

Vanves, February 20, 2025

The President  
of the Centre National des Œuvres  
Universitaires et Scolaires (Cnous –  
National Center in Charge of Student  
Bursaries and Accommodation)

to

The Directors General  
of the Centres Régionaux des Œuvres  
Universitaires et Scolaires (Crous –  
Regional Centers in Charge of Student  
Bursaries and Accommodation)

Circular no. 20250220

## 2025 Rental management circular

### **Subject: Rental management for the 2025-2026 academic year**

The aim of this Circular is to set out or provide details of the procedures for the admission, renewal and re-admission of the management of student accommodation for all properties administered by the Crous.

Three key principles govern these procedures:

- Priority of social criteria when allocating accommodation;
- Fairness principle when processing students;
- Procedural compliance with current regulations.

### **1 Applicable regulatory instruments:**

- The French Education Code, in particular Articles L.822-1, R.822-2, R.822-29 and R.822-34;
- The French Construction and Housing Code, in particular Articles L. 631-12 and L.631-12-1;
- The French Tax Code, in particular Article 1407.

### **2 Preamble**

University residences are usually located in buildings belonging to the State and to public institutions of the State or in such buildings and institutions held by the latter in whatever capacity. The Regional Centers in Charge of Student Bursaries and Accommodation (Crous) are tasked with residence management either directly or by delegation.

Students who receive bursaries may occupy residence accommodation provided that they have previously been the subject of an Admission Decision. In addition, before their arrival, students must have compiled a rental file which includes a counter-signed Admission Decision. It is therefore not sufficient for a resident to obtain accommodation simply by virtue of occupancy being entered into the rental system, except in specific cases (students with a disability, students under contract, agreed co-tenancies).

The Crous may not invoke age as a reason to refuse accommodation to a student.

Residence rules are set out in the Internal Rules approved by the Board of Directors of the Regional Center in Charge of Student Bursaries and Accommodation, on a proposal from the Regional Center's Director.

### **3 Admission and tenancy duration**

#### **3.1 Admission Decision**

The Admission Decision is the founding legal act of the rental relationship between the Crous and the student in accommodation. It is valid for any type of accommodation and for any stay of a duration greater than one month, as detailed in this Circular. Renewal and re-admission are subject to the same conditions as the application for a first admission.

The Crous Directorate General pronounces the Admission Decision in accordance with allocation rules set out below, depending on social and academic criteria, in particular taking consideration of the usual study period.

The Admission Decision comprises the resident's right to occupy the accommodation for a period no longer than the current academic year, save for specific dispensations. The sole fact of the tenant's admission, and the tenancy rights granted, mean that the occupier must comply with the conditions and rules of accommodation. Within a Crous network, students are also informed that non-compliance with the principles enacted in this Circular and its annexes (in particular the Admission Decision and Internal Rules), including those regarding the total duration of the stay, are liable to represent a reason for:

- Refusing admission;
- Refusing renewal or re-admission;
- Eviction.

#### **3.2 Effective date, key handover and decision to end tenancy at the initiative of the Crous**

On the basis of this Admission Decision and prior to the effective date, the student compiles a rental file which must include the counter-signed Admission Decision.

Students requesting residence accommodation must add a commitment to joint and several guarantee in the form and manner prescribed, by a third-party whose solvability can be checked by the Bursaries Department or who can call on a guarantor organization. In the case of a physical surety, the acceptable solvability threshold represents three months of rental, including charges.

For a first admission, and before the effective date for arrival, the student must pay a deposit for an amount set by the Crous. In the case of renewal, the deposit paid by the student is kept by the Crous for the new booking without any adjustment of the new rental fee.

##### **3.2.1 Effective date**

The effective date in the Admission Decision is that from which the student has the right to occupy their accommodation.

On this date, the student must pay the rental for the allocated accommodation.

- For students admitted before September 1 (start of academic year), the effective date is September 1 at the latest.

- For students admitted after September 1, the effective date is the date mentioned in the Admission Decision.

Tenancy is strictly personal and non-transferable. It is temporary and revocable. It ends when admission is the subject of a Repeal Decision, in particular because of default on rental payments or because the resident is no longer a student, or as soon as the entitlement expires, as stated in the Admission Decision. In all cases, when tenancy ends, the occupier must leave their accommodation.

### **3.2.2 Key handover**

Keys are generally handed over on the effective date.

Keys can only be handed over if the student has previously produced a valid rental file, including attached mandatory documents, and paid the deposit.

