



STUDENT HOUSING & RESIDENCE DIVISION
OFFICE OF STUDENT SERVICES
SILLIMAN UNIVERSITY
Building Competence, Character & Faith

STUDENT HOUSING AND RESIDENCE DIVISION (SHRD)

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, spiritual, social and cultural programs, and other experiences.

Silliman University operates regular and cooperative dormitories. These dormitories provide comfortable living conditions for approximately 800 students.

VISION

We envision a student campus housing that is safe, adequate, clean and responsive to the arising challenges and growing needs of student-residents for holistic integration into the Silliman community.

MISSION

We strive to complement the university's goal for Christian quality education through a wholesome, safe and conducive living condition for the student-resident's total development manifested by desirable life skills and healthy lifestyles.

OBJECTIVES OF SILLIMAN UNIVERSITY DORMITORIES

1. To provide living conditions with facilities that is adequate, clean, healthful and comfortable at reasonable cost.
2. To help student-residents learn useful and desirable lifestyle and study habits.
3. To establish and develop human relations skills through respect for one another, cooperation, friendship and courtesy.
4. To guide student-residents and to develop in them an intelligent attitude toward recreation and use of leisure time; to recognize leisure time as an opportunity to expand one's experience.
5. To train student-residents in self-management skills and democratic living through various organizations and worthwhile community activities that will ultimately contribute to the good of the society in general.
6. To offer opportunities for spiritual growth and training of Christian character and the counseling program.

7. To encourage student-residents to accept increasing responsibility for their own lives and the full consequences of their decisions and actions.
8. To assist the university in the development of a well-rounded personality for the individual student-resident-citizen who is being prepared to take their places as individuals and as members of their social group in a democracy.

TYPES of DORMITORIES

A. Regular Dormitories

There are ten regular dormitories on campus. Six of these dormitories are directly supervised by Dormitory Manager who are also full time staff of the university. Four regular dormitories with lesser capacity are manage by Dormitory Advisers. The regular dormitories are the following:

WOMEN

Channon Hall
Edith Carson Hall
Larena Hall

MEN

Vernon Hall
Doltz Hall

B. COED Dormitories

Pulido Hall- for graduating student and/or post-graduate students. Optional dining service.

Occidental Hall- a guest dormitory that accommodates for foreign students on short term special courses as well as alumni, friends and parents. No dining service

RVDC Honor Hall – for scholars of Rolando V. Del Camen and other honor students. The dormitory is managed by a selected Regular faculty/staff/ graduate student of the University.

Woodward Apartelle- is for all students and is supervised by a Dormitory Manager/ Dormitory Assistant.

C. Cooperative Dormitories

These dormitories are managed by Dormitory Advisers who are selected from either full-time faculty or staff or a graduate student. The following are the cooperative dormitories on the main campus:

WOMEN

Azucena Cottage
Sampaguita Cottage

MEN

Ipil Cottage
Molave Cottage
Narra Cottage

There are two cooperative dormitories for women and three for men. These dormitories are designed to accommodate freshmen students. Each room accommodates six (6) residents. Two of them are *big sisters* (Big Sis) or *big brother* (Big Brod).

The *Big Sisters (Big Sis)* or *Big Brothers (Big Brod)* in every room carry an important role and great responsibility to her/his small sisters or brothers. He/she is a role model, a resident worthy of respect – disciplinarian, God-fearing, and a good listener. Simply put, a *Big Sis* or *Big Brod* provides good example to her small sisters or brothers.

The residents undertake some housekeeping tasks and assist in the meal – planning and preparation of the food with the supervision of the Dormitory Adviser. Every resident is required to pay 2 months for their fixed board upon enrollment. This will cover for the 1st month and the last month within the semester, respectively. Succeeding payment schedule is posted to guide students and parents in settling their accounts. Unlike the regular dormitories, cooperative dormitories have their own cooks who make marketing for food preparation everyday. It means that the marketing needs of the dormitory cook is dependent on the timely payments made by the residents to the Business and Finance to where the Dormitory Adviser requests for cash advances for the daily marketing expenses.

