



**ON CAMPUS AND OFF CAMPUS RESIDENTIAL HOUSING  
POLICY & CONTRACT FORM**

## **Introduction**

Students who decide to live in Palm housing facilities (on and off campus) **MUST** sign this Housing Contract Form. By signing this form, you agree to adhere strictly to the following policies to make your stay at a Palm Hall/hostel (on and off campus) pleasant and comfortable for all and sundry.

## **Housing Policies**

The following policies serve as guiding principles for students who opt to reside in Palm housing facilities. Failure to adhere to any of the rules and regulations below may or will result in sanctions including the loss of housing privileges. Ignorance of housing regulations or any other public notice concerning housing at Palm shall not be accepted as an excuse for any breach of discipline. As such every student is required to read the following rules and regulations before they sign this document and strive to abide the contents of same.

### **The following are the policies:**

1. Full payment of housing fees must be made before any student is allowed into the hall/hostel. They must present a receipt before they will be allowed to enter the hall/hostel.
2. Fees paid as hall/hostel fees are non-refundable.
3. Refunds for housing facilities will only be paid if the room can be occupied by another student who is positioned to pay the housing fee in full.
4. Any student who qualifies for a refund but has an outstanding tuition fee will have the housing refund applied to the tuition bill.
5. A student whose residential status is revoked due to misconduct shall not be entitled to a refund.
6. Students **MUST** use the hall/hostel and its precincts for residential purposes only. The hall/hostel shall not be used for any form of business or trade.
7. The Resident Assistant reserves the right to conduct unannounced periodic inspections for health, safety and maintenance purposes and to check for unapproved visitors.
8. Students will be required to hand over the keys to their rooms after they have moved all their belongings out before leaving for vacation.
9. Room occupants will be held responsible for any damages in their room and will be required to pay for it.
10. There shall be no rearing of animals or pets in the hall/hostel.
11. All students will be required to sign the Log In/Out Book.
12. All residents shall be responsible for the cleaning of their rooms and washrooms. Roommates **MUST** to take turns in cleaning their rooms and washroom.

13. Students must be cautious when handling bleach used for laundry purposes only. Bleach can stain and ruin the tiles in the hall/hostel. Bleach should not be used to clean housing assignments.
14. Students are responsible for damaged or missing property. In situations where no student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between the roommates when applicable.
15. The student Residence Assistant (s) has the right to inspect each room in course of the semester and at end of the semester before students leave for vacation.
16. Any student who gets ill must inform the Resident Assistant immediately. The Resident Assistant will in turn inform the authorities of the institution and make arrangements for the student to visit the hospital as soon as possible.
17. Palm University College reserves the right to withdraw housing privileges from students who constantly keep their rooms in a dirty state, thereby posing health hazards to themselves and their fellow colleagues.
18. Drilling of holes into walls to hang up pictures, posters etc. are **STRICTLY FORBIDDEN**.
19. Room occupants **MUST** respect the rights and privileges of their roommates. Activities considered to be a nuisance to others include public disturbance (playing of loud music, loud singing, and loud conversations), frequently hosting visitors, and consistently leaving dirty dishes in shared areas, among others.
20. Students who make it a habit of being a nuisance to their fellow colleagues will have their housing privileges withdrawn.
21. Visitors are not allowed to spend the night at the hall/hostel. All visitors must leave the hall/hostel by 9pm. Any student who houses a visitor in the Palm Hall/hostel overnight will be ejected from the hall/hostel out rightly.
22. Subletting or subleasing of housing facilities to other occupants is prohibited. Students who have been granted accommodation are to be the sole tenants paying housing fees to Palm. Under no circumstance should a student offer his room to another resident with the intention of charging rent.
23. Residents **MUST NOT** alter or add attachments to their rooms. Items such as but not limited to, locks, outside radio and television antennae, satellite dishes, additional wiring, window blinds, and awnings must not be added in any way to the architecture of the room.
24. In order for the efficient use of electricity, students are to desist from leaving lights, fans, sockets and any other electrical appliances on unnecessarily.
25. **No student is allowed to bring any electrical gadgets to the on-campus hall of residence. Any student who is caught will be dismissed out rightly from the hall/hostel.**
26. **No cooking is allowed at the on-campus hall of residence. Any student who is caught will be dismissed out rightly from the hall/hostel.**

27. The use of the kitchen will be coordinated by the Resident Coordinators in collaboration with the Leadership of the University College.
28. Every student who uses the kitchen is expected to clean up after themselves to ensure the cleanliness and hygienic condition in the kitchen is maintained.
29. Kitchen appliances must not be installed or used in bedrooms. Any violation of this rule represents a safety hazard and will result in sanctions and including the possible loss of housing privileges and the assignment of additional fee/fees.
30. Students have maximum three (3) days to vacate the hall/hostel after writing their last paper at the end of the semester.
31. Any member, who fails to vacate the hall/hostel as required of him/her, shall, without prejudice to other actions by the University College and prior to eviction, be charged an economic rent at rates to be determined by the University College.
32. Room keys and locking mechanisms are the sole property of the University and **MUST NOT** be duplicated under any circumstances. Possession of campus housing keys is limited to students with a valid campus housing access. Prior to vacating, all keys must be returned to the Office of Residence Life. Failure to return any issued student housing assigned key will result in a **\$100** lock change fee which will be added to the student's account. All students would be required to submit their room keys before leaving the hall/hostel for lectures.
33. Any student property (ies) left at the hall/hostel at the end of the semester after a student leaves campus will be disposed of, or recycled as deemed appropriate. A minimum **₱200.00** room-clearing bill will be charged against any student who fails to remove his/her items of personal property prior to his departure from campus at the end of each semester. The University College will not take responsibility for or hold any abandoned items for any student.
34. The Palm hall/hostel is alcohol-free vicinity. All alcoholic beverages and alcohol containers (including empty alcohol bottles, cans, etc.) are not permitted anywhere on the premises by residents or visitors. Alcohol is not permitted within the residential facilities or anywhere on campus
35. Due to the fire hazards they present, live garland, wreaths, and trees are not permitted in the residence halls. Decorations, banners, string lights, or fabric that is suspended from one wall to another wall is also prohibited. Additionally, incense and candles are not permitted in the residence halls or in any of the rooms.
36. The State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Any violation of the drug policy may result in immediate dismissal from Palm hall/hostel and the University College entirely Possession of used or unused drug paraphernalia (including Shisha pipes or hookahs) is **PROHIBITED**.
37. Students are not allowed to place items on the window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Engaging in potentially dangerous behaviors such as sitting on window ledges, rails, leaning out of windows and climbing in and out of windows is strictly **PROHIBITED**.

38. Students who live on-campus are **NOT ALLOWED** to bring refrigerators, gas cookers, microwaves etc. to the residence. All such appliances will be provided at the hall.
39. Students **MUST** bring their own pillows, bed sheets and mosquito nets (if needed).

**By signing this Palm Hall/hostel Contract,**

**I.....**

**indicate that I have read, understood and accepted Palm University College's Housing Contract (on and off campus) and agree to abide by all the policies and regulations outlined herein. I further understand that I am entering into a binding contract with the University College.**

**NAME OF STUDENT:**

**INDEX NUMBER:**

**SIGNATURE OF STUDENT:**

**DATE:**

**NAME OF PARENT/GUARDIAN:**

**SIGNATURE:**

**DATE:**