For the student's personal convenience and with the consent of the Crous, the key handover can take place:

- Before the effective date depending on accommodation availability: additional days of occupancy are invoiced to the student on a *pro rata* basis as detailed below; the accommodation must be insured on the date of the key handover.
- After the effective date: the student must inform the Crous of their late arrival and the Crous must notify their agreement in writing. In this case, the student will need to pay rental fees from the effective date mentioned in the Admission Decision.

However, should the effective date be delayed at the initiative of the Crous, the student must pay rental fees from the effective date of the key handover.

### **3.2.3 Decision to end tenancy at the initiative of the Crous**

The Crous can decide to end the tenancy by way of a Lapse Decision, signed by the Director General in the following events:

- If the student has not provided a counter-signed and completed rental file within seven (7) calendar days from the date of accommodation allocation, provided that the latter date occurs before August 15, the student loses their right to tenancy. In this case, the Lapse Decision cancels admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance on the rental fees cannot be refunded save for a derogation granted by the Director General. If a difficulty has been reported to the Crous, the student may ask for an extension to complete their rental file.
- If the student, with an up-to-date rental file, is not present on the day that the keys are to be handed over, without having obtained authorization from the Crous for a late arrival, the student loses their right to tenancy within seven (7) calendar days from the effective date. On the expiry date, the Lapse Decision cancels the admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance payment on the rental fees cannot be refunded.
- If the student has indicated a late arrival but has not arrived within the deadline, including any potential delays, or within 30 days following the effective date, a Lapse Decision leads to canceling the admission on the effective date. The Crous informs the student of the loss of their rights. In this case, the advance payment on the rental fees cannot be refunded.
- If a student in accommodation in 2024-2025 obtained a renewal but gave notice which took effect prior to August 31, 2025 a Lapse Decision cancels the renewal on the effective date. The Crous informs the student of the loss of their rights.

- If the student has outstanding debts after the date of the new Admission Decision, taken in the context of renewal or admission, which have not been settled before the effective date, the student loses the right to renewed tenancy. In this case, the Lapse Decision leads to canceling the admission on the effective date and informing the student they have lost their rights.

### **3.3 Tenancy duration and end of entitlement**

The end of entitlement (up to the time the student has committed to pay the monthly rental fees, charges included) is set to August 31 (unless otherwise specified in the Admission Decision for shorter stays, which are justified in particular because of operational requirements, as part of international exchange semesters, in the case of short stays on a student's request or for reasons of public interest, etc.).

From the first day of occupancy, a student may request an early end to entitlement, with a one-month notice period. When the notice period expires, the student must leave their accommodation and is no longer required to pay the monthly rental fee.

Should occupancy end during the month, the student is informed that they lose their rights to housing benefits for part of the month.

The amount of any damage or loss noted during the inventory must be paid by the student who benefits from the right of tenancy.

Senior management is in no way liable for any thefts the student may have been subjected to within the perimeter of the university residence.

The student's accommodation must be accessible whenever safety measures and the cleaning of premises are required.

### **3.4 Continued occupancy in the absence of tenancy**

Continued occupancy in the premises is illegal if:

- The resident no longer has a valid Admission Decision or renewal;
- The resident was refused renewal and continues to occupy the accommodation after the expiry date stated in the Admission Decision;
- The resident has obtained an Admission Decision or renewal, but has not compiled their rental file within the deadline;
- The resident loses their tenancy rights during the year;
- Continued occupancy occurs in the premises after the expiry date of the initial Admission Decision or the date indicated in the Repeal Decision leading to expulsion by the Crous;
- The resident becomes an occupier without right or title;
- The resident must leave their accommodation within the deadline stated in the initial Admission Decision or Repeal Decision revoking occupancy rights:
  - Should the occupier without right or title not comply with these deadlines, formal notice is sent to them to leave the premises. The resident has fifteen (15) days to leave the premises from the date of the formal notice.
  - Should the occupier without right or title continue to occupy the premises after the date mentioned in the formal notice, the Crous files an eviction order with the relevant administrative court.

An occupier without right or title must pay an occupancy indemnity, the amount of which is set by the Crous Board of Directors, without prejudice to the eviction proceedings which can be brought against them. The court may decide that the occupier without right or title must pay the legal fees incurred by the Crous as well as the payment of a penalty per day of delay in vacating the accommodation.

No resident who has been the object of refusal of any renewal, expulsion or eviction will be able to apply for accommodation in another Crous. They will be described to the entire Crous network stating the latter's reason for this decision.

