

HOUSING on CAMPUS APARTMENTS



PLEASE COMPLETE THIS FORM AND SEND IT TO:
apartment@ista.ac.at

EMPLOYEE of
IST AUSTRIA:

YES: ☐

NO: ☐

ARRIVAL DATE:

Click or tap to enter a date.

DEPARTURE DATE:

Click or tap to enter a date.

APARTMENT

SINGLE
apartment:

☐

SHARED
apartment

☐

FAMILY
apartment:

☐

ARRIVAL after 4 pm
(key-box):

YES: ☐

GUEST NAME:

LAST NAME:

FIRST NAME:

ADDRESS:

CITY :

STREET:

ZIP Code:

E-MAIL:

DATE OF BIRTH:

NATIONALITY

PARTNER / PET in COMPANY:

PAYMENT INFO:

SELF-PAYMENT:

☐

CREDITCARD TYPE:

CARD HOLDER:

CREDIT CARD NUMBER:

VALID (MMYY)

COMMENTS:

RECEPTION **Hours:** MONDAY to THURSDAY, 8am-4pm and FRIDAY from 8 am-2 pm. The booking confirmation will be sent by mail.

PAYMENT PROCEDURES:

- Rent will be charged for each month in advance. It is payable directly at the guesthouse reception in central building by all common credit cards, debit card or in cash.
- Exact payment instruction as well as payment reminders will be submitted to you once more after the check-in.

Cancellation policy:

- Before arrival: Cancellation is free up to 1 month prior to the arrival date, otherwise one monthly rent must be paid
- Earlier departure after a minimum stay of 2 months:
 - 50% of the remaining monthly rent if written notice is received until the 15th of the month
 - 100% of the remaining monthly rent if written notice is received after the 15th of the month

Should you have any inquiry regarding the reservation, please feel free to contact us: apartment@ista.ac.at

Housing rates are subject to consumer price index adjustments (VPI 2010) and will be increased each January. All prices include operating costs, water, electricity, internet access, household insurance, VAT and local taxes.

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