's own expense.

For any other basic layout request, or additional furniture (which does not modify any partitions or the state of the surfaces, walls, floors, ceilings and furniture), the resident may contact the residence.

## **Article 6. Internet access**

The residence can be connected to the Internet via a service provider. The resident benefits from Internet access in their accommodation. Activating the service requires acceptance of the general conditions of use. In any event, should a student wish to add Internet equipment, a contractor other than that of the Crous operator may not work on or modify the residence's existing installations without express consent from the Residence Director.

## **Article 7. Commercial activity, associations and collective activities**

No company or other commercial activity can establish their registered office in a university residence.

A student association meeting the conditions of Article 8 of the Internal Rules may establish their registered office in a university residence with a written authorization from the Crous Director General: any association wishing to establish their registered office in the residence must declare its statutes, aims and the resources envisaged, as well as the name of its officers, to the Crous Director General; this declaration does not exempt the legal formalities from being fulfilled.

Authorization from the university Residence Manager must be requested at least eight (8) days in advance for any collective activity of any nature whatsoever under the conditions of Article 8, organized by the residents or by an association.

## **II. Rules of community life in a university residence**

### **Article 8. Following the rules of private life, community and citizenship**

Within their accommodation, all residents have the right to the freedom of expression, cultural information, politics, trade unionism, religion and assembly and association. These freedoms are exercised while being mindful of the individual freedoms of other residents and the principles of secularism and neutrality.

Residents exercising their individual freedoms must reconcile the following principles:

- Being mindful of the principles of secularism and neutrality of the public service which prohibit any demonstration or association which violates these principles;
- Being mindful of Crous staff;
- Being mindful of other residents, especially of their peace;
- Being mindful of the state of premises, furniture, equipment and outdoor areas.

In addition, the residence is a living community, in which each person must show tolerance and a respectful attitude to the personality of others and their beliefs.

The use of any form violence and in particular:

- Gender-based violence and sexism;
- Physical as well as verbal violence;
- And any form of harassment, including via the Internet, intimidation or discrimination or any speech or behavior that is racist, anti-Semitic, xenophobic, sexist and homophobic, or reduces a person to their physical appearance or disability is unacceptable, given the right of each person to live in a safe and tolerant environment.

The Crous may take any immediate measures they deem necessary to preserve the safety of their residents. Penalties may be incurred in accordance with Article 19 of the Internal Rules.

Lastly, residents commit to being mindful of the Crous values of citizenship, the environment and ecological transition. The principle of good water and energy management applies to all residents.

### **Article 9. Rules of living together**

Occupancy must be peaceful and mindful of community life rules. Residents must avoid noisy activities by day and night, and especially after 10.00 pm, in order to respect the work and rest of other residents and Crous staff.

## **Article 10. Tobacco and alcohol use and consumption and production of illicit products**

In accordance with current legislative and regulatory provisions, smoking, vaping and using illicit products or drinking alcohol in premises intended for collective use (especially enclosed and covered premises which welcome members of the public or which represent work areas, communal and shared premises and areas, corridors, etc.) is prohibited.

The production and sale of illicit substances is prohibited.

## **Article 11. Complying with hygiene and cleaning rules**

The Crous only undertakes the cleaning of communal areas. Residents maintain the cleanliness of these areas.

Residents are responsible for cleaning their accommodation, including the balcony if there is one, and ensure that they keep it clean. In particular they must air the accommodation frequently. Residents in a co-tenancy are responsible for the cleanliness of both communal and private areas.

The proper functioning of the residence requires that personal waste be disposed of, using appropriate containers and collection methods, and that electricity, heating and hot water be used responsibly. Residents are responsible for waste disposal in their accommodation. Waste must therefore be placed in appropriate containers and not left in communal areas or next to containers.

Should a resident find pests (bedbugs, cockroaches, etc.) they must notify the Residence Manager without delay. Fees are only paid by the Crous if the resident had not notified the infestation or not complied with the disinfection protocol.

Pets are **only** admitted in university residences on the prior express consent of the Residence Director. The decision is taken given, firstly, the characteristics of the accommodation occupied and in particular the animal's size and secondly, the characteristics of the animal, their welfare and compliance with community life in a university residence.

Following this authorization, the resident who owns a pet commits to:

- Keeping the accommodation in a perfectly hygienic state. Regular visits to the accommodation may be carried out by staff to ensure this is the case;
- Keeping a cage, litter, a basket, etc. in perfect condition so that no odors may be detected in the accommodation;
- Treating the animal against parasites and keeping their vaccination booklet up to date (including dated anti parasite treatments);
- Placing the animal in a cage or keeping it on a leash during technical and safety work;
- Arranging the pet to be kept by a third party outside the accommodation in case of absence for more than one day;
- Leaving with their pet at the end of accommodation occupancy in a university residence.

