



PERSONALIZED ASSISTANCE - HOUSING SERVICES CONDITIONS

The Vesalius College Housing Coordinator offers personalized assistance to students in locating and leasing a student flat or a room (students must be at least 18 years old).

1. DESCRIPTION OF SERVICE

INDEPENDENT HOUSING SERVICES WILL INCLUDE:

1. Offering options to rent a suitable room or student flat. The student has the assurance that:
 - a. the room or flat has been personally visited, evaluated and approved by the Vesalius Housing Coordinator.
 - b. The rental price includes furniture and utilities
2. Proposing only rooms that have been deemed suitable for Vesalius students based on location, facilities and rental price¹.
3. Helping with the rental agreement that will be signed by the landlord and the student. The Housing Coordinator will ensure that terms are agreeable and fair to both landlord and student.
4. Committing to assisting the student until a rental agreement has been signed.
5. If the student decides to rent another room than one of those proposed by the housing coordinator: Assisting the student with signature agreement.

INDEPENDENT HOUSING SERVICES WILL NOT INCLUDE:

- Visiting rooms and apartments with the students as these will have already been visited and approved by the program. Students will be responsible for visiting the rooms/apartments on their own.
- Participating in or being in any way implicated in the “*état des lieux*” (incoming/outgoing property inspection) for the room/apartment, either at move-in or at move-out - this would be the sole responsibility of the student.
- Looking for extra rooms in order to please student's specific wishes and requests.

2. APPLICATION PROCEDURE AND DEADLINE

STEP 1 – APPLICATION TO THE SERVICE:

Only completed applications within the deadline will be considered. That means:

- Filling in the online [Independent Housing Placement Request Form](#);
- Payment of the Service fee (*see below section 3 “Payement”*);
- Deadline to apply: All requests should be made before:
 - 30th May for Fall Semester
 - 15th April for Summer Semester
 - 30th November for Spring Semester

STEP 2 – CHOOSING A HOUSING:

After requesting the service, students must be responsive to any e-mails sent by Housing Coordinator and need to follow up within the deadlines to choose a room:

- Approximately 2-3 weeks after deadline to apply: students will receive a list of options.
- Rooms will be allocated on a first come – first served basis and all choices must be submitted 7 days after reception of options.
- **NOTE:** In the case a student is not renting one of the rooms offered (not following up within the deadline, favorite options not available anymore, or student decides to rent a room outside the listing):
 - Student is invited to look for other options
 - Housing coordinator will assist the student by:
 - Reviewing and giving advices on the rooms based on any ads sent by the student

¹ For an independent student room or flat, average, “reasonable” prices in Brussels tend to range from €500 - 600/month.

- Helping the student understanding the contract and legal aspects of the room in question
- Making sure that the student has all the information necessary in order to take the decision to rent or not the room of his/her choice.

STEP 3 – CONFIRMATION OF HOUSING:

- Signature of the contract
- Payment of Deposit + First month of rent prior arrival to Belgium
- Deadline Step 3: Will be communicated by Housing Coordinator with all payment's information details.
- *NOTE:* in case the landlord doesn't receive the payment within the deadline, the student will not be able to check-in and receive the keys.

3. PAYEMENT

COSTS

- To Vesalius College: **Placement Fee**²: €210 to be paid to Vesalius College when applying to the service
- To Landlord (after choice and confirmation of the room): Refundable³ Deposit + Monthly rent to be paid upon signature of rental agreement and prior arrival to Belgium⁴

PAYMENT OF PLACEMENT FEE (210€)

Option 1. By credit card (Eurocard/Mastercard and Visa): [following link for payment details](#).

Option 2. By bank transfer at the Belfius Bank: For international transfers, the main office of the bank is: Belfius Bank, Pachecolaan 44, B-1000 Brussels, Belgium.

IBAN number: BE 13 068-2410268-39 - Swift (BIC) code: GKCC BE BB

Vesalius College vzw, Pleinlaan 2, B-1050 Brussels, Belgium.

When transferring money, please include the following communication:

"Independent housing fee for *STUDENT FULL NAME – TERM (Spring, Fall or Summer) + Year*"

4. IMPORTANT NOTICE & CONTACT

Please note that the Housing coordinator will not begin working on the student's application until the College has received the €210 payment in full and application form.

If you have any question, you can [contact the Housing Coordinator, Yamina El Atlassi](#).

² The Placement Fee is nonrefundable even in the case of withdrawal of the program

³ Refund of the deposit: Belgian law states that total or partial refund takes place after check-out and if the tenant leaves the room/studio in a state similar than receives upon arrival.

⁴ The housing is guaranteed only if the student proceeds to the payment of deposit and rent to the landlord.