

# The Residential order

On the basis of the 18th article of the Statute of the public institution of Halls of residence in Ljubljana, the Institute council on its 33rd meeting on 14th June 2005 accepted

The Residential order

- . I. General provisions
- . II. The rules for moving in, changing residence and removing tenants
- . III. The duties and rights of tenants
- . IV. Final provisions

## I. The General provisions

### Article no. 1

The residential order defines,

1. general provisions,
2. the rules for moving in, changing residence and removing tenants,
3. the duties and rights of tenants.

### Article no. 2

The residential order provisions are equally valid in all halls of residence and premises of halls of residence in Ljubljana (hereinafter the Institute).

For tenants in private apartments managed by the Institute equal rules are valid. They are also obliged to respect the rules and agreements of the environs in which they live.

### Article no.3

The residents in the Institute can be:

4. students,
5. foreign students,
6. foreign students on vacation practice,
7. visiting professors,
8. tourists

Students move into the Institute on the basis of provision of the Office for student halls of residence (hereinafter The Office).

Foreign students move in on the basis of a competent organs' decision.

Foreign students on vacation practice, visiting professors and tourists move in on the basis of the director's decision.

## **II. The rules for moving in, changing residence and removing tenants**

### **Moving in**

#### **Article no. 4**

A tenant can move into the Institute after signing the housing agreement. The housing agreement is made for the time defined in the provision of the Office or some other organ. On the day of signing the housing agreement the tenant's obligations come into existence to settle all financial obligations to the Institute.

The housing agreement is a legal means of the agreed relation between the two signatories of which the Residential order is a component part.

The copy of the housing agreement is sent to a guarantor.

The housing agreement can, after the termination, be extended with an annex.

The time of sojourn in the hall of residence is defined by The ordinance of subsidising students' residence.

#### **Article no. 5**

Only with the provision of the Office or some other organ can the resident get the right of partial pay for residence at subsidised price, while for the rest of the time pays the residential costs at the market-determined price. The subsidised price for residence costs is a price paid by the resident. The difference to the full market-determined price is not covered by anybody. The

rules about subsidy usage are set by The ministry for high education, science and technology, while the price is defined by the Institute council.

#### **Article no. 6**

When moving in students have to submit,

9. the notice on moving in directive,
10. a verified guarantor's statement on assuming debt,
11. an identification card or a passport,
12. two photographs,
13. an envelope with the guarantor's address and a stamp.

Foreign student on vacation practice, visiting professors and tourists have to submit a passport or another personal document.

In arranging residents into halls of residence and rooms the distance of the faculty, the term for moving in, space possibilities and residents' desires are considered.

All the procedures in the Institute have to be arranged by the resident in person or another person with a verified authorisation. The authorised person is fully responsible for all actions and procedures.

#### **Article no. 7**

All questions bound on social-economic problems in relation to whatever residential rights are solved by the office according to the Regulations on subsidising students' residence.

#### **Article no. 8**

The residents who want a peaceful sojourn can choose from halls of residence II and V in Rožna Dolina. A resident who moves into halls of residence II or V is indebted to respect the rules concerning peace in the hall of residence, in the case of non-compliance the resident shall be moved to another hall of residence.

The special waiting list for the acceptance into the above mentioned halls of residence is held by the Office. In case the resident does not respond to a call for moving in to either of the two halls of residence from the first paragraph of

this article in three days after the appeal was handed, his or her name will be expunged from the waiting list and the next resident will move in.

In the halls of residence with technical possibilities the resident can make a request for the use of telephone and internet facilities.

#### **Article no. 9**

The usage of telephone and internet is paid by the resident on the basis of the market-determined price in addition

#### **Article no. 10**

Moving in of the resident is done by the reception office after the moving in agreement has been signed. The resident has to report to the housekeeper when moving in or the day after. The housekeeper is obliged to inform the reception office about new residents.

#### **Article no. 11**

When moving into the room the student gets a key or a card from the housekeeper.

If the resident loses the key or the card he or she must alert the housekeeper during regular working hours, the housekeeper or the security guard during non-working hours.

The resident can obtain the key or card duplicate at the housekeeper after paying the costs for remaking in the reception office. The resident must not make a duplicate by him or herself or give it to someone else to use.

#### **Article no. 12**

All the matters connected with the residence in the hall of residence are dealt with in the reception office.

The reception office for all the halls of residence is in Rožna Dolina and is open in accordance with the announced time table.

In the reception office the residents shall consider the field of discretion.

