

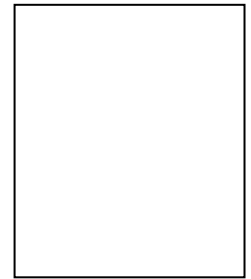


RESIDENCIA VÉRTICE

C/ Laguna Dalga, nº 4
28021- MADRID
www.residenciavertice.com

APPLICATION FORM. ACADEMIC YEAR 2013/14

(Please send this form to: administracion@residenciavertice.com).



I.- PERSONAL DETAILS (Please complete this form either by typewriter/computer or in block capitals).

1st. SURNAME:		2nd SURNAME:	
FIRST NAME:		DATE OF BIRTH:	PASSPORT:
ADDRESS:			
TOWN/CITY:		PROVINCE:	
P.C.:		COUNTRY:	NACIONALITY:
SEX:		MOBILE PHONE:	CONTACT PHONE:
EMAIL:			
RELATIVE NAME:	RELATIVE EMAIL:		

II.- ACADEMIC DETAILS

UNIVERSITY:		CAMPUS:	
SPECIFY TITLE:		YEAR:	
3º CICLE STUDIES:	POSTGRADUATE	MASTER	DOCTORATE
			OTHER
SPECIFY TITLE:			
UNIVERSITY TEACHER:	SCHOLARSH	ASSISTANT	TITULAR
			OTHER:

III.- APPLICATION AND RESERVATION DETAILS

TYPE OF ROOM REQUIRED:	ECOROOM	DOUBLE	SINGLE	DOUBLE-SINGLE OCCUPANCY	HANDICAP SG.
ARRIVAL DATE:		LEAVING DATE:		Nº OF MONTHS:	
PREFERENCES FOR ROOM-MATE:				DINNER OPTION:	

IV.- BANK DETAILS

ACCOUNT HOLDER:	NIE/PASSPORT:
ACCOUNT NUMBER:	

Please read the appended "General Information" sheet which outlines the conditions of room rates, reservations and services, if you are in agreement, sign your name at the bottom of the box and write, beside your signature, the phrase "I AGREE TO THE CONDITIONS OUTLINED OVERLEAF". If you do not write this phrase together with your signature, this application form will not be admitted.

PHRASE: _____ DATE: ____/____/____

Signature:

In compliance with the Organic Law 15/1999, of 13th December, regulating Protection of data of a Personal Nature, the Resident is informed that the personal information contained in the pre-inscription form will be incorporated into a computer file named "CLIENTS" whose ownership belongs to the company VERTICE GESTION HOTELERA. These personal data will be employed by the said company for the correct managing of customers, including the commercial promotion of the services they provide, on the understanding that the formalization and wording of the current form implies the consent to carry out this data processing. Likewise, the resident is informed of the possibility to exercise the rights of access, rectification, cancellation and/or opposition, in relation to their personal data at the indicated at top of this document.

RESIDENCIA VÉRTICE

Dirección: C/ Laguna Dalga, nº 4
28021 VILLAVERDE – MADRID
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GENERAL INFORMATION

I.- ACCOMMODATION RATES

1.- ACCOMMODATION RATES

The rates include monthly rent (accommodation), the standing charge for the telephone, Internet connection, two cleaning services per month, electricity and water consumption up to an established limit and the use of common areas. Telephone calls and complementary services are not included and will be charged separately (see the sections which cover these specific services).

The price is per full calendar month (regardless of the day of the month on which the stay begins) and the full month will be credited. For stays shorter than 1 to 2 months, if is not in the interest of the Resident to pay the entire month, the rate for stays shorter than 1 month will be applied, as established in the Norms of Daily Accommodation.

2.- FORM OF PAYMENT

Monthly payments must be made between the 1st and the 5th of each month, by standing order from the bank account indicated by the resident as is established in the the Admission Requirements.

II.- RESERVATION AND ADMISSION

3.- FORMALIZATION OF RESERVATIONS

Applications for reservations will be understood to be formalized once the procedures indicated in Clause 8 of the admission Requirements have been completed.

4.- ADMISSION

4.1. ADMISSION CRITERIA

Those stipulated in the Admission Requirements.

4.2 DOCUMENTATION TO BE PRESENTED BEFORE TAKING UP ACCOMMODATION IN THE RESIDENCE ON THE DATE REQUESTED:

- Contract and Internal Regulations, duly completed and signed.
- Proof of payment of the deposit and the first month's rent from the bank.
- 2 passport photographs
- 1 photocopy of DNI (for Spanish residents) or Passport.
- Photocopy of the university registration form.

IMPORTANT NOTE: If the deposit is not paid and/or the Contract and the Internal Regulations are not returned within the stipulated period, the reservation will be cancelled.

The inventory of the room will be carried out and signed on arrival at the residence hall. The contract will be formalized for the period stipulated in the Application Form and the Accommodation Contract. If, once the period of duration of the contract has finalized, the resident is interested in continuing in the residence during the following academic year, the resident must formalize the request during the month of Mayo in the residence itself, by completing the corresponding application form.

5.- ASSIGNMENT AND DISTRIBUTION OF ROOMS

Rooms will be allocated by the Director of the Residence according to the requested category. However, Management reserves the right to change the allocated room during the Residents' stay in case of unforeseen necessity, guaranteeing that the new room will be on the same type or a higher category.

6.- RETURN OF THE REGISTRATION FEE AND DEPOSIT

The deposit will only be returned according to the criteria indicated in Clause 11 of the Admission Requirements.

III.- BANK ACCOUNT FOR STANDING ORDER PAYMENTS

Account holder: VÉRTICE GESTIÓN HOTELERA, S.L. / Código SWIFT: CAHMESMMXXX / IBAN: ES31 2038 9803 6060 0045 8356

C.C.C.:	ENTIDAD	OFICINA	D.C.	Nº DE CUENTA
	2 0 3 8	9 8 0 3	6 0	6 0 0 0 4 5 8 3 5 6

NOTE: The amount must be exact and the bank charges for the transference are to be borne by the applicant. In the transference, the name and surname of the applicant must figure.