

Your way to accomodate with us

Are you looking for a room at the Kolpinghaus in Mannheim for the duration of your training or studies? Then you've come to the right place. The following guide tells you how you can reserve a room with us and what you need to bear in mind.

1 Accomodation Request

We require the following from you:

- a fully completed and (digital) signed usage request (form on the second page)
- a proof that you are currently enrolled in vocational training, a degree program, or a comparable training or continuing education program (e.g., training contract, certificate of enrollment, school certificate)

Please send us both documents via email to info@kolpinghaus-mannheim.de

2 We will get back to you!

Our team will get back to you as soon as possible and let you know whether a room is still available for you during the requested period. We may also have a few more questions for you. In any case, you will receive a response from us as soon as possible.

If we can offer you a room, we will provide you with our bank details so that you can transfer your deposit of €600. These bank details are exclusively for your deposit.

3 Binding Reservation

Please transfer the deposit to the bank account specified by us. Your room will be reserved once the deposit has been credited to our account.

Please note:

- Always transfer the deposit only after our team has provided you with the relevant bank details and **requested you to do so!**
- Once you have transferred the deposit, we will reserve a room for you. If your plans change, we will unfortunately have to charge you a **cancellation fee of €200**.

4 Move-In

Our team will arrange an appointment with you in advance for your move-in. You will then sign your rental agreement. Please note that we will need to verify your personal details once. You will then receive your room key and we will take the time to show you everything.

We hope you have a great time with us!

NUTZUNGSANFRAGE

Accommodation Request

Persönliche Daten / Personal Details

Bitte stellen Sie sicher, dass die Daten mit Ihrem Ausweisdokument übereinstimmen.

Please make sure that the data matches your ID document.

Familienname <i>surname</i>	_____	Geburtstag <i>birth date</i>	_____
Vorname <i>first name</i>	_____	Staatsangehörigkeit <i>nationality</i>	_____
Geschlecht <i>sex</i>	☐ weiblich <i>female</i> ☐ männlich <i>male</i>	☐ divers <i>diverse</i>	
Beruf / Tätigkeit <i>job title</i>	_____	Arbeitgeber / Schule <i>employer / school</i>	_____

Kontaktdaten / Contact Details

Straße, Nr. <i>street, no.</i>	_____	E-Mail <i>e-mail address</i>	_____
PLZ, Ort <i>ZIP, city</i>	_____	(Mobil-)Telefon <i>(mobile) phone</i>	_____

Kontakt für Notfälle / Emergency Contact:

Bitte nennen Sie uns eine Person, die wir im Notfall kontaktieren sollen, zum Beispiel einen nahen Angehörigen.

Please name a person you would like us to contact in an emergency, for example a close relative.

Name <i>name</i>	_____	(Mobil-)Telefon <i>(mobile) phone</i>	_____
Postadresse <i>Postal address</i>	_____	E-Mail <i>e-mail address</i>	_____

Ihr Aufenthalt in unserem Haus

Bitte benachrichtigen Sie uns umgehend, sollten sich Ihre Pläne ändern u. Sie das Zimmer länger o. kürzer benötigen.

Please let us know if your plans change and you need the room for longer or shorter term.

Geplanter Einzug <i>planned move-in date</i>	_____	Geplanter Auszug <i>planned move-out date</i>	_____
Zweck des Aufenthalts <i>purpose of stay</i>	☐ Ausbildung <i>apprenticeship</i> ☐ Studium <i>study</i>	☐ Fortbildung <i>professional development</i> ☐ Sonstiges <i>other</i> _____	

Mit meiner Unterschrift bestätige ich die Richtigkeit meiner Angaben. Die Hinweise auf Seite 1 habe ich gelesen.

With my signature I confirm that the information I have provided is correct. I've read the tips on page 1.

Datum, Unterschrift
date, signature