



Centre St-Boniface  
résidence universitaire

## RESIDENT CONTRACT

*(For the sake of readability, the masculine form is included in the use of the feminine)*

The Saint-Boniface Association, represented by its Director, Mr. Cyrille Moreau (hereinafter the Center) on the one hand,

and **SURNAME First name**

(hereinafter, the resident), on the other hand.

### Article 1 – PURPOSE OF THE CONTRACT

The Center rents to the resident, who accepts, under the conditions stipulated in this contract and its annexes,

**A furnished room (see Amendment) at Avenue du Mail 14 – 1205 Geneva**

**for residential use, for the sole resident, to the exclusion of any other person or purpose.**

The resident has the use of the common premises under the conditions stipulated in the regulations and the addendum.

**Art. 2 – DURATION** The resident contract is agreed for a fixed period from

**Day Month Year** at the fixed term of **Day Month Year**

It is granted on condition that the resident is regularly registered at the University of Geneva (**MANDATORY semester certificate**). The evolution, during the year, of the academic or material situation of the resident implies a re-examination of the admission decision which may lead to the early termination of the contract.

**Art. 3 – END OF CONTRACT** (to be addressed to: [direction@cstb.ch](mailto:direction@cstb.ch))

If the resident wishes to end her contract before its expiry, she must do so **in writing** to management **at least one full month in advance for the end of the following month**, failing which, **the rent is due until the end of the upcoming month**. Departures are made no later than the **last working day of the month** before 10:00 am.

The contract may also be ended in advance by the Center **under the same conditions** when it deems it necessary, after examination of the situation, or in exceptional cases such as late payment of rent or for just cause, in particular in the event of violation of the contractual provisions and the internal regulations of the Centre.

### Art. 4 – RENEWAL

This contract expires automatically at its fixed term.

A new contract may be ended or extended provided that the resident submits a **written request within the deadline** and that she still meets the conditions for admission to the Centre.

The request for renewal of the academic contract for the following year must be presented **in writing to management, no later than the end of May, ie 3 months before the expiry of this contract**. A decision is then communicated to the resident to confirm or deny the renewal of her contract.

An increase in the rental price may be applicable to this renewal.

The length of stay during the studies is limited to a **maximum of 3 academic years**. Entry during the year counts for a full year.

### Art. 5 – RENT AND CHARGES

The resident agrees to pay the agreed monthly rent in advance, **before the 10th of each month**.

Any unpaid monthly payment within this period is liable to an administrative fee of **CHF 20.-**

**The monthly rent is fully due, regardless of the date of arrival or departure.**

The rent is defined by the Amendment (heating, electricity and hot water included)

This rate is granted on condition that the resident does not interrupt her stay before **4 full months**, for any reason whatsoever. Otherwise, the short-term rate will be automatically applied and billed retroactively.

Administrative fees collected at the beginning of the stay are not refunded.

**In the event of financial difficulties**, the resident has the obligation to **notify the management in writing**, before the expiry of the payment period allocated to her, in order to find an arrangement.



#### Art. 6 - ROOM EXCHANGE

If the resident wishes to change rooms, she must make the request **in writing** (accueil@cstb.ch). Changes are made where possible. A fee of **CHF 50.-** is charged for the administrative costs..

#### Art. 7 – SECURITY DEPOSIT AND DEPARTURE COSTS

In order to guarantee the resident's contractual obligations, in particular the payment of the sums which would be due by the resident on her departure, in particular for the missing items in the inventory, the damage caused, the depredations, etc., the resident must provide the Center with a deposit equivalent to one month's rent.

**This deposit can in no way be considered as rent paid in advance.**

**In the event of cancellation within one month of the first rental, the deposit is retained by the Centre.**

The guarantee is paid into the Association's account without charge or interest. It is returned totally or partially, after balance of any deductions by bank transfer to the beneficiary **within 30 days of the expiry of his contract**. Additional fees may be charged depending on the inventory, the completion of the check-out formalities and the return of loaned equipment (keys, supplies, etc.).

#### Art. 8 – INVENTORY

On entering, the resident has the obligation to carry out an inventory and to report - by means of the inventory submitted - any defective element. Each of the parties retains a co-signed copy. This document is an integral part of this contract and allows any damage caused by the resident to be established.

#### Art. 9 – SUBLETTING

**It is forbidden to share your accommodation with anyone.**

The resident cannot sublet her accommodation to a third party, even free of charge, **without the written authorization** from management (direction@cstb.ch). If the subletting is agreed, a fee of **CHF 50.-** is charged for administrative costs. **A sublease is impossible on the month of expiry of the contract.**

**Guest visitors are allowed but must be announced – prior to their arrival – to the reception** (accueil@cstb.ch). The maximum stay for a guest visitor is **7 days**. An accommodation fee of **10.- CHF per night** is charged for a student and **25.- CHF** for an adult non-student **under 28 years old!** (the bedding equipment is provided). **Any resident who has not previously announced** their stay will have their contract terminated with immediate effect.

#### Art. 10 – ABSENCES AND HOLIDAYS

The resident who is absent during the term of the contract must normally pay her rent.

Any absence beyond one month must be announced.

#### Art. 11 – MISCELLANEOUS PROVISIONS

The resident authorizes the management and the maintenance staff to enter the rented accommodation, for the needs of the service and in cases of force majeure.

#### Art. 12 – LIABILITY

The management is not liable for the objects labeled and deposited in the luggage storage. It is not liable for damage, loss or theft of objects belonging to the resident.

The resident bears alone the responsibility in case of non-insurance. Liability insurance is compulsory.

#### Art. 13 – RULES OF THE CENTER

The internal regulations of the Center which appear on the website under the heading Documents and links form an integral part of this contract, in the same way as the amendment and the room inventory.

**The resident acknowledges having read the rules and regulations and agrees to comply with it.**

**Appendices:** Amendment, internal rules and regulations and room inventory.

**Contract signed in duplicate, in Geneva, ..... 2025**

The resident.....

The center.....

*This contract is considered accepted by the parties as soon as the room offer is made by the Saint-Boniface Association and is also recognized as accepted by the payment of administrative and deposit fees by the future resident.*



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AMENDMENT  
to the residency contract

Resident Name: SURNAME First Name Resident N°: 0000

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**INITIAL ASSIGNMENT (Room assigned on arrival)**

N° 000

Kind of bedroom :

Small, Medium, Large, Studio, Shower+WC, Shower+Balcony

Monthly rent : 000.00 CHF

FROM : Day month Year

To : 31 August 2025

Geneva, date of signature:

Signature of the tenant ↑

Signature of the Director ↑

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**SUBSEQUENT ROOM (If modified during stay)**

N° 000

Kind of bedroom :

Small, Medium, Large, Studio, Shower+WC, Shower+Balcony

Monthly rent : 000.00 CHF

From : Day month Year

To : 31 Août 2025

Geneva, date of signature:

Signature of the tenant ↑

Signature of the Director ↑