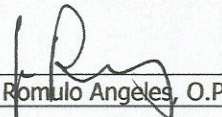


Policy No:	ADM-POL-FNR-0017
Policy Title:	Payment of Dormitory Fees
Implementation Procedure:	ADM-PROC-FNR-0015 Procedure for Payment of Dormitory Fees
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy defines the persons involved and the conditions in the acceptance of payment for dormitory fees, in the case of guests.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All guests and residents should pay an advance rental and deposit fee based on the rates approved by the Dorm Administrator and Director of the Finance and Resources Department.</li> <li>• Guests who intend to check out during weekends or holidays should settle their accounts on the last working day.</li> <li>• Payment of dormitory fees is accepted from 8:00 am to 4:30 pm every Monday to Friday, except during holidays.</li> <li>• All payments are made to the Cashier's Office of the Colegio. 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.</li> </ul>
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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