



Groupe Sup de Co
La Rochelle

A C C O M M O D A T I O N
G U I D E

La Rochelle Business School
International Relations

INTRODUCING ACCOMMODATION SERVICES

The International Department of our Business School provides assistance for all international students in finding accommodation in La Rochelle. We offer you two types of accommodation: host family or apartment. If you want us to help you reserve your accommodation, you have to send back the Housing Application Form **at least two months prior to the start of your study programme** to the International Department which acts as an intermediary with the private housing organisations involved.

Please complete the housing form (page 8) stating your preferences and we will attempt to match them (not guaranteed due to the limited number of rooms available at any given time). We strongly recommend that you apply for accommodation as soon as you are admitted to your programme as accommodation will be allocated on a strictly first come, first served basis. We may have to place students in temporary housing (host family) until a regular student room is available.

You will receive a letter of offer as a pre-reservation directly from the housing organisation. You will have to return your confirmation of acceptance in writing together with a damages deposit (*1) or an advanced contract fee (*2). The offer of accommodation will be withdrawn if you do not confirm your acceptance within the stipulated time period even though payment has been made.

Once you have confirmed your acceptance you are bound to the accommodation agreement and have to pay the rent for the months you have asked us to arrange accommodation for. This is subject to certain conditions in the case of a withdrawal from your course.

Please consider that once you are in France, if you decide to change for another accommodation, you will have to do it on your own.

(*1) **Damages deposit:** this is usually one or two months rents which is paid as a guarantee for possible damages. Subject to room assessment, the deposit will be refunded.

(*2) **Advanced contract fee:** this will enable you to reserve the housing and the fee will be deducted from the first month's rent.

HOST FAMILY ACCOMMODATION

Living with a host family is usually a very rewarding and enriching experience. You will have an opportunity to discover the French way of life and improve your language skills by exchanging ideas and ways of doing things. The family will arrange to pick you up from La Rochelle train station or from the airport and will also provide assistance in finding your way around town.

Homestay accommodation will provide you with your own room and you can choose to share breakfast and evening meals with families. If you do not take your meals with the family, you will be required to eat out.

ACCOMMODATION IN APARTMENTS

NB: There is a limited number of available rooms and different conditions have to be fulfilled depending on the residences.

- **Reserving an apartment**

If you are offered accommodation you will be sent a contract which sets out the terms and conditions of your residency. Your official acceptance together with the damages deposit will make this document legally binding.

NB: the offer of accommodation will be withdrawn and made to another student if you fail to confirm your acceptance by returned email.

- **Contractual Arrangements (“BAIL” in French)**

Your accommodation contract should set out the terms and conditions of your residency together with details of your legal obligation. It should include the following:

- description of the accommodation
- duration of the contract
- the damage deposit
- initial and subsequent payment
- termination and departure arrangements

The office hours to collect your keys are usually Monday – Friday from 9.00am to 5.00pm. You must inform the residence of your date of arrival and make an appointment to collect the keys and undertake the room assessment.

- **Room assessment**

Before entering your accommodation you will be required to undertake a room assessment and this will be repeated on departure. This process will enable to assess whether any damage has been made to the accommodation and whether your damages deposit can be refunded in full.

In the event of damage or missing items, the landlord will deduct their value from the deposit. Any outstanding charges (rent, refuse tax...) will also be applied before refunding the deposit. The landlord is bound to return the deposit or the balance of deposit within two months after leaving your accommodation.

CONTRACTUAL INFORMATION

The following list is not exhaustive but gives you an overview of some of the main points of your legal obligations:

- You must keep your accommodation clean, report all maintenance and damages, take full responsibility for your visitors and give full consideration to the regulations.
- You must take out insurance to cover both your personal effects and your legal liability for injury or damage to others or the property.
- If you cause any damage, you must pay for it

You are also required to pay non-accommodation charges:

- Electricity/ Gas (**EDF/GDF**): an invoice is received for payment every two months or can be paid by bank transfer on a monthly basis
- Water rates: this is usually included in the rates which are estimated on a monthly basis. The meter is read once a year to invoice you (or refund) according to the quantities used.
- Council tax (**Taxe d'habitation**)
- Refuse tax (**Taxe « Ordures ménagères »**) : this is usually included in your monthly rates.

- **Leaving your accommodation**

If you wish to leave prior to the date stipulated on the contract, **you are required to give formal notice by registered mail**. There is no refund if you go home early or wish to move accommodation.

