

Dear Madam, dear Sir,

Thank you for your interest in our project.

Wunnraum fir Stagiairen runs about twenty 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/her personal items as well as blankets and cover for a single bed.

The monthly occupation fee varies between 675 and 900 Euros, the dimensions and comfort of the rooms are in accordance.

The kitchen, the lounge, the bathrooms, WCs and the laundry room are in common. They are equipped and are cleaned regularly 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 copy of your internship 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 **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 **150 €** for administrative expenditures. 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, the **fee** for our administrative expenditure plus a **100,00 €** cancellation fee will be deducted from the amount to be refunded. Additionally, 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 have been able to provide you with the required information, and we remain at your disposal for all further questions.

With best regards

« Wunnraum fir Stagiairen »