Should senior managers end the entitlement of an occupier in an accommodation located in a university residence which is managed by a Regional Center, and proceed with their eviction, the relevant court is the administrative judge. In such a conflict, in accordance with current case law, senior management will take into consideration: on the one hand the need to ensure normal operations and the continuity of public service, and on the other, the situation of the occupier in question and the need to ensure their dignity, their private and family life, as well as the winter truce in accordance with the decision of the Cnous Board of Directors of November 28, 2019, which states that “the execution by the administrative judge will not be requested during the winter truce, save for a disturbance of law and or behaviors that are not compatible with community life”.

## 4 Setting, voting and applying fees

### Rental fees and charges

The components “invoiced” to students in the framework of the accommodation rental are as follows:

- Rental fees;
- Only refundable charges, the list of which is set by Decree No. 82-955 of November 9, 1982, in application of Article L. 442-3 of the French Construction and Housing Code (CCH), may be refunded in the form of a flat fee;
- The cost of renting furniture governed by Article L.442-8-3-1 of the CCH and the Decree of December 7, 2009.

A flat fee applies to certain residence accommodations.

Flat-fee rentals and net rentals (including, for subsidised accommodation, the rental fee *per se*, charges and additional furniture charges) are approved on the basis of Cnous national instructions (Circular on rental fees and charges) after a debate in the Board of Directors of each Crous, before renewals and re-admissions are processed.

Each year, they are set out in line with the type of accommodation and residence and the tenant's status (student, teaching staff, visitors). The review of rental fees *per se* is based on the rental reference index in the second trimester of the previous year. The revised rental fee is payable on September 1 of the previous year. The rental fee and charges included in the first month (especially in the event of admission occurring during the academic year or early arrival in the accommodation before September 1) is calculated on the basis of one-thirtieth of the amount of the corresponding rental fees<sup>1</sup>. At the end of the stay or in the event of early departure, the same rule applies to the end of the notice period.

For short stays, this one-thirtieth base, to which an increase ratio may be applied, can be approved by the Crous Board of Directors.

If necessary, the Crous will obtain a writ of execution to recover the sums owed to it by the student, for any reason whatsoever, and initiate enforcement proceedings.

## 5 Admission procedures

The Crous accommodation offering follows the allocation process, in line with the cycles and patterns of the academic year and with students' needs and wishes.

The process comprises two main phases:

- Preparing for the academic year:
  - Renewal of tenancy for a student already in accommodation;
  - Main phase of accommodation allocation;
  - Additional allocation phase.
- During the academic year:
  - Accommodation allocation during the academic year, the availability date being mentioned in the Admission Decision;

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<sup>1</sup>For early arrivals in the month of August, the one-thirtieth base is applicable to the previous academic year and for early arrivals during the academic year, the applicable one-thirtieth is that of the current year.

- Accommodation availability for short stays (rental per night).

The national schedule of the various phases is published each calendar year before March 1.

## 6 Description of allocation process

### 6.1 General schedule

<b>Renewal requests open</b>	03/12/2025
<b>Renewal requests closed</b>	04/28/2025
<b>End of renewal request process</b>	By Friday June 6, 2025 at the latest

Main Phase	Cycle 1	Cycle 2	Cycle 3	Cycle 4
<b>Offers are posted and choices are submitted from:</b>	Tuesday 05/06/2025 at 10.00	Friday 06/13/2025	Friday 06/20/2025	Friday 06/27/2025
<b>Choices can no longer be submitted:</b>	Monday 06/09/2025 at 10.00	Monday 06/16/2025 at 10.00	Monday 06/23/2025 at 10.00	Monday 06/30/2025 at 10.00
<b>Automatic allocation:</b>	Tuesday 06/10/2025	Tuesday 06/17/2025	Tuesday 06/24/2025	Tuesday 07/01/2025
<b>End of confirmation of accommodation offers:</b>	Thursday 06/12/2025 at 23.59	Thursday 06/19/2025 at 23.59	Thursday 06/26/2025 at 23.59	Thursday 07/03/2025 at 23.59

<b>Waiting list is compiled and additional phase is open from:</b>	Tuesday 07/08/2025 at 10.00
<b>End of the additional phase:</b>	Wednesday 10/29/2025 at 23.59

<b>Waiting list is compiled and ongoing management has started:</b>	Thursday 10/30/2025
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### 6.2 Renewal of a student in accommodation

#### 6.2.1 General principles

All residents with DSE (*dossier social étudiant* – student social file) entitlement wishing to renew must have compiled their DSE. They may be renewed or re-admitted provided they comply with the criteria enacted in Article 6.2.3.

