


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 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 authorized personnel and all the terms and conditions in the application for residency in the dormitory.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Only officially enrolled students and employees can avail of the Colegio's Dormitory.</li> <li>• Interested students and employees can apply through the Office of the Dorm Administrator.</li> <li>• The Colegio implements the First Come First Serve Basis for all resident applicants.</li> <li>• A Contract of Lease must be signed by the resident and the Colegio's representative prior to the admittance to the dormitory.</li> <li>• The Colegio charges a monthly rental fee for the dormitory. The monthly rental fee can be determined from the Office of the Dorm Administrator.</li> <li>• Students and employees are required to deposit __ months advanced payment on their initial stay in the Dormitory.</li> <li>• All rental payments shall be made only in the Colegio's Cashier Section.</li> <li>• 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> <li>• In the case of the employees, payments can be made through salary deduction arrangements.</li> <li>• 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.</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	