

## **Hostel Terms & Conditions**

- 1) Students should obey the rules & regulations set by the Institution for hostel. The Institute reserves the right to modify or add to the rules & regulations at any time. Students must also obey and adhere to the UAE Laws.
- 2) The allotment of hostel room will be for the entire Academic Year. Any student who would like to vacate the hostel in between the academic year must pay the entire hostel fee amount applicable for the full academic year.
- 3) Students will be allotted single room accommodation in the on-campus hostels on first-come-first-served basis, based upon the date of receipt of hostel fee by cash/ cheque/ DD/ TT.
- 4) The Institute's decision for allotment of rooms shall be final.
- 5) The hostel fee for the academic year is **AED 30,000/-\***, which can be paid in two installments per year. Payment shall be made semester wise and the fee per semester amounts to Dhs.15,000/-.
- 6) At the time of registration, student should pay **AED 2,000/-** towards Caution Deposit along with the hostel fee which is refundable as per the rules and regulations of the Institute.
- 7) The payment could be made through cash at the cash counter, or in the form of cheque, DD / TT. In case of cheque / DD / TT, payment should be made in favour of **ETA-NET, Dubai**. Students should pay hostel fee of Dhs 15,000/- for the first semester on or before **9<sup>th</sup> August 2011**. Students should pay the second installment hostel fee of Dhs 15,000/- for the second semester on or before the date of registration for the second semester.
- 8) Students are required to pay annually **AED 750/-\*** along with the first installment hostel fee payment every academic year for internet connection provided in their hostel room.
- 9) Students who wish to keep their own refrigerator in their rooms can do so with prior approval of Chief Warden by paying **AED 600/-\*** per academic year along with the first installment hostel fee. Keeping and using other electrical appliances like microwave oven, TV, etc. in the room are strictly prohibited.
- 10) Laundromat services are provided to the students for washing and drying their clothes on payment basis.
- 11) Student, who wishes to continue to stay in the hostel for the subsequent academic years, is required to register on or before 1<sup>st</sup> of May every year by submitting duly signed hostel contract form along with the first installment payment for the subsequent academic year and thus confirm their room booking.
- 12) In case a student does not wish to stay in the hostel for the subsequent academic year, he / she has to submit advance withdrawal notice for the same on or before 1<sup>st</sup> of May every year.
- 13) In case a student discontinues from the hostel and wishes to avail the hostel facility again in the future, he/she would be considered subject to the availability of rooms and will be treated on par with other fresh applicants as regards hostel fee.
- 14) In case of any disciplinary action against a student, the Institute reserves the right to ask the student to vacate the hostel and the student would not be allowed to avail the hostel room facility in the future. In such a case, the hostel fee payment made for the academic year will not be refunded.
- 15) Students are solely responsible for their personal belongings in the hostel. The students are requested to keep their belongings under Lock and Key. They are advised not to keep valuable things with them in the hostel. The Institution will not be responsible for any theft, loss or damage to the personal belongings of the students.
- 16) Students shall observe all safety precautions. The Institute is not liable for any accident of whatever nature either in the Institute, Hostels, Workshop, Laboratories, Play-grounds or outside.
- 17) Food provided in the hostel Mess is strictly for the hostel students. Outsiders are not allowed to take food in the hostel Mess. Mess food is not allowed inside the hostel rooms.
- 18) Students are allowed to have visitors between 5.00 P.M to 7.00 P.M. on weekdays and 9.00 A.M. to 7.00 P.M. on weekends and holidays. Visitors must obtain permission from the Hostel Warden before meeting the student. Visitors can meet the students during the prescribed time schedule as mentioned above in the reception area only.
- 19) Boys are not allowed to go outside the hostel between 10.00 PM to 6.00 AM and Girls are not allowed to go outside the hostel between 9.00 PM to 6.00 AM. Boys are not allowed to visit the Girls hostel and vice versa.

**\* Subject to revision as per Institution rules and regulations.**

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- 20) Students who wish to stay outside the hostel during weekends or holidays have to fill a “**GATE PASS**” which will be available with the Hostel Warden. The duly filled Gate Pass Form should be submitted to the Chief Hostel Warden at least a day before the day of outing along with the consent letter from the parent or local guardian.
- 21) Students who wish to stay outside on all weekends have to submit the consent letter from the parent in the beginning of each semester.
- 22) Students are not allowed to do any part-time job.
- 23) Students are not allowed to stay in the hostel beyond one week after completion of the second semester.
- 24) Students shall note that ragging is strictly prohibited in any form in the institution and in the hostels. Students found involved in ragging in the institute premises, including hostels, will be dealt with severely including rustication from the Institution.
- 25) Students should not verbally or physically harm anybody. If any student is found using abusive language or misbehaving with other students, faculty, hostel authorities and staff, strict action will be taken against the student according to the rules and regulations.
- 26) Smoking, drinking alcoholic beverages, Use of banned drugs and Pornography materials are totally prohibited in the hostel. If any student is found possessing, facilitating and/or using these materials would be liable for strict disciplinary actions as per rules and regulations of the Institute including rustication from the hostel/Institute. The wardens / authorized staff of hostels shall have unlimited access to student's possessions to check the presence of any suspicious material in this regard.
- 27) Any student found in drunken state and/or suspected of consumption of liquor and/or drugs could be liable for disciplinary action.
- 28) Students should protect the property of hostels. If any student is found responsible for damaging / misusing hostel block rooms, mess and equipments including TV, Washing Machine, Refrigerator, Furniture, Gym equipments, A/C panel, A/C regulator, Bathroom pipes, Switches, Switch Board, Lift, and any moveable or immovable items, he/she will face suitable disciplinary action. Besides, the student will bear the cost of repair / replacement of the equipment. The cost of the damage or replacement will be recovered from the hostel caution deposit paid by the student. If the cost of repair / replacement is more than the caution deposit amount, then the student will have to pay for the same in order to meet the full cost of the repair / replacement. If the damage is caused by a group, then the loss towards the damages or replacement would be borne by the students staying in the hostel.
- 29) The hostels are monitored with CCTV. If any student is found violating the rules and regulations of this contract will be fined and (or) suspended and (or) terminated from the hostel as well as from the Institute.

I have read, understood and accept the contents of this contract. I hereby undertake that I will abide by the above terms & conditions and the rules and regulations set by the Institution for hostels from time to time. In the event of any violation of the contract I understand that I will be liable for disciplinary action as per the rules of the Institution.

**Name of Student** :

**Signature** :

**Date** :