This commitment will be valid until the end of the occupancy Admission Decision and will be renewed expressly in the case of accommodation renewal. It is also valid when the resident leaves the accommodation, who will not be able to leave the animal in the accommodation on departure. Otherwise, fees for the animal to be taken care of will be invoiced to the resident.

## **Article 12. Complying with health rules**

Community life is naturally conducive to viral transmission. Therefore, if a resident suspects they have succumbed to a serious and contagious disease or they are the victim of a serious accident or condition, they must declare it as soon as possible to the university Residence Manager. Residents must submit to the medical checks required at appropriate medical services.

In the case of a contagious disease requiring special care or recourse to a specialized medical unit, coming back to the university residence requires a medical certificate to be produced, showing that there is no contra-indication to community life. Should this be impossible, the Crous may support the student in finding appropriate accommodation outside of the Crous, taking into account their medical needs.

In a pandemic, residents must comply with all health rules and measures implemented in the residence and nationwide.

## **Article 13. Complying with safety rules**

The university residence's electrical power is adapted to the equipment provided by the Crous. For safety reasons, except for the equipment provided by the Crous, the resident commits to refrain from:

- Using gas appliances, heating devices, hot plates and hobs (except for authorized microwave ovens) in communal areas;
- Possessing an object or device liable to compromise the safety of property and persons;
- Using multi-sockets and limiting the number of electrical appliances used at the same time.

In no way should the resident jeopardize the safety of other residents and staff. The resident therefore commits to refrain from:

- Blocking access to the accommodation, the residence and the emergency exits;
- Obstructing mechanical ventilators;
- Interfering with water, electricity, gas, Internet or heating networks;
- Damaging safety equipment and installations;
- Unplugging or obstructing smoke alarms installed in the accommodation;
- Storing dangerous or flammable products;
- Storing personal equipment or objects in communal areas;
- Hanging objects or placing them on windowsills, corridors, stairwells and communal areas.

## **Article 14. Videoprotection**

Communal premises, hallways and access to residences may be placed under videoprotection to ensure the safety of persons and property. Residents are informed of this procedure on arrival, by way of posters displayed in the residence. Conditions for access to images are detailed in the General Data Protection Regulation (GDPR) and recommendations from the French National Commission on Informatics and Liberty (CNIL).

## **Article 15. Theft and damage**

The Crous is in no way liable for any thefts the resident may have been subjected to in their accommodation or within the perimeter of the university residence.

The resident is liable for any damage they may have incurred at their own expense.



### **Article 16. Posters**

Dedicated display boards can be used by residents. Posting requests are first sent to the residence management in writing. No posters may be authorized outside the dedicated areas. Any communication in a foreign language must be translated into French. Advertising is strictly forbidden.

### **Article 17. Reporting problems**

Any problem, breakdown or incident must be reported immediately to the university residence management, to enable maintenance agents to remedy it. Such work is paid for by the Crous.

A problem linked to **improper use** may be invoiced to the resident, **especially if this is a recurring problem**.

## **III. Non-compliance within the Internal Rules and/or admission period**

### **Article 18. Failure to comply with the Internal Rules and/or admission period**

If a resident fails to comply with the Internal Rules and/or the admission period, they will be summoned by the Residence Manager or their representative.

During the interview, the resident may comment on the situation and be assisted by a person of their choice.

In the event of physical or verbal assault on persons, damage to property or repeated non-compliance with the Internal Rules resulting in grave or imminent danger, penalties may be applied in accordance with Article 19 of the Internal Rules.

#### **Reasons for penalties (non-exhaustive list)**

- Physical or verbal assault on persons, damage to property or repeated non-compliance with the Internal Rules resulting in grave or imminent danger;
- Repeated non-compliance with the Internal Rules (non-compliance with hygiene rules, change or removal of furniture provided, noisy occupancy, tobacco usage and/or vaping, illegal subletting, forgery, etc.);
- Unpaid rental fee for more than one (1) month not recovered during the tenancy period;
- Lack of documents required in the rental file;
- Continued occupancy without tenancy rights.

### **Article 19. Consequences of not complying with the Internal Rules**

Any infringement to the Internal Rules is liable to lead to the following written and substantiated penalty, taking into account the severity of the infringement and/or its recurrence:

- Written warning from the Residence Manager;
- Written warning from the Crous Directorate General;
- Automatic move to another residence;

- Refusal by the Director General to renewal or re-admission in a residence;
- Repeal of tenancy leading to expulsion;
- Independently of criminal prosecution, serious infringement to community life or harm to staff or to any other person can lead to the Repeal Decision leading to expulsion, without prior warning from the Crous.