### **Article no.13**

All the documents the resident receives when moving in must be maintained until moving out.

If demanded by an authorised person in the Institute, the resident has to show a valid personal document.

### **Changing residence**

#### **Article no. 14**

A student can ,according to his or her own desire, move into a different room or hall of residence a few times a year as a rule.

In this school year the moving terms are in November, December, April and June. As for work dynamics the management determines the week for moving and notifies residents 30 days in advance.

The resident who wants to move outside of these terms, has to produce a special application in which he or she substantiates the reasons. The reception office decides on the justification to move.

The resident shall move into another room or hall of residence if needed because of renovation or maintenance works, economic reasons, disciplinary measures, tourist activity, sport, cultural and other events or in case of vis maior.

The resident can move out of the Institute as per agreement but not in July, August and September without a valid reason (study obligation, illness, practice in some other town). From the date of permanent move the resident does not pay the rent. The right of living in the Institute rests until the cessation of residence agreement validity.

The resident is obliged to move in the Institute frame on the basis of a decree in case of a dispute between residents which can not be solved as per agreement and in case none of the parties on bad terms want to move voluntarily.

#### **Article no. 15**

Prior to moving, a resident has to adequately tidy and clean the room and hand it over to the housekeeper together with the records. On the basis of the record on the conditions in the room the reception Office then sees to the moving.

Prior to moving in a new room the resident has to contact the housekeeper for eventual changing of the bed linen and other inventory items as well as the adjustment of records. At moving into a new room the resident signs the minutes on moving out and moving in with the housekeeper.

## **Moving out**

### **Article no. 16**

Everyone whose residence permit has expired on the basis of the provision of the Office or some other organ has to move from the Institute. The resident who has in the time of residence graduated, lost their student status, finished post graduate study, ceased to be a part of the Institute, was expelled from college or Institute or become employed has to move as well.

Additionally a resident, who has violated the residential rules and the Institute has therefore followed the provisions of residential order and resigned from the residential agreement, must leave the Institute.

The resident is obliged to move out within eight days of receiving the moving order in examples from the above paragraphs.

### **Article no. 17**

All the departures abroad that last for more than three months have to be notified in the reception office by the resident, if not the Institute deviates from the resident agreement.

### **Article no. 18**

If it is discovered that a person is living illegally in the Institute, he or she has to move immediately. Making a resident agreement with this person can be rejected even though he or she gets the Office agreement or already has the agreement and is waiting to move in.

The disciplinary procedure is actuated against the resident of the room in which the Institute has discovered an illegal guest with no right to be in a student hall

of residence or the Institute can renounce the resident from the residency agreement.

#### **Article no. 19**

Upon moving out of the hall of residence the resident shall suitably tidy and clean the room and record together with the housekeeper the state of the room and its inventory. The resident returns the bed linen to the housekeeper and removes all his or her property from the room. The resident then hands the minutes to the reception office and settles all obligations towards the Institute.

Upon moving out the resident has to take all the belongings with him or her; leaving personal things behind in rooms or Institute common premises is not allowed. If belongings are not removed from the room they shall be evicted

The Institute is not responsible for residents' belongings.

Housekeepers are responsible for room inspection and storing belongings. They have to carry out the inspection in person when residents move in or move out.

#### **Article no. 20**

The resident who moves out of the room without the knowledge of the housekeeper and of the reception office is charged for rent and all the expenses for eviction.

#### **Article no. 21**

If the resident refuses to move after the expiration of resident agreement as defined by the moving order, the Institute shall release a claim at a competent court of law.

### **Eviction**

#### **Article no. 22**

The resident who does not move from the hall of residence or fails to comply with the rules for moving, the responsibility for eviction passes to the reception office

#### **Article no. 23**

The resident shall receive written notice about the date of eviction eight days in advance. The guarantor shall be informed in writing. Eviction is also performed also when the resident whose residence right in the Institute has expired hands the room over to the housekeeper and does not complete the moving procedure (including not paying the debts) in the reception office.

The eviction is performed by the commission composed of the Institute representative and workers from the Institute. They list the resident's personal belongings, ascertain the state of the room and inventory. They hand the personal belongings over to the housekeeper.

The eviction is performed in the resident's absence in accordance with the moving order.

In eviction of foreign students a representative of the competent organ who directed the resident shall be present.

#### **Article no. 24**

The evicted resident can collect his belongings at the housekeeper. If the resident fails to claim his belongings in the period of one month from the time storing, they shall be given to humanitarian organisations.