If a DSE holder does not have a bursary, but their social index would enable them to obtain a bursary if their registration allowed it (e.g. regional bursaries, students registered in an institution or a training program which does not offer a bursary), they must be treated in the same way as a bursary student.

International students, who comply with criteria enacted in Article 6.2.3, must request their renewal in the same way as DSE holders.

For other students, renewal cannot be automatic. The main phases of allocation must have ended before renewal can be requested, depending on remaining accommodation capacity. Students concerned must be aware of the renewal campaign opening date so that they have time to find another solution for their accommodation.

Any renewal or re-admission must be entered in the TuL/Cité'U allocation platform.

### **6.2.2 Housing stock made available for tenancy renewal or re-admission**

Housing stock made available for renewals must represent a maximum of 40% of accommodation capacity, so that a balance may be struck between stability for students already in accommodation over the duration of a student program and the guarantee of availability for students at the start of their program or internationally mobile students. This 40% rate applies to the entire perimeter of the Crous. It can be adjusted if local conditions justify it, especially in areas with no shortage of accommodation.

Acceptance of the request for renewal or re-admission is subject to the availability of the Crous housing stock.

### **6.2.3 Management principles**

***A student already in accommodation, wishing to keep it can request the renewal of the allocation decision, provided that they continue to comply with the conditions set out in this Circular.***

Renewal entitles the student to keep their accommodation, the duration being limited to a study course, at the start of the following academic year if they pay their rental fees until August 31. Renewals may be few in a popular residence. For operational and/or safety reasons the student may need to be rehoused temporarily in an equivalent area and/or accommodation, subject to availability. A student admitted during the academic year, before the end of May, may benefit from renewal if they comply with the same criteria as priority residents who were allocated accommodation at the start of the academic year.

Renewal is subject to the following conditions:

- Being a student in a higher education program;
- Having settled rental fees and any sums to be paid in the previous year;
- Having complied with Internal Rules;
- Not being a tenant in a university residence in the perimeter of the Crous network for more than five years. However, the Crous may grant a sixth year of residence depending on the student's status, in particular to complete a program, while justifying progress in a higher education program (5 years maximum for a bachelor, 3 years maximum for a master and 4 years maximum for a doctorate – a review of progress, undertaken locally must be justified in case of refusal). By derogation from the Director General, the duration may be extended beyond the sixth year for specific cases mentioned in Article 8 of this Circular.

For non-bursary students or if the social index does not apply, the right to renewal is subject to sufficient capacity to host priority Crous residents (bursary students or those with social index equivalent to that of a bursary student). These students can only obtain renewal once request is deemed to have lapsed. Likewise, students registered in a program from a higher education institution other than the academy for which the application is made are not given priority, and may be refused renewal for this reason.

Renewal does not require a deposit. In this event, the deposit initially paid by the student is held by the Crous for the new booking.

If a student benefiting from renewal gives notice during the procedure, they lose their right to renewal.



***Re-admission is the exception for the Crous so that it can take into consideration certain situations.***

By derogation and for certain residences, the Crous Director General can implement a re-admission procedure which ensures that the student leaving the accommodation in July and August, or before the end of the tenancy mentioned in the Admission Decision (in accordance with the notice period), will be allocated accommodation in the same area and of the same type at the start of the next academic year. When the student is re-admitted, they must comply with the conditions above listed in the renewal phase. Once all priority residents have been allocated accommodation, in the event of a given residence showing availability, the Director General may justify the allocation of additional tenancies which contravene the above stipulations. However, this should be a one-off event.

Re-admission requires a new deposit.

### ***Provisions common to re-admission and renewal procedures***

Should the student resign and then obtain allocation during the main phase or the additional phase, the latter must pay a new deposit when compiling their rental file even though the previous deposit has not been returned to them yet.

If a student has obtained a renewal or admission, they are informed by the Crous that, should the student give notice to leave, they lose the benefit of the renewal. In this event, any new request must follow the general procedures.

## **6.3 Main Phase**

### ***6.3.1 General principles***

With the exception of the cases presented below, any available accommodation after the renewal re-admission phase must be made available for the main phases, either from the first phase or during the gradual phases, depending on rental pressure in the area, in the residence or given the type of accommodation. Thus, in areas with a shortage of accommodation, housing stock must be offered gradually, to enable students with high-level bursaries who have obtained a late bursary or program to have a chance of obtaining accommodation. For the subsequent phases and depending on replies received, more stock may be offered.