**The present Internal Rules take effect as from September 1, 2025.**

# Internal rules for car park users

## **Article 1      Definition**

In these Internal Rules, the term “User” indicates the driver of any vehicle authorized by the Crous to park in the car park or to drive in the latter with a view to parking.

## **Article 2      Car park conditions of use**

Leaving a vehicle in the car park involves the full acceptance by the User of these Internal Rules, a copy of which will be prominently displayed at the entrance.

## **Article 3      Right of access**

Access to the car park is reserved for Users and authorized persons. Access to accommodation premises is forbidden to non-resident Users of the car park. A copy of the registration vehicle certificate must be provided.

## **Article 4      Restrictions of use**

The User is strictly forbidden to wash or clean their vehicle in the car park, to carry out any form of work on it, to carry out any retail operations or any other activity without direct or indirect link with parking a vehicle such as sleeping, eating or drinking alcohol.

The use of machines or materials liable to damage or wear away the floors and car park equipment is strictly forbidden. Any damage caused by such machines and materials will be charged to the User.

## **Article 5      Car park opening hours**

The User has access to the car park during opening hours, unless otherwise stated in the agreement between the subscription User and the manager. The car park is open 24/7. Any modification will be communicated to the User.

No vehicle may remain continuously in the car park for more than 30 consecutive days without prior agreement in writing from the manager. The manager may have the vehicle, which is infringing the above rule, removed at the User's own expense and risk. Access is forbidden to a vehicle which cannot be parked in a normal parking spot (5 meters by 2.5 meters) because of its dimensions. Access to the car park is strictly forbidden to a vehicle towing a trailer.

## **Article 6      Payment terms**

Use of the car park is subject to the payment of a parking fee, the amount of which is set by the Crous Board of Directors, paid monthly. Receiving a badge provides access to the car park. The User must keep the badge for the duration of the subscription to the residence car park. The User must pay a deposit which will be refunded to them when the badge is handed back except in the case of damage. If the badge is lost, the User must pay a flat fee, the amount of which is set by the Crous Board of Directors.

## **Article 7      Exemption from liability**

The parking fee represents the right to park the vehicle. It does not imply the right to security services for the vehicle. Under no circumstances can the Crous be held responsible for any damage, theft, fire, and so on, which may occur with the vehicle or its contents. Locking the vehicle and leaving no visible object in it is strongly advised.

## **Article 8      Liability**

The owners of vehicles are held responsible for bodily accidents as well as material damage they may cause inside the car park regarding cars, installations and buildings. Any damage to the parking equipment, duly noted, will give rise to legal proceedings. In the case of accident, this must be declared immediately to the residence management.

## **Article 9      Traffic inside the car parks**

In the car park's traffic lanes, Users are held to following the rules of the road, existing signals, instructions indicated on signposts or directly from residence staff as well as specific provisions in these Internal Rules. Disregarding these provisions will lead to the cancelation of the subscription with the residence.

Speed is limited to 15 km/h in the car parks. Overtaking and parking on traffic lanes is forbidden.

Car parking must be carried in such a way that the vehicle does not impinge on the traffic lane, on the adjacent parking spot.

## **Article 10      Parking**

In the event of illegal parking, thus hampering normal use conditions or presenting any danger in the car parks, the Crous reserves the right to call on the relevant authorities to have the vehicle removed entirely at their owner's own expense and risk. In the event of accident or involuntary immobilization of a vehicle, the User will immediately take the necessary measures to park the vehicle in such way that it does not hamper normal traffic in the car park in any way.

## **Article 11      Specific case of a non-resident car park User**

If the car park User is not a tenant of the residence where the car park is located, the latter must in no way enter the residence's various floors nor disturb residents. The User must only use the communal areas to enter or leave the car park.

# Financial annex of the internal rules for car park users

## **FINANCIAL TERMS**

Details of the parking spot allocated to the (User (Users)):

- Residence (name and address):
- Parking spot number:
- Parking fee:

Damage is charged to the User in accordance with the fees voted by the Crous Board of Directors.

## Withdrawal form

I, the undersigned «**\$NomLocataire**» «**\$PrenomLocataire**» INE (student card number):  
«**\$IneLocataire**»

Having been allocated accommodation at the «**\$NomCiteResa**» residence

Located: «**\$AdresseCiteResa**»

In a «**\$TypeLgtResa**»-type accommodation

**From «**\$DateDebutResa**» (effective date) to **\$DateFinResa****

Wish to withdraw and no longer benefit from the accommodation which has been allocated to me for the above period. This accommodation can be allocated to another student. I request the refund of my booking on the bank account with the corresponding details entered in the [messervices.etudiant.gouv.fr/](https://messervices.etudiant.gouv.fr/) platform, in the "CitéU" tab and then in the "RIB & PRELEVEMENT" tab. I request the refund of my booking on my bank account. To that end, I will check that my banking details have been properly entered and that my banking details form (RIB) showing an IBAN and BIC (French bank codes) – on either side of the document if necessary – are correctly entered in the [messervices.etudiant.gouv.fr/](https://messervices.etudiant.gouv.fr/) platform, in the "CitéU" tab and then in the "RIB & PRELEVEMENT" tab.

