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☎ (01) 580 5600
🌐 www.stud-dom-lj.si

Dear students,

Hello and welcome to the Dormitory for postgraduate students, DPL. To make your stay as pleasant as possible, we provide you with some useful information below:

- Moving into your unit is possible after signing the contract at the DPL Reception Office, taking the key at the reception and signing the check in form by the house keeper.
- Telephone number of the DPL reception: (01) 580 5600.
- Working hours DPL Reception Office: Monday, Wednesday, Friday from 9.00 am to 12.00 pm and Wednesday from 14.00 to 16.00 pm.
- Information about staying at DPL is located in a prominent place in your unit, and for more information we are available at the DPL Reception Office.
- Users who obtain a residence permit card can register a temporary residence at the DPL address. From the moment they submit a residence permit or a certificate that they are in the process of obtaining a residence permit card, they are no longer obliged to pay a tourist tax.
- Your visitors must check in at the reception on arrival. For overnight stays, you will be charged an overnight fee (€6/night) and a tourist tax (€3/night for adults). Tourist tax does not have to be paid if visitors have a registered temporary residence here. Without submitting a residence permit card, your stay can last up to 90 days.
- We issue you a bill for your stay at the beginning of each month. You have to pay it by the 20th of the month. It usually consists of the invoiced overnight rates and tourist tax, as well as any other services. At the beginning of each month you will receive the bill in your drawer in the lobby, by the reception.
- Upon moving in, the DPL Reception Office will issue you a username and password for the MyStudent app, which you can use to arrange access to the internet. Detailed instructions can be found inside the app itself.
- During your stay you can use the fitness (on the subground floor), according to the published schedule (with extra charge).
- There is also a laundry room on the subground floor with some washers and dryers. You can borrow a key for it from the receptionist.
- Additional towels, bed linen or a rollaway bed can be rented at the reception for an extra charge.
- You can also borrow a vacuum cleaner at the reception, which you must return after use.
- Bed linen can be changed on Wednesday mornings on the first floor in the room next to the elevator at the cleaning ladies.
- You must settle all outstanding financial obligations before you leave.
- When you move out, go to the reception and hand over the key to the unit you were using.

Thank you for your understanding and we wish you a pleasant stay.

Chairman of the DPL:
Barbara Knežević¹