#### **Article no. 25**

The expenses for eviction are to be paid by the resident or the guarantor. In case the payment is not completed in time the Institute shall recover the debt at a court of law.

In the case of a court eviction the resident shall also pay the judicial expenses.

#### **Article no. 26.**

If the eviction is not successful the Institute immediately starts the procedure at a competent court.



### **III. The duties and rights of tenants**

#### **Paying residence costs**

##### **Article no. 27**

The residents who have the residential rights are paying the sojourn costs at subsidised prices.

The rent and other sojourn expenses are to be paid from the day of signing the lodging agreement. The residents shall pay the rent by the 20th in the month for the current month. Interest is charged on late payments from the 23<sup>rd</sup> in the month. If the resident fails to pay by 5th of the following month the Institute breaks off the residence agreement.

The notice about breaking off the residence agreement is send to the guarantor.

The resident is obliged to pay the rent moving in and moving out, namely:

14. if the resident moves in before or until the 15th in a month inclusive, he or she has to pay the rent for the whole month,
15. if the resident moves in after the 15th in a month he or she has to pay the rent for half a month,
16. if the resident moves in during the last 5 days in a month he or she has to pay the rent for 5 days,
17. if the resident moves out before or until the 5th in a month pays the rent for 5 days,
18. if the resident moves out by 15th in the month inclusive pays the rent for half the month,
19. if the resident moves out from the 16th until the end of the month pays the rent for the whole month.

If the 5th, 15th or 25th in a month is a work free day or the reception office does not work on those days as stated on the timetable, then the actual date for payment for moving in or moving out is the date when the resident actually carried out the moving in or moving out in the reception office.

If the resident in one school year fails to settle the obligations towards the Institute by 25th in a month three times in a row, the Institute breaks off the residence agreement.

In the case of moving into the room or the hall of residence of a different category the difference between the rents is charged like in moving in as determined in the fourth paragraph of this article.

In exceptional and excusable cases certain facilities for payment can be performed on the basis of a written application at the Institute management.

For the debt ascertained after the resident has moved out , the Institute sends the invoice to the debtor. In the case that the debt is not paid the Institute recovers the debt through court.

#### **Article no. 28**

For the time from the termination of the residence right in case of negative provision or complaint until moving out the resident is paying the part payment of residence costs at subsidised price. When moving out the resident is obliged to pay the difference between the part payment and the market-determined price. The choice whether the resident will stay in the hall of residence or move out is the exclusive responsibility of the resident.

#### **Article no. 29**

The resident who graduates during occupancy of the hall of residence or upon the termination of student status in some other way is obliged to settle the debt between the subsidised and market-determined price of residence costs from the day of graduation or termination of student status till the day of moving out.

### **The use of the rooms, common premises and the care of residential property**

#### **Article no. 30**

The residents are obliged to use the rooms, common premises and the outdoor premises in accordance with their purpose and shall protect the hall of residence's property from damage and harm.

They are especially obliged to:

1. regularly care for the order and cleanliness in the rooms, in common premises and the outdoor premises,

2. correctly use and protect plumbing, electrical, heating and other installations in the room and in the hall of residence,
3. economise the use of water and electric energy,
4. report any damage either in rooms or in common premises,
5. perform the doorman duty,
6. regularly lock the entrance door according to directives,
7. self-protect their own possessions,
8. not abuse the Institute's services
9. pay the ascertained damage by the Institute price list
10. observe safety before leaving, turn off electric devices, close the windows and water taps, remove perishable food and trash.

Important information relevant to living in the Institute are displayed on the notice boards in halls of residences and on the web site.

### **Article no. 31**

Residents are obliged to care for the safety of personal belongings themselves. They are obliged to lock their rooms and apartments.

At night the entrance door is locked.

### **Article no. 32.**

The resident's first assistant in difficulties is the housekeeper.

The resident is obliged to look for the housekeeper's help:

- . owing to the damages or utilised inventory, installations and other devices in the room or in common premises
- . for rescuing people out of elevators
- . because of remarks on the cleanliness in the hall of residence and in the immediate surrounding
- . for handing over, accepting or changing the bed linen
- . for arranging matters concerning moving in, changing of residence and moving out
- . in the relation with initiatives and proposals concerning the quality sojourn.

### **Article no. 33**

The resident makes agreements about the way of living and conveying the initiatives, wishes and remarks to the management through the hall of residence's representative.