In areas with no shortage of accommodation, the entire stock may be offered as early as from the first allocation.

During these phases, the priority is to allocate accommodation based on social criteria. No accommodation must therefore be "set aside", with the exception of the following accommodation which is:

1. Unavailable because of building work. The work must nevertheless represent several months of work or significant inconvenience. For example, paintwork which may not have been done in the summer must not stop the accommodation from being available for the academic year;
2. Occupied by residents without right or title;
3. For people with limited mobility or accommodation adapted for sensory disabilities;
4. For couples or agreed co-tenancies;
5. Booking by agreement with the international students of an institution or partner (Campus France or other organization). No booking agreement can be signed directly with a foreign country and/or its representatives in France, in any event whatsoever, without the prior approval of the Crous;
6. For non-bursary students with nevertheless very low income and specific needs (in particular students leaving child welfare) and directed to social services by the Crous. However, this group must remain moderately sized and requests must be directed to an ad-hoc committee. In addition, only accommodation with the lowest rental fees must be offered, to ensure these students avoid hardship;
7. For emergency temporary accommodation for those Crous which offer this service. The number must, however, be limited to a few units in each city.



No allocation, except for those described in points 3 to 5, can be made outside of the automatic phases. For points 3 to 5, allocation is manual but must be entered in the TuL platform as soon as these functionalities have been introduced. Accommodation allocation will no longer be able to be entered directly into the platform.

### **6.3.2 Crous housing stock made available in the main allocation phase**

The Crous housing stock offered during the main allocation phase consists in available accommodation at the end of the renewal phase, except for a quota of reserved accommodation.

### **6.3.3 Management principles**

Students who have submitted their DSE (student social file) may take part in the main allocation phase. This DSE entitlement must be approved by the Crous before the automatic allocation of the first cycle in the main phase.

Students have a maximum of four (4) choices:

- Students will receive a maximum of four (4) accommodation offers and a maximum of one (1) offer per location at a time.
- If the Crous makes an offer for another accommodation, in the event that the student's choices were not fulfilled, the allocation takes place in the last stage of the main phase, via the online platform. The rental fee offered should be within a bracket of plus or minus 10% compared to the student's initial choice. The accommodation offered by the Crous may be of a different type than the accommodation initially chosen and/or located in another local residence.

The allocation procedure automatically ranks students' requests in accordance with the national scale established, on the basis of social criteria used in State bursary allocations.

## **6.4 Housing stock reserved**

There are two types of housing stock:

### ***A quota allocated to a higher education institution, a post-baccalaureate program or Campus France***

An agreement, which provides specific details, is drawn up between the Crous and the education institution:

- Reserved stock and/or type and number of accommodation units available;
- The rules and procedures of the allocation and management of accommodation for students enrolled in the institution. Regarding non-international students, attention will be particularly drawn to the academic criteria established by partner institutions, by giving priority to the principles of social criteria and equity among students.

These agreements provide for the non-occupancy of accommodation or vacancy and, where applicable, the possibility of recovering the accommodation or incurring financial penalties. In addition, the accommodation offered must, justified exceptions aside, mostly consist in bedrooms in order to guarantee diversity in the residences. Lastly, an agreement relating to international students must provide for the possibility of housing "free movers" offered by the Crous social services. An agreement template is issued to the Crous.

### ***Quota reserved by the Crous for specific situations:***

- Severe disability and/or condition;
- Situation justified by the social services (in particular students leaving child welfare). In this case, the social services may not require a deposit;
- Temporary emergency accommodation for students;
- Co-tenancies agreed;
- Other situations depending on the local background.

These are the only cases which may be entered in a direct pre-booking in the H3 platform. The pre-bookings must then be checked to ensure they are legitimate.

### **Processing the requests of students with a disability**

- After the renewal phase and before the first cycle, the Crous sends the Crous centers a request from the OLAFE program for students who have
  - disability points;
  - left child welfare.

The request consists in the student's social scale, the social index and the OLAFE request regarding accommodation.

- The Crous emails students with a disability, who have made a request in the TuL platform AND those who have ticked the "accommodation" box in the OLAFE program, to inform them that, if they have specific needs or require adapted accommodation, they can contact the Crous affiliated with the enrolling institution to submit a request.
- A link will then point them to a national page and direct them to each Crous site. The declaration of needs form must be downloaded here:
  - If they have specific needs, students take priority and are allocated accommodation manually, before the end of the cycle, if possible, on the advice of social services.
  - Otherwise, they are placed in the next cycle.

