Sign up

1. At the time of departure, the student leaves the dormitory, having taken all his/her personal belongings, i.e. moved out. The departure may take place on the same day as the move-out, but not before the move-out.
2. Prior to departure, the student may store any personal belongings that are still usable but which he/she does not wish to take with him/her in a central location designated by the PPKE Facilities Management Department. By disposing of these items, he or she relinquishes them and entrusts them to the University for safekeeping. Items that cannot be used are considered as rubbish and must be removed from the room by the person moving out. No usable or rubbish personal items, food or clothing may be left in the room at check-out.
3. The withdrawal is possible on working days between 9 am and 3 pm, in the presence of the withdrawing student and a representative of the PPKE.
4. The process of eradication:
	1. The student and the PPKE representative will inspect the student's room together to check that the technical condition, tidiness and cleanliness of the room correspond to the condition documented at the time of enrolment.
	2. The withdrawing student must return the objects of use that he/she picked up at the time of enrolment and documented in Annex 1 (Handover Protocol) of the Student Housing Contract (HERE LINK).
		1. If there are other students staying in the room and/or apartment, the person moving out will hand in the Roommate Declaration (HERE LINK) signed by his/her roommates, stating that the person moving out has removed all personal belongings from the room and apartment, cleaned his/her own apartment and has done his/her share of the common cleaning.
	3. The representative of the PPKE and the student sign Annex 2 of the Dormitory Contract (Enrolment Protocol) - (LINK HERE).
	4. The student who is leaving the college leaves the college.
5. For students with a permanent address abroad, the College offers the possibility to spend the night(s) after their departure at the College, if the date of their return home is not during working hours.
	1. If there are still roommates in the room, the student who is moving out may stay in his/her room until the start of his/her journey and must hand in the Roommate Declaration Form, room keys and the items specified in the Check-out Protocol at the Dormitory Gate upon leaving the Dormitory.
	2. If the student is the last to leave his/her room, the College will provide the student with a temporary room in the Bihari Road building.