****

**STARTING PACKAGE**

**Contract**

**Please write in CAPITAL LETTERS!**

FAMILY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| School: |  University of Turku |  Åbo Akademi University |
|  |  Novia University of Applied Sciences |  Turku University of Applied Sciences |

Address in Turku: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date package was received: \_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated date of departure:­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tutor picked up my package Name of the tutor: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EU/EEA students: IBAN number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank account info

for deposit refunds BIC / SWIFT code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Starting Package Content:** Note down the items received and any comments on their condition.

When you return your package, the items will be compared to the description here. Therefore, it is for the best to be specific so that you will not be held responsible for faults that already existed before you!

|  |  |  |
| --- | --- | --- |
| Received | Item | Comments - any stains, damage or dirt? |
|  | Starting Package box |  |
|  | Dinner plate |  |
|  | Soup plate |  |
|  | Cooking pot ( cover no cover ) |  |
|  | Cutlery (knife, fork, spoon, teaspoon) |  |
|  | Drinking glass |  |
|  | Coffee/tea mug |  |
|  | Sharp knife |  |
|  | Can opener |  |
|  | Plastic cooking spoon or spatula |  |
|  | Curtain |  |
|  | Blanket (duvet) |  |
|  | Pillow |  |

**By signing below, I confirm I have received the Starting Package and agree to the terms and conditions stated in this contract:**

* + - * The Starting Package was received containing the items noted above and existing faults were noted down;
      * I will return the Starting Package within one year of receiving it, at the latest;
      * I understand that the deposit fee will be returned to my bank account (EU/EEA students) or refunded in cash non-EU/EEA students) after returning the package, provided that the conditions of this contract have been followed; a penalty fee will be deducted from my deposit for any missing, dirty, damaged or wet item, or if the package is returned late, according to the Terms and Conditions of Use provided to me;
      * I have read and agree to the Starting Package Storage Terms and Conditions of Use (See back of contract)

*TYY Student Union complies with the data protection policy described at* [*https://www.tyy.fi/en/tietosuoja*](https://www.tyy.fi/en/tietosuoja)

Turku, \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SP Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Terms and Conditions of Use**

1. The student unions of the University of Turku (TYY), Åbo Akademi University (ÅAS) and Novia University of Applied Sciences (Novium) as well as the Turku University of Applied Sciences (TUAS) run the Starting Package Storage in order to help international exchange students get started in Finland. The Starting Package Storage complies with the Terms and Conditions of Use established by the student unions and TUAS, and the conditions may be subject to change at their discretion.
2. Starting Packages can be borrowed only by exchange student members of the student unions or by exchange students of TUAS and Novia. When renting a Starting Package, you must present proof of your student union membership or proof of enrolment at TUAS or Novia, as well as present a receipt of paid Starting Package rental and deposit fees. The Starting Package is **personal** and neither the package nor any of its contents may be passed on to any other person.
3. Official Starting Package Contract must be signed at the Starting Package Storage within two weeks of your arrival. If you have received a Starting Package and have not signed your contract within two weeks of your arrival, **a penalty fee of 10,00€** will be deducted from your deposit.
4. The Starting Package may be borrowed for a **maximum time of twelve (12) months.** If you exceed the maximum time, **a penalty fee of 15,00€** will be deducted from your deposit. If your Starting Package has not been returned to the Starting Package Storage within fifteen (15) months of borrowing the package, you will lose the entire deposit.
5. **The rent for the Starting Package is 35,00€.** In order to receive a Starting Package, you will also pay a **deposit fee of 45,00€.** The deposit fee is refundable upon return of the complete and clean package that is in the same condition as when rented. Students with an EU/EEA bank account will receive the deposit refund as a bank transfer to the bank account stated in the contract. Other students will receive the deposit refund in cash upon returning the package. Refunds must be claimed within three months of the return of the Starting Package; refunds not claimed within three months will be forfeited.
6. **Pillow and blanket must be washed right before returning the Starting Package.** In addition, all the items of the Starting Package must be clean and dry upon return. Each missing, damaged or dirty item in your Starting Package results in a penalty fee which is deducted from your deposit, in accordance with the penalty fee list below. You may alternatively replace a damaged or missing item with another similar, intact item. Items such as pub glasses or dishes from the student cafeterias will not be accepted as a replacement. Please check the replacement instructions at the Starting Package website www.tyy.fi/starting-package-storage.

**PENALTY FEES**

pillow 20€

blanket 25€

curtains 15€

cooking pot 15€

cooking pot cover 7€

package box 15€

sharp knife 5€

plate, soup bowl, cooking spoon or spatula 3€ per item

glass, mug, can opener 2€

knife, fork, spoon 1€ per item

dirty kitchen utensils or package box 5€ per item

**Please note that pillows, blankets, or curtains that are returned wet or dirty, including anything that smells of cigarettes, will be charged the same as a missing item due to the high costs of having to get them professionally cleaned**.

Although many of the things you receive in your Starting Package are second hand, please treat them well!

This allows us to recycle them and to pass them on to next students.

For more information, please visit our website [www.tyy.fi/starting-package-storage](http://www.tyy.fi/starting-package-storage). If you do not find an answer to your question, you may email us at startingpackage@utu.fi.