At the start of the school year, the Dormitory Adviser prepares the projected revenue and expenses. This shall be presented to the residents so they will be aware of where their money is going. At the end of every semester, the Dormitory Adviser will present the financial statement to the residents. A copy of which shall be posted at the conspicuous area within the dorm.

Dormitory Officers

Each dormitory is encouraged to elect officers in order to deliberate, decide and effect activities to enrich living experiences. The governing body for each dormitory varies, but generally consists of a president, vice president, secretary, treasurer, chairperson on religious, social, sports, and etc. Dormitory meetings, scheduled regularly throughout the school year, give residents a chance to become acquainted with one another, plan and decide activities, discuss problems, and become acquainted with dormitory and campus activities.

A Dormitory Resident Council (DRC) is organized as the council of officers for all dormitory residents. They elect their set of and make plans and programs as well. Plans and programs are coordinated with the programs of the Dormitory Management Council (DMC).

All inquiries regarding dormitory service should be addressed to the Student Housing and Residence Division, Office of Student Affairs, at the Second Floor, Oriental Hall.

Dormitory Big Brods and Big Sis Program

The dormitory management selects upperclass residents based on their performance, to guide the freshmen and new students in their adjustment to the dormitory and University life during their first year in the University. These upperclass residents are selected for their leaderships experience, training, scholarships and the desire to help students. They act as liaison between freshmen and the dormitory management and to the University in general. These upperclass residents assist and work closely with the dormitory management in promoting and implementing pleasant living-learning atmosphere in the dormitory.

Dormitory Management Council (DMC)

The Dormitory Management Council (DMC) is composed of the Dormitory Managers, Dormitory Advisers and the Head of the Student Housing and Residence Division (SHRD). The Dean of Students seat as an ex-officio member of the Council.

The Council elects its own officers every start of the school year and decides on the frequency and place of its meetings. Among its functions are to define & review the policies and programs of student dormitory governments, review, appraise and advise on the implementation of dormitory rules & regulations and interpret university regulations concerning dormitories. The Council coordinates its programs and activities and promotes cooperation and understanding between the management and residents of all dormitories.

ADMISSION POLICIES

All Junior and Senior High School and College Freshmen and Sophomore (undergraduate) students who are not from the city are given priority in residence halls and cottages. Limited accommodation slots are available for college juniors and seniors. Admission of which is based primarily on good behavior with the final approval by the SHRD Head. Reservation for vacancies must be made prior to enrollment. All dormitory space reservation/application must be course-through the Student Housing and Residence Division (SHRD) office.

A. New Applicants

1. Submit a duly accomplished Application for Dormitory Admission and Agreement form to the SHRD.
2. Be personally interviewed by the SHRD Head or his/her representative.
3. Observe the schedule of payments for board & lodging, and maintenance fee.

Fixed Board	
Cooperative Dormitories	Regular Dormitories
<p>Upon enrollment or 10 days before the start of classes: Down-payment equivalent to two (2) months. Succeeding schedule of payments will be posted in the conspicuous place within the dorm.</p>	<ul style="list-style-type: none"> • Downpayment - 25% of the full payment • Prelim Payment 25% of the full payment • Midterm Payment- 25% of the full payment • Final Term Payment - 25% of the full payment

Lodging (applicable to Regular & Cooperative Dormitories)	
Down Payment	- 25% of the full payment
For new applicants + processing fee - P 200.00 & surety deposit - P 1,000.00	

• Prelim Payment	- 25% of the full payment
• Midterm Payment	- 25% of the full payment
• Final Term Payment	- 25% of the full payment
• Summer Term (full Payment)	- 40% of the semestral payment

4. Present the official receipt of payment together with the “print-out” marked officially enrolled then secure Dormitory Assignment Slip (DAS) from SHRD office. A surcharge shall be imposed for non-submission of DAS after the prescribed date.