#### **Article no. 34**

The resident is obliged to inform the housekeeper about the use of additional electrical devices which he or she can install if the technical circumstances allow it and has to compensate the costs of any damage caused by himself. The hall of residence has the right to check electric devices and remove them if needed due to fire safety.

In halls of residence there are warning and safety signs as required by law.

In the case of damaging the signs the individual is obliged to pay three times the value of the damaged or destroyed sign. If the perpetrator is not discovered the hall of residence covers the costs.

#### **Article no. 35**

The resident has the right to use the internet free of charge in all the halls of residence wherever is possible. The usage of internet includes only non-profit functions.

For hiring of optical linkages or their maintenance the resident is obliged to pay a certain contribution which has to be collected transparently for each hall of residence.

In each hall of residence an administrator-student is nominated to serve students as their first assistant.

For the functioning of the internet on the whole a mandatory for internet is appointed among the employees.

#### **Article no. 36**

The resident has the right to use parking lots on hall residence premises in accordance with possibilities.

The use of parking and traffic premises of halls of residence is dealt with in detail in Regulations on traffic and parking premises of halls of residence which as a supplement presents the component part of residential order.

#### **Article no. 37**

The usage of classrooms in halls of residence is meant for residents only. Upon leaving the classroom the residents are obliged to empty the study space.

The residents must not occupy the seats in the classroom if they are not present there.

#### **Article no. 38.**

In the business areas of halls of residence and in the restaurant the use of mobile phones, roller-blades and other things that disturb the environs or destroy the floor are prohibited.

#### **Article no. 39**

The inner and outer premises of hall of residence are not to be used for soliciting members for religious communities, political parties and other orientations in private and public life. It is also forbidden to sell alcohol and other commercial products and services.

### **Order and peace**

#### **Article no. 40**

The residents are obliged to behave so that they respect the personality and the freedom of others. In the room and in the hall of residence they must not disturb other residents who are studying. They make agreements among themselves about the cohabitation.

The rooms are meant for sojourn and in them and in the common premises no other activity is permitted forbidden or sanctioned by the legislation.

Animals are not desired in the Institute. To keep animals in the Institute a resident has to obtain the accordence from the management and from the cohabitants in the room or apartment and bear full responsibility for the animal.

## Smoking

### **Article no. 41**

Smoking is prohibited in the hall of residence.

Resident who violate this rule are fully materially responsible including paying the penalty that an inspector may impose on the Institute.

In the Institute it is forbidden to grow, sell, use and deal or use in any other way forbidden drugs. The Institute will in the case of violation of this rule take measures in accordance with the legislation,

### **The peace of the night**

#### **Article no. 42**

In the halls of residence and around them there must be order and peace, especially between 22 hours at night and 6 hours in the morning, therefore the residents must not make noise, rumble, and use acoustic and other devices that cause noise and disturb residents in the halls of residence and the neighbourhood and harm their health and well-being or unfavourably affect the environment (The decree on noise in natural and living environment, Ur. L RS 45/1995, 66/96, 59/2002, 41/2004).

The resident shall remove the disturbing devices immediately if demanded by the Institute, security or Institute or residents' representative.

## **Respecting privacy**

### **Article no. 43**

The resident can accept a visitor in the room only in accordance with the cohabitant agreeing with it and accepting the responsibility for his or her behaviour or damage done.

The person who stays over night is the one who is in the resident's room between 22 and 6 hours.

Each resident can take in only one visitor to stay overnight.

A visitor shall not stay over night if no resident is there. The same visitor can stay over night in the Institute only three times a month. For a longer stay (more than three days) the resident has to request the management in advance and pay on the basis of the price list. A stranger can stay overnight at residents only with previous agreement with the management.

The resident assumes material responsibility for the visitor including paying the fines as stated in legislation on reporting guests.

The resident shall report the visitor staying overnight on the form defined by the management. All other forms of registration are invalid.

The visitor who has the lodging agreement with the Institute need not be reported.

## **Getting together**

### **Article no. 44**

For getting together of residents in halls of residence there are common premises, TV rooms. In them the residents can hold internal parties for Institute residents and their friends under the following conditions:

1. The party organiser shall be a resident of the hall of residence.
2. The party shall be announced at least three days in advance to the registration office.
3. The organisation of the party shall be arranged with the Institute representative.
4. The organiser shall obtain the concordance of the housekeeper, residents and the management.
5. For every party an agreement shall be made about the organisation of the party, the responsible person is determined and eventual material responsibility and obligatory cleaning after the party is over.
6. It is forbidden to hire cleaning ladies from the Institute for cleaning up after the parties. If the organiser fails to properly clean the premises it is performed by the Institute at the organiser's expense.
7. Parties are not permitted in the kitchens, sanitary premises, halls and outdoor premises.
8. In the halls of residence it is permitted to organise two parties in one school year, to get to know each other and the party for first-year students. The internal parties can be organised twice a month at most, but not in the same

week. Due to study reasons there are no parties in January until the end of Winter vacation, in June and during the Summer vacation. If the parties in May are organised for all the residents in the Institute, internal parties can not be held.