For accessible accommodation, should there be a shortage of housing, the highest scales must be given priority.

- The precise and detailed nature of the disability and/or condition must only be known to the social or disability advisor and/or the institution's student health services (SSE) disability advisor. The other departments and the management unit must only be aware of the minimum level of information required for the management of the residence, the safety of the student and collective safety:
  - Nature of the disability (broad categories, no details),
  - Location requested,
  - Accommodation type,
  - Necessary adaptations, where applicable,
  - Specific constraints, where applicable.

If an internal commission is set up to discuss allocation for these students, their files must be anonymized.

If the form used does not adequately identify the needs, an appointment may be made with the social services, the disability advisor or a physician from the institution's student health services.

If a student with a disability requests a renewal, they must not be asked to complete the "request for adapted accommodation in a university residence" form again.

Note : The decision to admit a student who does not have a disability into accessible accommodation, is temporary and revocable. It may be canceled when the Crous must host a student with a disability, provided that the Crous can offer them another accommodation of the same type and in the same area, which may not have the same characteristics, depending on availability. In this event, the student must leave their accommodation immediately. They will sign an undertaking to this effect when the keys are handed over.

## **6.5 Main phase**

### **6.5.1 General principles**

During this phase, requests are open to international students.

Social criteria remain the priority in the allocation process:

- Bursary students;
- Non-bursary students with a social index equivalent to that of a bursary student;
- Low-income international students notified to the social services.

During this phase and before accommodation becomes available on the “Trouver un Logement” (Find Accommodation) site, a message is sent to bursary students or students with a social index equivalent to that of a bursary student who have not obtained any offer during the main phases <sup>2</sup>.

This message will inform them that accommodation is still available so that they can make a booking. Priority will be given to the highest scales, but the “first come, first serve” rule will apply. At the end of the week, the remaining accommodation may be found on the “Trouver un Logement” site.

Students who have made a request receive a reply within a maximum of ten days. After the ten-day period, an automatic message is sent to the students to inform them that their request has been refused. Save for exceptional delegation given to the Residence Director, the allocation decision is given to the relevant Crous department (central departments) which will best preserve the social aspect of the allocation procedure (priority given to bursary students and beneficiaries with a social index equivalent to that of a bursary student or a student experiencing hardship). The allocation platform enables bursary students or students with a social index equivalent to that of bursary students to book accommodation automatically. Other students can still make a request, which will be reviewed by the Crous officer.

Requests for accommodation or renewals in academies other than those where studies are being followed do not take priority and may be refused for that reason.

In case of delegation, the proxy ensures the traceability of the allocation operations in the centralized platform.

### **6.5.2 Housing stock for the additional phase**

Housing stock made available accommodation during the additional phase consists in available accommodation at the end of the additional allocation phase, except for a quota of reserved accommodation.

### **6.5.3 Management principles**

The additional phase is open to all students.

Depending on their profile and status, students who make a request for accommodation during the additional phase can book the accommodation by way of two separate procedures:

- Automatic allocation: the admission procedure is automated on the basis of criteria set out by each Crous, including primarily the social index level calculated, taking into account the residence's characteristics (shortage of accommodation, popular residence, etc.) and the period. Once their request made, students directly book the accommodation they have chosen.
- Request submitted: students submit a request via the Crous. The Crous teams review the request.

The effective date mentioned in the Admission Decision must take into account the fact that the Crous needs time to process students' rental files.

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<sup>2</sup> Mailshot to students:

- Who have submitted their choices in the main phase which have not been fulfilled
- With a social criterion calculated on the basis of these choices (excluding students with a non-valid student social file - DSE, those for whom the scale could not be calculated, etc.)

## **6.6 Accommodation allocation during the academic year**

### **6.6.1 General principles**

Although social criteria remain relevant in the event of two competing requests for the same accommodation, they no longer represent the priority in this phase.

Students admitted in the ongoing process and DSE holders must be notified that they need to compile a DSE to take part in the renewal campaign. They must also be aware that if they are not bursary students or if their social index exceeds the range, their request will not take priority.

As in all previous stages, the allocation process must use the TuL platform.

### **6.6.2 Accommodation allocation for students during the academic year**

During this phase, if significant housing capacity is released and before accommodation becomes available on the Trouver un Logement (Find Accommodation) site, a message is sent to bursary students or students with a social index equivalent to that of a bursary student who have not obtained any offer during the previous phases. This message will inform them that accommodation is still available so that they can make a booking. Priority will be given to the highest scales, but the “first come, first serve” rule will apply.

