



DORMITORY APPLICATION FORM

(Good for one term only)

Date: _____

The Dean of Students

Visayas State University

Visca Baybay City, Leyte

Sir:

The undersigned wishes to apply for residency in the _____
(Name of Dorm/Cottage)
during the 1st /2nd Semester/Summer of the SY _____.

That I am FULLY AWARE OF THE TERMS AND CONDITIONS pertaining to dormitory occupancy and those stipulated in the Dormitory Contract.

Please check present status: [☐] new student [☐] returnee [☐] continuing
[☐] others (pls. specify) _____

Signature

Family Name/Given Name/M.I

Present Course & Year

Student Number

APPROVED:

Dean of Students

Payment upon enrolment:

Amount Paid: _____

Receipt No. _____

Date of Payment: _____

Note: Former dorm occupant will have to attach his/her dorm clearance.

DORMITORY CONTRACT

I, _____, _____ years old and a resident of
(Given Name/ M.I./Family Name) (Age)
_____ hereby apply for dormitory residency and do
(Complete Home Address)
agree to conform to the following conditions considering the privileges granted to me by the University
authorities to reside in the _____
(Name of Residence Hall)

1. That I shall abide by the dormitory rules and regulations or injunctions promulgated verbally or in writing by the authorities concerned;
2. That I recognize the authority of dormitory advisers and/or ODS representative of duly constituted authorities to inspect my room, locker, baggage, etc. when the need arises for routinary and disciplinary reasons;
3. That I am fully aware of the causes for expulsion from the dormitory as stipulated in the Dormitory Guidelines;
4. That it is my obligation to pay my dormitory fees including the maintenance and utility fees within the semester/term prescribed by the University;
5. That upon my application for dormitory residency, I shall pay 50% percent of the total dormitory fee for the entire semester and the remaining balances should be paid during the midterm period;
6. That I will help maintain the cleanliness of the dormitory by following the schedules for cleaning the rooms and surroundings as prepared by the dormitory adviser or his representative;
7. That I am aware that once this application is approved, I will not be allowed to transfer to another dormitory/cottage within the semester;
8. That I am aware that in case of withdrawal, refund of dormitory fees which is 75% of total amount paid is granted only during the first week of classes. After the first week of classes request for refund will no longer be honored;
9. That I am aware that payments made for Maintenance and Utility Fees are non-refundable both for valid reasons or expulsion cases;
10. That if I decide to move to another place outside the University student housing, the effectivity of my transfer shall start upon the approval of my request for transfer by the concerned dormitory authority; and finally
11. I am willing to accept the penalty for the offense that I have committed and immediately (within three days) vacate the dormitory in case I will be expelled as provided for in the Dormitory Rules and Regulations, the University Student Handbook; the VSU Code; the Philippine Constitution and memorandum from the Office of the President.

IN WITNESS WHEREOF I hereby affix my signature on this application & contract this
_____ day of _____ 20____ at the Visayas State University, Baybay City, Leyte,

Signature over Name of Applicant

Recommending Approval:

Approved:

Dormitory Adviser

Dean of Students