When leaving your accommodation at the end of the study period you are required to make the practical arrangements:

- Organising the electricity and water meters to be read and cut off
- Informing your insurance company of your departure date
- Arranging the room assessment and return of the keys

FINANCIAL INFORMATION: A CHECKLIST

- **La Rochelle Business School Accommodation Service**

A non-refundable **administrative fee of € 60** will be charged to International students who use the business school accommodation service for assistance in finding accommodation.

- **Residences or private accommodation**

- **Damages deposit or Advanced contract fee:** this is usually one or two months rents paid as a guarantee for damages.
- **Insurance:** it is compulsory to take out third party for damage to the property (fire, theft..) and evidence must be before your accommodation is released.
- You may be required to provide a **financial guarantee** for private accommodation in La Rochelle. Your financial guarantor must provide evidence of regular earnings and will be bound to meet all the accommodation costs (rent and rates).
- **Opening the electricity and water meters:** this is not included in your rates and usually costs € 40.
- **Council tax:** equivalent to one-month rent and is payable at the end of the year by the occupant of the accommodation on 1st January of the given year.

FINANCIAL AID FOR HOUSING

International students can apply for financial aid to help subsidize the expense of their accommodation in France (the State Housing Benefit is called “aide personnalisée au logement” – APL). You must open a personal bank account in France and if you are not a citizen of a member country of the European Union or from Switzerland you must also have a Resident Permit (Carte de séjour).

If you have a D-VISA stating that no Resident's permit is required, (“dispense temporaire de titre de séjour”), you are not eligible for this financial aid.

BEWARE : students living in host families are eligible to this financial help under certain circumstances.

Once you have signed your accommodation contract and paid your first instalment, a claim for financial aid can be made to the Caisse d’Allocations Familiales (4 bis avenue du Général Leclerc, 17073 La Rochelle Cedex 9 or via their website: www.caf.fr).

Note: Please keep in mind that there can be delays before students receive their housing benefits and the first month is not eligible. For example, if you lease your accommodation in January, the first benefits will be for the month of February and will be paid into your bank account at the beginning of March (around the 5th). Subsequently payments will be made on the 5th of every month.

YOUR CHOICE

In order for us to meet your request, please let us know what kind of lodging you wish to have. Here are descriptions of available accommodation possibilities for your information:

HOST FAMILY :

Our host families are carefully selected and regularly visited by our housing officer. We have been working with many families for several years. This accommodation is highly recommended as it is the best way to improve your French and to discover the French culture. You have the possibility of sharing the breakfast and/or evening meal with the family. The family can also pick you up from the La Rochelle train station when you arrive if you wish.

1) Short stay: from 2 to 4 weeks:

Number of nights	Price Room + breakfast	Price Room + breakfast + evening meal
1 week (6 nights)	€120	€147
2 weeks (13 nights)	€260	€318.50
3 weeks (20 nights)	€400	€490
4 weeks (27 nights)	€540	€661.50

1 night B&B : € 20

1 night Half-board : € 24.50

2) For more than one month : 2 options :

- € 350 per month for a room – you may also have breakfast for € 2.50 and/or dinner for € 5
- € 570 per month for a room + breakfasts + dinners (+ lunches during the week-ends).

Warning!

For stays over 1 month:

- a 200-euro damage deposit will be required at the beginning of your stay. Of course you will get it back afterwards **if no damage has been done**. Also, you must give back the keys that were given to you upon arrival.

- If you wish to leave before the set date, you must notify your host family and the international relations office in writing. Please do so at least **15 days before the date of your move**. If you do not respect this notification, **100 Euros will be automatically taken out of your initial deposit**. No refund will be granted for the current month.

RESIDENCES : INDIVIDUAL APARTMENTS / APARTMENTS TO SHARE

1) A.R.P.A.E. :

Residence **Maison de la Francophonie** :

Avenue de la Capitainerie

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 45 95 00 / Fax : 00 33 (0)5 46 45 37 89 / Email : accueil@arpae.fr

Website : www.arpae.fr

Location : les Minimes, 1 km from school.

OR

Residence **Parc de la Francophonie** :

Avenue Jean Monnet

17042 LA ROCHELLE

Tel. : 00 33 (0)5 46 45 95 00 / Fax : 00 33 (0)5 46 45 37 89 / Email : accueil@arpae.fr

Website : www.arpae.fr

Location : les Minimes, 300 m from school.

NB : this residence requires that a French national provides a financial guarantee for payment..

