

Moving out of the dorm

Guide for submitting a checkout ticket in ISKAM.

Brief summary

- You submit the checkout ticket in ISKAM in the details of your current accommodation.
- You enter the date and time from which your room will be ready for handover.
- The selected time is the earliest possible arrival time of the housekeeping staff, not an exact handover time.
- Standard checkout is free of charge, must be submitted no later than 3 days in advance, and the student must be present in person.
- Express Checkout is charged according to the current price list and is used when moving out in less than 3 days or without personal room handover.
- **Leaving the dormitory without a standard or express ticket results in a reimbursement charge of CZK 5,000.**

Procedure

1. Log in to ISKAM

Open <https://iskam-web.vse.cz/> and log in to the dormitory information system.

2. Open the details of your current accommodation

In the menu, select Accommodation -> Accommodation list. For your current accommodation, click the detail button, shown as the eye icon. In the accommodation details, find the Check Out section.

CHECK OUT

Please enter the date and time from which you will have the room ready to move out. The maid may come a little later in the day depending on how busy she is. **To properly leave the dormitory, it is necessary to have an entered ticket. If you leave the dormitory without entering a ticket, you will receive reimbursement of costs in the amount of CZK 5,000.** The student is obliged to be present in person during the standard check out, which is free of charge.

The standard (free) checkout ticket must be submitted no later than 3 days before moving out of the room during the working hours of the cleaning lady. If you want to move out in less than 3 days, you must submit an Express Checkout ticket, which is charged according to the price list and does not depend on the working hours of the cleaner.

Clients on your block for the specified day: 1

Opening hours: 08:00-14:00

06/19/2023 08:00



☐ Express Checkout - CZK 1,000 ⓘ

CREATE TICKET

Check Out section in the details of your current accommodation.

3. Enter the date and time

Enter the date and time from which your room will be ready for handover to housekeeping staff. The time means the earliest possible moment when housekeeping staff may arrive; the actual handover may take place later depending on operational workload, but no later than the end of the operating hours.

Selecting the date

Opening hours: 08:00-14:00

06/19/2023 08:00

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

06/19/2023 08:00

Selecting the time

Opening hours: 08:00-14:00

06/19/2023 08:00

08

:

00

4. Choose standard or express checkout

Option	When to use it	What it means
Standard checkout	Regular checkout with personal handover of the room to housekeeping staff.	Free of charge. The ticket must be submitted no later than 3 days in advance and within the housekeeping staff opening hours.
Express Checkout	You cannot or do not want to be present in person, or you need to move out in less than 3 days.	Charged according to the current price list. You only announce the date and time of leaving; this option is not bound to the housekeeping staff opening hours.

CHECK OUT

Please enter the date and time from which you will have the room ready to move out. The maid may come a little later in the day depending on how busy she is. **To properly leave the dormitory, it is necessary to have an entered ticket. If you leave the dormitory without entering a ticket, you will receive reimbursement of costs in the amount of CZK 5,000.** The student is obliged to be present in person during the standard check out, which is free of charge.

The standard (free) checkout ticket must be submitted no later than 3 days before moving out of the room during the working hours of the cleaning lady. If you want to move out in less than 3 days, you must submit an Express Checkout ticket, which is charged according to the price list and does not depend on the working hours of the cleaner.

Clients on your block for the specified day: 1

Opening hours: 08:00-14:00

06/19/2023 08:00

☐ Express Checkout - CZK 1,000

When choosing the "Express checkout" option, I drop my room key, ready to be handed over, into the box at the dormitory reception/hand it over to the dormitory receptionist. If any discrepancy is found in the room (damaged room inventory, insufficiently cleaned room, etc.), I am aware that an additional charge may be made.

If you use the service, you will be charged an additional service fee of CZK 1,000

CREATE TICKET

When you select Express Checkout, ISKAM displays additional information about this service.

5. Create the ticket

After completing the selected option, click Create ticket. If the request is saved successfully, ISKAM displays a confirmation message and the created ticket with the selected date and time will be visible in the accommodation details.

CHECK OUT

The ticket has been saved successfully. ✕

Please enter the date and time from which you will have the room ready to move out. The maid may come a little later in the day depending on how busy she is. **To properly leave the dormitory, it is necessary to have an entered ticket. If you leave the dormitory without entering a ticket, you will receive reimbursement of costs in the amount of CZK 5,000.** The student is obliged to be present in person during the standard check out, which is free of charge.

The standard (free) checkout ticket must be submitted no later than 3 days before moving out of the room during the working hours of the cleaning lady. If you want to move out in less than 3 days, you must submit an Express Checkout ticket, which is charged according to the price list and does not depend on the working hours of the cleaner.

Clients on your block for the specified day: 2

You have already created a ticket to: 06/19/2023 08:00

Applying for a refund of the account balance [here](#).

Opening hours: 08:00-14:00

06/19/2023 08:00



☐ Express Checkout - CZK 1,000

SAVE CHANGES

CANCEL TICKET

The green message confirms that the ticket has been saved successfully.

Before you leave

- You have a saved standard or express checkout ticket in ISKAM.
- For standard checkout, you are prepared to be present in person when handing over the room.
- If you leave without submitting a ticket, you will be charged a reimbursement of costs of CZK 5,000.