



Réf.:

(Prière de rappeler cette référence dans la réponse)

Dear Madam, dear Sir,

Thank you for your interest in our project.

Our association which is a non-profit organization runs about fifty rooms in the city of Luxembourg. They are reserved to trainees who, in the framework of their studies and professional career, have to do a training period in Luxembourg. The trainees of the European Institutions are given a certain priority.

All our rooms are furnished with a bed, a wardrobe closet, a desk and a chair. They all have Internet access (Ethernet/WiFi). The trainee has to bring his personal items as well as blankets and cover for a single bed.

The monthly occupation fee varies between 400 and 725 Euros, the dimensions and comfort of the rooms are in accordance.

The kitchen, the lounge, the bathrooms, WC's and the laundry room are in common. They are equipped and are cleaned daily by our cleaning team. While occupied, the room must of course be taken care of by the trainee. At the beginning and at the end of his or her contract, a room inventory is made.

If you want to book a room, we ask you to send us:

- a CV,
- a cover letter ,
- a copy of the training contract,
- a copy of your identity card or passport ,
- a copy of your visa (for non-EU countries)
- plus the application form, to be downloaded from our web site www.wfs.lu

Moreover we ask you to transfer to our bank account

IBAN LU65 1111 1124 7653 0000
SWIFT/ BIC: CCPLLULL

at least two months before the beginning of your contract the equivalent of a monthly occupation fee by way of security deposit , plus **100 €** as deposit for the keys you will be handed over at your arrival. Finally we ask **100 €** for administrative expenditure. Your

reservation will only be definitive after the acceptance of your file and the payment of your deposit .We shall confirm that to you in due time.

If by any chance you were not able to keep your commitment, we should ask you to inform us about this at least **two** months before the beginning of your contract. If this notice reaches us less than those two months before the beginning of the contract, your deposit will help to cover the period during which the room will remain unoccupied. A possible credit balance will of course be refunded.

We hope we were able to provide you with the required information and we remain at your disposal for all further questions.

With best regards

« Wunnraum fir Stagiairen »
The Board of Management