

STUDENT UNDERTAKING FOR RESIDENCE OUTPASS AND LEAVE POLICY

I, _____, studying at Krea University in the
programme _____, have read and understood the University's policy and procedure
on day-out(s) and overnight stay(s) shared below:

By signing this document, I am aware that I am required to adhere to all protocols and
procedures outlined in the Residence Outpass Approval Policy and Procedure. I understand that:

- No approval or permission is required to leave the campus for Day-Outs for all students. However, adhering to the laid out procedure **is mandatory** and I will not be permitted to leave campus if these are not followed.
- I am expected to check-in and check-out of campus using the biometric system installed at the University main gate operated by the Security Team.
- I am also expected to enter my details manually in the register maintained by the main gate security.
- **I must return to the campus at or before 10:00 pm.** Late arrivals to campus will invite strict disciplinary proceedings from the University. In case I am checking-in late to campus due to certain unavoidable reasons, I must intimate the same at least two-three hours in advance to the University Residence Manager and/or the Office of Student Life via email.
- If I am **above 18 years of age** and intend to stay overnight outside campus, I am required to fill out the '**Overnight Travel Request**' google form circulated by the Office of Residence Life, **at least 48 hours before** I leave campus so that the Safety & Security team is aware of my absence and arrival. I understand that filling the form is my responsibility and that the Office of Residence Life will not be responsible in case I do not fill the Overnight Stay form. I understand that this form is meant for information purposes only.
- If I am **below 18 years of age** and intend to stay overnight outside campus, I must **send an email** mentioning the date and time of departure, **at least 48 hours** prior to my leaving, to the Office of Student Life, the Safety & Security Office, and the



Operations Office with the registered address of my **parent/legal guardian cc'd in the email**. Parents or legal guardians **must respond to the email thread confirming the travel details** and approving my request. In addition, I must fill out the **'Overnight Travel Request'** google form circulated by the Office of Residence Life.

- In case I am going to be late or have to extend my stay outside campus, I understand that I must immediately notify in writing to all the concerned departments as listed above. However, I understand that such a notification will not exonerate me from Academic absence or any regulations pertaining to the same laid out by the University.
- Writing to the Office of Student Life to leave campus does not imply affirmation of academic absence. I understand that the Program Office/Academic Office and my specified faculty need to be informed of my academic absence. I understand that I need to apply for academic leave as per the process laid out by the Academic Office.

I have read and understood the University's disclaimer that Krea University places the utmost importance on the safety and well-being of its students. While the University strives to educate and encourage students to adhere to all necessary safety protocols when off campus, I acknowledge that the University cannot be held liable for the safety and security of students once they have exited the University premises.

Signature of the Student: _____

Full Name of Student: _____

University Registration Number: _____

Date: _____