At the end of the week, the remaining accommodation may be found on the “Trouver un Logement” site.

Any vacant accommodation liable to be rented is made available to students on the digital platform, with the appropriate allocation mode.

Accommodation allocation is subject to the admission procedure set out in section 5. The end of tenancy is set with regard to the students' requests and may not be extended in any case whatsoever beyond the end of the academic year (August 31).

Management principles are similar to those of the additional phase. Depending on availability and their status, students who have made a request on “Trouver un Logement” can book the accommodation by way of two separate procedures:

- Automatic allocation (as part of a quick rental process): the admission procedure is automated on the basis of criteria set out by each Crous, including primarily the social index level calculated, taking into account the residence's characteristics (shortage of accommodation, popular residence, etc.) and the period.
- Request submitted: students submit a request via the Crous. Students who have made a request receive a reply within ten (10) days.

Derogation from the provisions of the above paragraph may occur, in order to make accommodation available for students' short stays, that is, for a stay that is no longer than one month, via the Bed&Crous platform or any other short-stay management tool. The number of accommodation units is necessarily restricted in high-occupancy periods. This takes into account students' needs (e.g. study cycle) and the academic year period. In this context, accommodation allocation is not subject to the rules set out in section 5. Students subscribe to the General Sales Conditions (CGV) when booking and pay for the service (including all charges and tax) before the keys are handed over.

### **6.6.3 Accommodation allocation for others during the academic year**

In accordance with the combined provisions of Articles L.631-12-1 of the French Code of Construction and Housing and of R.822-2 of the French Education Code, residents other than students, a list of which has been approved by the Board of Directors, on the previous advice of the Crous, may benefit from accommodation in Crous university residences in the conditions set out in these same provisions. The Crous must also ensure that the conditions set out in the social housing certification agreements are complied with.

For stays of less than one month, accommodation allocation is not subject to the rules set out in section 5. Students subscribe to the General Sales Conditions (CGV) when booking and pay for the service (including all charges and tax) before the keys are handed over.

For stays of more than one month and less than three months, accommodation requests are carried out according to the procedures and conditions set out by the Crous.

## **6.7 Opening of residences after the start of the academic year**

When a new university residence has been opened, a message must be sent by the Crous to bursary students or students with a social index equivalent to that of a bursary student who have not been offered any accommodation during the previous phases, at least one month before the date of opening. This message will inform them that the residence is now open, give them a description of the available accommodation and offer to make a booking.

Depending on the response rate, remaining accommodation may be offered on the "Trouver un Logement" site, two weeks before opening.

## **6.8 One-off extension of stays**

The procedures for the one-off extension of stays must be checked with the Crous within a minimum of one (1) month before the end date of the planned stay for initial stays of more than one (1) month and a minimum of fifteen (15) days for stays of less than one month.

If the extension is of less than thirty (30) days, students are not requested to submit a new student social file. If the extension or repeated extension requests are of more than thirty (30) days, students are requested to submit a new social student file and the residence will need to renew the booking. Extension can only be authorized if students comply with common law admission conditions. Extension is formalized by way of a new student social file.

## **7 Accommodation booked by a student**

Once accommodation allocated by the Crous, the student must book their accommodation by paying a 100-euro flat fee in advance of their rental fee. This advance must be deducted from the rental fee of the first rental to be paid. The advance can be refunded before the effective date if, on the student's request, they have entered their banking details in the Cité'U application.

If the effective date is September 1, no refund request received after September 1 will be processed, unless in exceptional circumstances and subject to the tenant's express request, to take into consideration late allocation in a higher education institution (PARCOURSUP and MonMaster – university admission platforms) for example. This request, as well as other specific cases, will be refused by the Crous Directorate General.

## 8 Other provisions

In compliance with GDPR provisions, a national procedure for reporting specific cases listed is applied by the Crous network. The Crous must ensure that the students concerned have been given proper information and that the report has been removed if outstanding sums have been recovered or at the end of the effective decision date.

Depending on each case below, reviewed by the Crous, requests for accommodation allocation or renewal may be refused in the entire perimeter of the Crous network for a student in one of the following cases:

- **Disciplinary litigation:**
  - A student who has received warnings for repeated non-compliance with Internal Rules.
  - A student who has received a warning or a penalty for serious non-compliance of Internal Rules.
- **Administrative litigation:**
  - A student in accommodation for more than five (5) years (or longer in the case of derogations relating to certain programs: medicine, architecture etc. or students with a disability);
  - A student who has not paid their rental fees for more than one (1) month which has not been recovered during the tenancy;
  - A student who occupies accommodation without a valid Admission Decision.

