



ATENEO DE MANILA UNIVERSITY

UNIVERSITY RESIDENCE HALLS

RESIDENCY TERMS and CONDITIONS

1. Residency Application

- To apply residency in the University Residence Halls (URH), prospective residents must complete the online Residency Application Form available on the URH website
- Room Type applications are based on availability and first come, first served.
- Applications must be submitted along with a **reservation fee** to secure a room. This reservation fee is **non-refundable**, even if the applicant decides not to pursue the accommodation. The reservation fee will be deducted from the total dormitory fee once the applicant moves in.
- After submission, **URH administration** will review the application, and the applicant will be notified of the decision within **72 – 120 hours** of submission and shall receive a Confirmation email. This decision includes the specific room assignment or waitlist status if no rooms are currently available.
- **The URH reserves the right to disapprove any application** based on criteria such as, but not limited to, room availability, previous violations of the Code of Conduct, or failure to meet residency requirements.
- Once accepted, the applicant must confirm their intent to move in by signing a residency agreement. Failure to confirm within the stipulated period may result in the forfeiture of the reserved room.

2. Room Preferences and Assignments:

- Room assignments are based on **availability** and **first-come, first-served** policies. While efforts are made to honor room preferences, the URH cannot guarantee any specific room assignments.
- The URH reserves the right to change room assignments before or during the residency period based on operational needs or any other valid reason deemed necessary by the administration.

3. Cancellation and Withdrawal Policy:

- **Cancellation before move-in:** If a resident cancels their application **after room assignment but before moving in**, the **reservation fee** and any advance payment made will be **forfeited**.
- **Cancellation after move-in:** Once a resident has moved in, any request for withdrawal must be made in writing to the URH office. The resident is required to vacate the premises on the date stipulated by the URH.
- Withdrawals during the semester will result in a **partial refund** of dormitory fees based on the refund policy detailed below. However, the reservation fee is **non-refundable** in all cases.
- Residents who withdraw without official notice or abandon their rooms will not be eligible for any refund and may face penalties according to the university's housing regulations.



ATENEO DE MANILA UNIVERSITY

UNIVERSITY RESIDENCE HALLS

4. Refund Policy:

- The URH adheres to the university's **refund policy** for tuition, dormitory and other miscellaneous fees in cases of early withdrawal. The refund rates for the **regular semester** are:

(i) INTERSESSION

<i>Interession</i>	
Period of Withdrawal	Rate of Refund
First Week of Classes	90% of Tuition and Fees
Second Week of Classes	80% of Tuition and Fees
Third Week of Classes	50% of Tuition and Fees
Fourth Week of Classes	25% of Tuition and Fees
Fifth to Sixth Week of Classes	0% of Tuition and Fees

(ii) SEMESTRAL

<i>Regular Semester</i>	
Period of Withdrawal	Rate of Refund
First Week of Classes	90% of Tuition and Fees
Second to Fourth Week of Classes	80% of Tuition and Fees
Fifth to Eighth Week of Classes	50% of Tuition and Fees
Ninth to Twelfth Week of Classes	25% of Tuition and Fees
Thirteenth to Eighteenth Week of Classes	0% of Tuition and Fees

- Refunds apply only to tuition and dormitory fees and exclude the **reservation fee** and any other administrative charges. The Dorm Reservation Fee will be deducted from the dorm fee before calculating any eligible refund.
- Any request for a refund must be made in writing to the URH office and must submit all required documents for processing.

5. Terms of Residency:

- Residents must abide by the **Code of Conduct** and **House Rules** established by the university. This includes maintaining appropriate behavior, respecting dormitory staff and fellow residents, and complying with housing regulations.
- Violations of the Code of Conduct or URH policies may result in **disciplinary actions**, including but not limited to fines, termination of residency, or expulsion from the dormitory, with **no refund** of fees.



ATENEO DE MANILA UNIVERSITY

UNIVERSITY RESIDENCE HALLS

- The standard residency contract typically covers **one term or semester**. Early termination by the resident for personal reasons may result in forfeiture of future dormitory applications and reservations.
- 6. Additional Provisions:**
- The URH reserves the right to:
 - (i) **Reassign rooms** if operational or maintenance needs arise.
 - (ii) Terminate residency based on disciplinary issues or violations of university policies.
 - (iii) All residents are expected to report any issues regarding their room or facilities to the URH office for timely resolution.

I hereby acknowledge that I have read, understood and agree to abide by the Terms and Conditions set forth by the University Residence Halls (URH).

Bu signing below, I confirm my commitment to follow these terms throughout the duration of my residency.

SIGNATURE OVER PRINTED NAME & STUDENT NO.

DATE