

Instructions for the payment of rental at MU halls of residence

The System of Settlement of Individuals' Claims at Masaryk University (**SUPO**) is a university-wide information system for administration and processing of claims resulting from various paid-for services provided by the University to individual clients. Unified recording, administration, and processing of claims and payments.



General information – SUPO account activation

1. The reservation deposit and all services associated with accommodation are to be paid for exclusively through the accounting record system SUPO <https://inet.muni.cz/app/supo/info>
2. The operation of the SUPO system is subject to the internal regulations of MU.
3. **Students must activate a personal account in the SUPO system.**
4. Activation of SUPO account consists of two steps:
 - it is necessary to express an agreement to the conditions of operation of SUPO <https://inet.muni.cz/app/supo/aktivace> - SUPO account is **activated**
 - it is necessary to pay at least the minimum of stipulated financial sum – SUPO account is **active**

In case of accommodation, the minimal financial sum needed for SUPO activation equals to the amount of reservation deposit, possibly to the first payment of accommodation services. Variable symbol and account number can be found on students' SUPO account statements

<https://inet.muni.cz/app/supo/vypis>.

5. It is essential to activate a SUPO account in order to make use of accommodation services at MU halls of residence.

Payment of halls rental

Payment of halls rental is carried out through SUPO account in the following ways:

- One-off payment order
- Cash deposit to MU account
- SUPO "cash point" ("bankovník")



Any surplus arising in extraordinary cases will be handled in accordance with the guidelines relating to the operation of the SUPO system.

Accommodation fee is payable on the 10th day of a calendar month that the accommodation fee is paid for - <https://inet.muni.cz/app/supo/harmonogram?app.setlang=EN>. If the accommodation start date is other than the 1st day of a month, the accommodation fee is payable on the 10th day from the real start date of accommodation.

In September the hall rental will be due on 24th September. The first payment consists of accommodation deposit to the amount of monthly halls rental (deposit for the last month) plus halls rental and services for the proportionate part of September.

Concerning students who start their accommodation earlier than on 13th September, they are supposed to pay the rental fee within 10 days from the date of their checking in.

Further payments of halls rental will in all cases be due for payment on the 10th day of the month or on the 10th day from checking in at the halls of residence (should this occur during the course of the month).

Municipal waste disposal fee in 2014/2015

From this year on, the obligation to pay the waste disposal fee applies newly also to all the foreigners staying in the area of Brno for more than 90 days. **This local fee does not relate in any way to the payment for the accommodation.** SKM has no further information concerning the waste disposal fee. All the information can be found or requested for on the web of [Brno Municipal Government \(Magistrát města Brna\)](http://www.brno.cz/odpady). FAQ on the Brno Municipal Government web! (www.brno.cz/odpady)

HOW MUCH TO PAY: CZK 670 per payer and calendar year 2014, 2015

WHEN TO PAY: No later than 31st May 2015

WHERE TO PAY: ACCOUNT NUMBER: 156304/5400, variable symbol is the payer's birth identification number;

IN CASH AT THE CASH OFFICE: Address of the cash office open all year round: Šumavská 33, building A, 9th floor