9. Open parties, organised also for the visitors from outside the hall of residence have to be reported to the competent management organ and a permit must be acquired. Organization, location, duration and the responsible persons are determined by the director of the Institute.

10. The organiser shall not advertise the party out of hall of residence in any way unless notice is given to the competent organ.

11. The organiser is obliged to assure security service and first-aid.

## **Hygiene**

### **Article no. 45**

For the cleanliness and hygiene in the rooms the residents are responsible themselves.

The residents are obliged to change bed linen every two weeks according to the timetable notified by the housekeeper. In the case of absence the residents are obliged to make sure that the change of bed linen is done by roommates.

### **Article no 46.**

Internal cleanliness control is carried out on the basis of Regulations on hygiene commission work which is a part of the Residential order. Preventative sanitary inspections are performed by a competent management organ and the organisation for students' health care on the basis of previous agreement with the Institute management. The provisions are valid immediately.

### **Article no. 47**

On the Institute's request the resident shall be checked up medically. Every resident is obliged to report every case of contagious illness or suspicion of such illness. The information has to be produced in reception office which acts immediately.

### **Article no. 48**



Resident who for his special needs for living in the Institute needs personal assistance, should personally see to it.

## **Duty door keeping service**

### **Article no. 49**

In halls of residence a permanent door keeping service is organised performed by residents free of expense, following the scheme. It is performed in doorman's box by the Institute's guidelines.

The person in charge is the Institute representative's deputy.

### **Article no. 50**

The scheme for door keeping is done by the deputy and shall be displayed in the doorman's box in time. The doorman in charge can perform the duty for a maximum of 12 hours a day.

### **Article no. 51**

In the halls of residence where the residents do not perform their duty regularly, where the tenants themselves agree on paid door-keeping, the duty shall be performed by paid students at the expense of all residents.

The paid door-keeping service is ordained by the Institute director.

### **Article no. 52**

The residents can, at the meeting of the hall of residence, adopt a decision about the introduction of payment as a compensation for work that has not been done.

### **Article no. 53**

The resident who can not start the work by the scheduled time is obliged to find a substitute beforehand and notify the hall of residence's deputy about it.

A parent who lives in the hall of residence alone with a child, pregnant women from the fifth month of pregnancy onwards, sick people, invalids and foreign students that are in the hall of residence the first year do not have to perform

the door-keeping service except in cases where they themselves wish to do so. The aforementioned exceptions from this duty are still required to pay compensation as stated in article no.50.

#### **Article no. 54**

The management assures paid turn of duty during Easter, 1st of May and Christmas-New year vacations, Reformation day and All Saint's day (only for days that are on the basis of Law on holidays and days free of work defined as work free days) and in July, August and September in such an extent that safety is guaranteed. The proposition is prepared by the reception office. The paid turn of duty is executed on Institute summons.

### **The doorman on duty obligations**

#### **Article no. 54**

The resident on duty obligations are:

1. regular and scrupulous performance of duty,
2. staying in the doorman's box, except at the time of making control rounds (15 minutes) or when calling a resident to the phone,
3. taking over the post in the morning, making and displaying the list of regular and registered mail (the registered mail the consignee takes over in a fixed place), the telegrams are to be carried to the addressee into the room or a message to be left on the door.
4. before take over and during the duty a control round needs to be performed in the hall of residence. Lights have to be turned off, except for those that have to be on all night due to safety reasons (in front of doorman's box, stairway), TV room and common premises have to be checked. It has to be checked if water is running anywhere and if all the devices are turned off.,
5. in case of natural and other disasters (fire, flood, earthquake, explosion) the doorman on duty follows special directives hanging in the doorman's box,
6. performing duties defined by the hall of residence's representative,
7. collaborate in intervention examination of hall of residence performed by hygiene commission,
8. to lock the entrance door at 22. hours and make sure that they stay locked all night,
9. to be present at sanitary inspections and evictions,
10. to carry out the duties in accordance with directives and ordinance of the management.

