Policy No: ADM-POL-FNR-0016
Policy Title: Application for Dormitory Residency
Implementation Procedure: ADM-PROC-FNR-0016 Processing of Dormitory Residency Application
Date of Issue: S.Y. 2010-2011
Effectivity: S.Y. 2010-2001 to present
Page Number: One (1)
Office of Origin: Finance and Resources Department
(Policy Expert): "Supersedes" Notification:

Purpose of Policy: This policy defines the authorized personnel and all the terms and conditions in the application for residency in the dormitory.

Detailed Policy Statement:
- Only officially enrolled students and employees can avail of the Colegio’s Dormitory.
- Interested students and employees can apply through the Office of the Dorm Administrator.
- The Colegio implements the First Come First Serve Basis for all resident applicants.
- A Contract of Lease must be signed by the resident and the Colegio’s representative prior to the admittance to the dormitory.
- The Colegio charges a monthly rental fee for the dormitory. The monthly rental fee can be determined from the Office of the Dorm Administrator.
- Students and employees are required to deposit ___ months advanced payment on their initial stay in the Dormitory.
- All rental payments shall be made only in the Colegio’s Cashier Section.
- In cases when the cashier office is handling heavy payments during enrollment, the guest can pay through the Administrative Assistant of the Office of the Treasurer.
- In the case of the employees, payments can be made through salary deduction arrangements.
- The Colegio does not provide any refund for paid rental fees. Residents who intend to sever their lease contract before the termination date cannot avail of any refund.

Applicability: Finance and Resources Department
Policy Approval Authority: Finance and Resources Director
Related Policies or References:
Definition:
Prepared by: Planning, Funding and Development Office
Approved by: Bro. Romulo Angeles, O.P.

Date of Approval:

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