


Policy No:	ADM-POL-FNR-0023
Policy Title:	House Rules in the Letran Dormitory
Implementation Procedure:	ADM-PROC-FNR-0022 Issuance of Dormitory Violation Slip
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 all the prohibitions, restrictions and sanctions implemented by the Letran Dormitory to its guests and residents.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Only residents and accepted guests are allowed to stay within the premises of the Dormitory.</li> <li>• Parents of the student residents can be allowed to enter the room with due permission from the Dorm Administrator.</li> <li>• All other visitors are accommodated in the Reception Area. Visiting hours is from 8:00 am to 6:00 pm only. No visitor, even the resident's parents are allowed to stay in the room.</li> <li>• All residents must be inside the Dormitory premises-by 9:00 p.m. and be in their respective rooms by 10 p.m. The residential gates are closed from 10:00 p.m. to 5:00 a.m.</li> <li>• All residents are responsible in keeping their rooms clean at all times.</li> <li>• The following appliances are prohibited in the dormitory             <ol style="list-style-type: none"> <li>1. Any form of electrical appliances</li> <li>2. Matches and lighters</li> <li>3. Any form of alcoholic drinks</li> <li>4. Cooking equipments</li> <li>5. Pornographic materials</li> <li>6. Other equipments that may cause threat or any form of hazard</li> </ol> </li> <li>• Intentional damage made to any facility of the Dormitory is considered as an offense. Residents who were found to commit any form of such act will receive the corresponding sanction upon evaluation of the Dorm Administrator.</li> <li>• Inflicting harm against other residents and other forms of offenses can serve as a basis for a resident to be forced to leave the Dormitory.</li> <li>• Residents who were forced to leave the Dormitory as a result of disciplinary action cannot avail of any refund.</li> <li>• A resident found to violate any of the above policies will be issued with the corresponding violation slip by the Dorm Administrator.</li> <li>• A resident can receive a maximum of <span style="background-color: yellow;">    </span> violation slips. Residents who exceed the allowable number of violations will be ordered to move out of the dormitory, upon the discretion of the Dorm Administrator.</li> <li>• Violations that may cause any form of serious harm or threat to the Dormitory and other residents will no longer be given violation slips. The Dorm Administrator can automatically dismiss the resident from the premises of the dormitory.</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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