#### **Article no. 56**

The student on duty is materially responsible for the inventory in doorman's lodge and disciplinary responsible for the correct and scrupulous performance of duty. If the student fails to do his or her duty and damage has been done, the student in charge is required to settle it.

Duty performing is controlled by the hall of residence representative's deputy, security, tenants themselves, housekeepers and safety engineers. Each of them has the right and obligation to warn the student on duty if the duty is not performed in accordance with the rules and report such a student on duty to the Sector for student affairs.

#### **Article no. 57**

The Institute safety service is composed from the tenants who supervise the safety situation in all halls of residence, check the orderly duty and if needed intervene and call the competent organs. For the work of safety service in the Institute the safety engineer is responsible.

#### **Article no. 58**

To assure safety and protect lives and property the Institute can hire a professional security service.

#### **Article no. 59**

Violations of residential order are handled by the student disciplinary commission in accordance with the ordinance which is a component part of residential order.

#### **Room control**

#### **Article no. 60**

The Institute employees have the right and duty to examine and supervise the room usage from the point of view of lodging contract. Examination and supervision of rooms is ordained by the Institute director.

The Institute employees are fully responsible for the protection of a tenant's privacy and his or her integrity.

#### **Article no. 61**

Every Institute resident can alodge a complaint against an Institute employee in the management and vice versa.

#### **Article no. 62**

The violations of internet usage are:

- . not allowed, illegal attachment by tenants and others,
- . breaking in the system
- . non-respecting non-profitable operating,
- . non-respecting the guidelines of the internet mandatory

Sanctions in case of violation:

- . the administrator's admonition
- . the internet mandatory admonition,
- . switching off the internet,
- . the suggestion of internet mandatory for moving or removing from the Institute

### **Withdrawal from the lodging contract**

#### **Article no. 63**

The Institute can withdraw from the lodging contract with a tenant before the expiring of the time for which the contract was made, if:

1. the tenant's right to sojourn stops on the base of provision or resolution of a competent organ
2. the tenant does not use the bed in person
3. the tenant arbitrarily moves in or out
4. the tenant lets or sells his or her bed to a person who does not have the right to be in the Institute
5. the tenant hinders moving in to another tenant
6. the tenant disturbs a room-mate with loud music, visitors and disturbs the night rest

7. the tenant does not pay the rent, telephone service as in the contract and other expenses
8. the tenant caused a fire, flood or other major property damage in the Institute and does not pay for the damage caused in a defined term,
9. the tenant uses the room or Institute common premises for purposes that have a character of a criminal offence or are forbidden in any other way or sanctioned with the legislation,
10. the tenant is concealing the data important for the life and work in the Institute
11. the disciplinary commission determines a resolution,
12. the tenant is hiding illegal overnight stay and does not report them,
13. the tenant fails to settle the bills on time three times in a row
14. the tenant does a criminal offence and it was proven by the court provision,
15. the tenant does not report a party,
16. the tenant does not refund material damage,
17. the tenant is accepted in the Institute on the basis of false data,
18. the tenant does not sign the settling contract within three days of taking the decision on moving in and does not take over the room from the housekeeper the same or the following day and does not actually move in,
19. the tenant loses their student status: graduates, finishes after-graduate study, ceases to study or is expelled from the university , becomes employed and does not move out of the Institute,
20. the tenant misuses the note from the Student service by using somebody else's note to the Institute,
21. the tenant grows, sells, smokes, deals or uses prohibited drugs in any other way in the Institute
22. the tenant goes abroad for more than three months and does not move out temporarily in accordance with the office or does not acquire a decision on **rest**,
23. the tenant himself makes a duplicate key or gives it to somebody else to use.
24. the tenant with special needs does not acquire personal assistance and consequently jeopardizes his health and life.

The resident shall move out of the Institute within eight days of receiving a written withdrawal statement from the Institute and settle all the debts.

The resident has the right to lodge a complaint against such a statement. For complaints the director of the Institute is competent and then the court in Ljubljana.

#### **IV. Final provisions**

**Article no. 64**

The Residential order can be changed or complemented the way it was accepted.

**Article no. 65**

The Residential order is valid from 21 th June 2006 and begins to perform on 1st October 2006.

**Article no. 66**

On the day this Residential order comes into force, the current existing order is no longer valid (no. 33/2005-OU from June 2005).

Number: 09/2006-OU

Ljubljana, June 2006

**Mag. EDA OKRETIČ SALMIČ, I.r.**

The president of Institute council