The student whose situation has been reported must without fail be alerted when the report was created. The student must also be informed of the reasons for this notification and its consequences.

## 9 Updated rental management documents

The rental file comprises ten (10) documents annexed to this Circular:

1. Admission Decision and financial annex
2. Repeal Decision and Lapse Decision
3. Guarantee document
4. Internal Rules of university residences
5. Internal Rules for car park users
6. Annex of specific Internal Rules
7. Withdrawal form
8. Form concerning accessible accommodation
9. Consent of legal representative regarding minor students
10. General Sales Conditions for short stays

The President

Bénédicte Durand

## **Annex 1- Rental management Circular - Glossary**

**Admission Decision:** unilateral Crous document representing legal commitment and setting the terms and conditions of tenancy in a university residence.

**Effective date:** date from which students have the right to occupy their accommodation and are legally bound to pay their rental fees. The effective date is shown in the Admission Decision. The terms are different as they relate to different platforms even though they all have the same date (allocation from the “Trouver un Logement” site, booking on the CitéU site and effective date of the Admission Decision).

**Start of tenancy:** date on which keys are handed over. The effective date may be different to that of the start of tenancy, should students have requested to arrive before or after the effective date.

**Notification date:** date on which allocation was offered.

**Payment date of the advance on rental fees:** within 48 hours:

- After notification of each cycle of the main phase
- In the event of an additional phase
- For allocation during the academic year

**Renewal:** this concerns students who remain in the same accommodation in July, August and in the following academic year.

**Re-admission:** This concerns students who have given notice and are permitted to return the following year, without any guarantee that their current accommodation will be of the same type.



## Annex 2: Practical examples (Articles 2, 3, 4 and 5)

### Student admitted before September 1: main or additional phase

#### Main allocation phase:

A student with DSE entitlement makes their choices on <https://trouverunlogement.lescrous.fr>. The student receives notification that they can book accommodation on June 29 and is then allocated accommodation from September 1.

Once the advance on the rental fees has been paid, accommodation is booked from September 1.

The effective date in the Admission Decision is set to September 1.

However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for the rental fees from the date the keys are handed over. The rental fee for the month of August is calculated on a *pro rata* basis. For example: arrival on August 31: August rental fees = (monthly rental fees/30) x (32-31)
- After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 1.

#### Additional phase:

The student submits a request for accommodation or books it directly on "Trouver un Logement". Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days. The accommodation is allocated to the student from September 1.

Once the advance on the rental fees has been paid, accommodation is booked from September 1.

The effective date in the Admission Decision is set to September 1.

However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for rental fees from the day the keys are handed over. The rental fee for the month of August is calculated on a *pro rata* basis.
- After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 1.

### Student admitted before September 1:

- Between September 1 and October 30: additional phase
  - For example, the student asks to book available accommodation, or books it directly, on "Trouver un Logement" on September 10. Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days, here, on September 17. Accommodation is then allocated to the student seven (7) days after notification or automatic booking, i.e. on September 24.
  - Once the advance on the rental fees has been paid, accommodation is booked from September 1.
  - The effective date in the Admission Decision is also set to September 24.
  - However, the student may request to occupy the accommodation:
    - Before the effective date: The student must pay for rental fees from the date the keys are handed over. The rental fee for the month of September is calculated on a *pro rata* basis.
    - After the effective date: The student requires a late arrival. However, the student must pay the rental fee from the effective date set to September 24.
  - The effective date may therefore be different to that of the date the keys are handed over.
- After October 31: accommodation allocation phase during the academic year
  - For example, the student asks to book available accommodation, or books it directly, on "Trouver un Logement" on November 10 for. Should the booking not be automatic, the student is notified that they can book accommodation within ten (10) days, i.e. on November 18. Accommodation is then allocated to the student after notification, within a given time delay in each Crous; if the Crous sets a time delay of seven (7) days, the accommodation will be allocated on November 25.
  - In this example, once the advance on the rental fees has been paid within a time delay set by the Crous, accommodation is booked on November 25.
  - The effective date in the admission decision is set to November 25.
  - However, the student may request to occupy the accommodation:

- Before the effective date: The student must pay for rental fees from the date the keys were handed over and the rental fee for the month of November is calculated on a *pro rata* basis.
- Before the effective date: The student must nevertheless pay the rental fee from the effective date.