2) Residence **Appart'city Cap Affaire** :

8, rue Franc Lapeyre

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 43 27 66 / Fax : 00 33 (0)5 46 43 27 44 / Email : larochelle@appartcity.com

Website : www.appartcity.com

Location : nearby town center and station, 3 kms from school.

3) Residence **Cardinal** :

Rue Cardinal – La Ville en Bois

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 34 72 05 / Fax : 00 33 (0)5 46 34 34 46

E-mail : residencecardinal@orange.fr

Website : www.residencecardinal.com/

Location : nearby town center, 1,5 km from school.

4) Residence **Les Estudines**

27/29, rue Enrico Fermi

17000 LA ROCHELLE

Tel. : 00 33 (0)5 46 45 01 45 / Fax : 00 33 (0)5 46 45 01 84 / Email : larochelle@residhome.com

Website : www.estudines.com

Location : 1 km from school.

5) Residence **Sun Valley** :

Avenue du Lazaret

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 50 11 11 / Fax : 00 33 (0)5 46 34 85 79 / Email : svlarochelle@sunvalley.fr

Website : www.sunvalley.fr

Location : les Minimes, 1,5 km from school.

6) Individual apartments can also be rented, based on availability, for short or long stays.

Warning!

In case the residences would be full upon arrival, the International Relations Office will book a room for a maximum of 15 days with :

- 1) a host family
- 2) the La Rochelle youth hostel (<http://www.fuaj.net/homepage/larochelle/index.htm>)

If you are staying with a host family, the exact period for your stay will be set in advance. You will be asked to pay the total amount corresponding to your stay upon arrival. In case of a departure before the set date, no refund will be granted.

ACCOMMODATION APPLICATION

ADMINISTRATIVE FEE: 60 EUROS

Please write clearly in **BLOCK CAPITALS** and tick (☑) as appropriate

Surname/Family name :	First names :
<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date and Place of Birth :/...../.....	in
Country :	Nationality :
Address :	
Town :	Country :
Tel :	Mobile :
Fax :	Email :

Home Institution :	
Address :	
Institutional Coordinator :	
Tel :	Fax :
Email :	

STUDY PROGRAMME AT LA ROCHELLE :

Autumn Semester Spring Semester Full Academic Year

Exact dates of your stay in La Rochelle (including placement semesters) :

From :/...../20..... to/...../20.....

YOUR CHOICE:

Please mention your maximum budget: €

What accommodation do you prefer ? (Please rank from 1 to 4) :

homestay → bedroom bedroom + meal

in an apartment → individual to share*

* Please mention the names of your requested roommate if applicable :

Mr /Mrs/ Ms :

Warning: lodging possibilities are different according to the duration of your stay, the availability and the conditions requested by the residences.

METHOD OF PAYMENT FOR ADMINISTRATIVE FEE

If you want us to help you reserve your accommodation, you have to pay € 60 of administrative fee

The non-refundable administrative fee can be paid via cheque, money order or major Credit Card.

1) Cheque or money order payments payable to Institut d'Etudes Françaises and mailed to :

Accommodation Service
Groupe Sup de Co La Rochelle
102, rue de Coureilles – Les Minimés
17024 LA ROCHELLE Cedex 1
FRANCE

2) Credit Card authorization :

Visa Eurocard/mastercard

Card Number :

□□□□ □□□□ □□□□ □□□□

Expiry Date :

□□ / □□

Card Verification Code (three-digit number on the back of your credit card) :

□□□

Cardholder's name :

Amount : € 60.

Signature :

4) SWIFT transfer made payable to Institut d'Etudes Françaises :

CREDIT AGRICOLE MUTUEL CHARENTE MARITIME DEUX SEVRES
Agence de La Rochelle Minimes – 12, avenue Albert Einstein – 17000 La Rochelle
Tel : 05 46 28 31 09

	Code Banque	Code Guichet	Numéro Compte	Clé RIB
RIB	11706	44026	41348001001	61
IBAN	FR76 1170 6440 2641 3480 0100 161			
B.I.C. (SWIFT)	AGRIFRPP817			

Date and Place :

Signature :

If you require assistance with finding accommodationn please complete this form in full and return it to :

**Mme Emilie CARDE
Groupe Sup de Co La Rochelle
102, rue de Coureilles – Les Minimes
17024 LA ROCHELLE Cedex 1
FRANCE
Tél. : 00 33 (0)5 16 19 62 54
Fax : 00 33 (0)5 46 51 77 86
Email : cardee@esc-larochelle.fr**