

Student Housing Distribution Guidelines

In order to ensure that the publicly subsidized student housing available through the Studentenwerk Osnabrück (Office of Student Services) is fairly distributed, the following guidelines have been developed by its managing board:

Paragraph 1 – Who is eligible for student housing

Students who are matriculated at one of the universities served by the Studentenwerk Osnabrück, are eligible for housing in the student housing complexes run by the Studentenwerk Osnabrück. Sometimes exceptions can be made for student applicants from other universities.

1.2 Not eligible for student housing are students who have earned a university degree that qualifies them for a profession, students who have positions as assistants, docents or trainees, and students who work full-time.

1.3 The eligibility for student housing expires as soon as the conditions in Paragraph 1.1 are no longer met and/or as soon as the conditions outlined in paragraph 1.2 apply. Eligibility for student housing further expires when the time of the lease has reached its limit, as outlined in paragraph 4, and/or if the student ends his or her course of study, or successfully passes the exit exams.

Paragraph 2 – Procedure: how to obtain student housing

2.1 The applicant can obtain the application forms from the Studentenwerk either by mail or in person. Those applicants who have completed and handed in all necessary application forms at the Studentenwerk's Department of Student Housing (Wohnheimverwaltung), are added to the list of applicants for the requested type of living quarters, in the requested housing complex.

2.2 If the Department of Student Housing receives only one application for a space that is available, this applicant's request will be granted. When there are a number of applications per space, as is usually the case, the Department of Student Housing makes its decisions based on the selection criteria listed in paragraph 3.

2.3 If the application has been successful, the applicant will receive an acceptance letter and the rental agreement. Should the applicant fail to return the signed rental agreement to the Department of Student Housing within the proposed deadline, or if the applicant fails to accept the offer, he or she loses the claim to the space that has been offered.

Paragraph 3 – criteria used in the selection of housing occupants

In cases where there are several applications for the same housing space in a certain student housing complex, the space is distributed according to the following selection criteria, listed below in their order of priority:

1. Foreign students, under consideration of the possibilities of their integration; provided that the financial resources available to them per month do not exceed the maximum aid granted by BAföG (governmental financial aid).
2. Student applicants with medical hardships, regardless of their financial situation.
3. Student applicants with mental health problems, regardless of their financial situation.
4. Student applicants suffering from financial hardship (i.e. their income is less than four-fifths of the maximum aid granted by BAföG).
5. Undergraduate students (1st – 3rd semesters), provided that the financial resources available to them per month do not exceed the maximum aid granted by BAföG (governmental financial aid).
6. Former student residents who have had to cancel their occupancy due to their course of study or in order to fulfill their duty of military service; provided that the financial resources available to them per month do not exceed the maximum aid granted by BAföG (governmental financial aid).
7. Recipients of BAföG (maximum aid amount) and students on an equivalent financial level.
8. Distance from the student's permanent residence to their place of study.
9. Arrival of the application (date of postmark) at the Department of Student Housing.

Paragraph 4 – Duration of occupancy

4.1. In order to ensure that the limited number of accommodations in our student housing complex is made available to as many students as possible, the maximum duration of each individual occupancy is limited to twelve semesters.

4.2 An extension of the period of occupancy is possible in the following cases:

a) Students who can provide official verification that they are taking their exit examinations, can apply for an extension of their occupancy by two semesters at most.

b) Foreign students who are experiencing difficulty in finding an accommodation can apply for an extension of their lease period for their student housing. In these exceptional cases, the permitted period of occupancy can be extended to no more than 20 semesters total.

c) Medical and other hardships warrant an extension of the delimited period of occupancy, upon written request. In these exceptional cases, the permitted period of occupancy can be extended to no more than 20 semesters total.

4.3 The lease for a double apartment or a parent-child apartment expires for both signees of the rental agreement as soon as one partner moves out and if there are no children. If the period of occupancy has been less than twelve semesters at the time of the partner's move, the remaining partner can receive a single room in one of the student residence halls, provided that there are rooms available and provided that the conditions outlined in paragraph 1.1 are fulfilled.

Paragraph 5 - Moving

Moving within a residence hall or into a different residence hall is subject to the conditions outlined in paragraph 2.2. Moving from one residence hall to another is only possible in special cases.

Paragraph 6 – Interim Clause

In divergence from Paragraph 7.2, paragraph 4.1. comes into effect on July 1st, 1995, following an interim period.

Paragraph 7- Final Clauses

7.1 The bylaws of the Studentenwerk Osnabrück and the regulations listed in the rental agreements (as well as the house-rules in the residence halls) apply in addition to the clauses outlined in this document.

7.2 The above policies and guidelines apply as of July 1st, 1994.