**Reason for withdrawing (compulsory if withdrawal occurred after September 1):**

NO LEGAL USE

[Place]..... on .....

Student's signature

**Withdrawal notified to the residence before the effective date indicated in the Admission**

**Decision:** the deposit can be refunded without supporting documents.

**Withdrawal notified to the residence after the effective date indicated in the Admission Decision**

**: the amount of the booking is non-refundable** except for substantiated and serious reasons, which will be examined by the Crous Directorate General (provide documentation).

**The document is to be sent by post with recorded delivery,  
by email or handed directly to the residence reception.**

*Personal data is collected as part of the rental agreement management, the purpose of which is to constitute a rental file for the allocation of accommodation. Data is kept for the entire duration of the active rental agreement until the end of applicable regulatory periods.*

*For any question on data processing, the Data Protection Officer may be contacted at the address featuring on the Crous website in the "Contacts" section.*

## Form for the authorization of Crous accommodation concerning a minor student

I, the undersigned,

Name: .....

First name: .....

Address: .....

.....

.....

Telephone: .....

Legal representative of minor student:

Name: .....

First name: .....

Date of birth: .....

**Authorize the latter to occupy a Crous accommodation for the 2025-2026 academic year. I am fully aware that this minor student remains my responsibility.**

[Place ] .....

Signature:



# General booking and sales conditions for individual stays of less than one month

## **Article 1      Booking and payment terms**

### **1.1      Booking**

A specific contract for each type of accommodation shall be drawn up between the Crous and the tenant of the accommodation, the "Tenant".

Fees are fixed and include: Internet connection, sheets, one towel, toilet paper, and a hygiene kit. A cleaning flat fee may be applied at the end of the stay.

### **1.2      Payment terms**

The payment of the sums due must be made in their entirety by the Tenant at the latest when the keys have been handed over. In the event that payment has not been made before the start of the stay, the Tenant will not be provided with accommodation.

No deposit is required for these accommodation units, but should any damage be noted after the departure of the occupier of the accommodation, in the rooms, the Crous will send the Tenant a detailed invoice of the amount to be paid to cover the damage, which the latter commits to pay as soon as possible.

### **1.3      Inventory**

The Crous undertakes to provide clean premises in a good state of repair.

The Tenant is asked to read the state of the accommodation provided and to notify the residence of any items noted that do not comply with the terms set out in the contract, within two days after their arrival. In the absence of any express reservations formulated by the Tenant, the latter declares the premises to be in order.

Any damage or loss during the stay, and noted by the Crous after the Tenant's departure, is attributed to the latter and is subject to being charged.

The Tenant must empty the accommodation of all personal effects. The refrigerator and bins must be emptied. Bins must be emptied and placed in the residence containers. Any object left behind will be disposed of. No luggage may be kept by the residence.



#### 1.4 Stay dates

Stay dates may not be changed. Under no circumstances may the Tenant claim any right to remain in the premises after their stay.

The time slots for taking possession of the accommodation are as follows: to be provided by the residence.

#### Article 2 Accommodation conditions

The Internal Rules annexed to the General Sales Conditions are given to the Tenant. The Tenant declares they have read the General Sales Conditions and their annex (Internal Rules) and undertakes to comply with the provisions of the university residence Internal Rules.

#### Article 3 Change or Cancellation

As regards accommodation services and in accordance with Article L 121-21-8-12° of the French Consumer Code, the Tenant has no right to retract, as set out in Article L 121-21 of the French Consumer Code.

Any cancellation request must be sent by email to the university residence concerned.

**PLEASE NOTE: cancellation must, without fail, have occurred at least 48 hours before the expected arrival date.**

In the event that cancellation occurred before 7.00 pm two days before the expected arrival date, rental fees paid in advance can be fully refunded.

In the event that late cancellation occurs after 7.00 pm two days before the expected arrival date, rental fees paid in advance can be refunded minus the cost of the rental for the first night.

In the event of a no-show (booking was not canceled before the stay and the Tenant was not present on the arrival date), no refund will be made.

**The rental fee for the canceled stay will be refunded by transfer at the initiative of the Crous (where applicable, minus charges for late cancellation – see above). The Tenant ensures they provide their banking details to the residence (banking details in their name) to enable the transfer to the latter.**

READ and APPROVED (date and signature)