

# Moving out of the dorm

1. On the page <https://iskam-web.vse.cz/>, the student logs into the dormitory information system.
2. Select Accommodation - Accommodation list in the menu.
3. Select the detail (eye icon) for your current accommodation.
4. In the accommodation details, you can find a 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

Express Checkout - CZK 1,000 **!**

5. Here you enter the date and time from which you will have the room ready to take over from the maid. Considering the operational workload, the time represents the earliest moment the maid can come to you. So, in reality, the eviction will take place from the date on your ticket until the end of the operating hours.

Opening hours: 08:00-14:00

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08 : 00

6. If, for some reason, the student cannot/does not want to be present at handing over the room to the maid, there is an option called Express Checkout. When choosing this option, the student only announces the date and time of his intention to leave the dormitory and is not bound by any working hours of the maid or the rules for entering a ticket. This service is charged according to the current price list.


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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**

7. The student will fill in one of the options and press the button Create ticket. The student will be notified if the ticket is successfully saved in the system.

## CHECK OUT

The ticket has been saved successfully. ✕

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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

Express Checkout - CZK 1,000 

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