4.1 Php 1,000 - 15th day after the 1st day of classes

5. The parents/guardian or resident himself/herself must visit or contact the SHRD office, after they made the payment, to confirm their reservation.
6. The initial down payment of 25% including surety deposit shall be forfeited to the dormitory in case of failure to arrive or withdrawal from the dormitory at the start of classes.
7. Submit the accomplished Application form and the DAS to the Dormitory Manager/Adviser for room assignment.

NOTE: For room assignment, residents are encouraged to see or call the Dormitory Manager/Adviser on or before the **start of classes**.

B. Continuing Applicants

1. Any interested and qualified resident must submit a Renewal/Clearance Form to the Dormitory Manager/Adviser at least 2 weeks before the end of every semester.
2. Pay the required twenty five percent (25%) for lodging and 2- month food payment at the Business and Finance Office.
3. Keep the official receipt of payment for verification purposes at the SHRD Office. Present the “print-out” marked officially enrolled and secure the DAS from the SHRD Office.
4. Submit DAS to the Dormitory Manager/Adviser for room assignment. A fine is imposed for non-submission of DAS after the prescribed date.
5. A resident who wishes to transfer to another dormitory must submit a written request with notation/recommendation of the Dormitory Manager/Adviser of the dormitory last resided. Said application must be decided in a DMC meeting called for that purpose. The concerned resident must personally verify with the SHRD on the decision reached by the DMC regarding the said application.

LODGING/FIXED BOARD POLICY

Lodging

1. Dormitory space application shall be acted upon only after the payment of the required dormitory down payment and a non-refundable/non-transferable dormitory application fee of P200.00 and a refundable surety deposit of P1,000.00.
2. A resident is required to pay twenty-five percent (25%) down payment for lodging and 2 months for fixed board. The same is required for a continuing resident.
3. Lodging payment should be within the schedule of payments as determined by term.

- 3.1 If a student leaves the dorm before the first fifteen (15) days of classes, 25% of the semester lodging cost shall be charged.
 - 3.2 If a student leaves the dorm after the 15th day of classes, the latter shall be charged for the entire semester lodging cost.
 - 3.3 If a student moves in the dormitory at the middle of the semester and withdraws, the counting of the first fifteen (15) days will start on the day he/she moves in the dormitory.
 - 3.4 During summer school, 50% of the payments will be charged for withdrawal within the first three days of classes; 100% of the payment shall be charged after this period.
 - 3.5 In cases of payment refund, only residents who withdraw from the dormitory upon recommendation/endorsement of the Dormitory Management and other reasons approved by the VPAA, one honorably withdraws from the university, will be granted refund.
 - 3.6 The Office of Student Services shall not endorse the University Clearance Form of the student if the charges are not fully paid.
4. Residents shall be pay 40% of the regular room rate for their semestral payment.

Fixed Board

1. All students staying in the dormitories are required to eat on Fixed Board in their respective dining halls.
2. Residents should provide their own eating utensils such as spoons, forks, plates and etc.
 - 2.1 Meal Schedule for cooperative dormitories depends upon the convenience of the residents because the food is already set in their respective food lockers.
 - 2.2 For regular dormitories meal schedule are as follows:

Breakfast	6:15 am – 7:45 am
Lunch	11:00 am – 12:30 pm
Supper	5:30 pm – 7:00 pm
3. Appropriate attire during mealtime is expected and proper decorum shall be observed.
4. Observe table manners and courtesy towards kitchen staff.
5. Payment for meals shall be made directly at the Business and Finance (B&F) Office. The receipt must be kept and ready to be presented in case of clarification.
6. Food payment refunds are not allowed for students going home on weekends.
7. Refund for food payment may be made according to the following guidelines:
 - 7.1 Refund may be allowed when a student shall be out of the dormitory for a period of at least five (5) consecutive days for any of the following reasons:
 - i. Field trips and other university related activities
 - ii. Illness that may require confinement at home or in a hospital.
 - iii. Emergency family concerns such a death of an immediate family member. A written certification by the Dormitory Manager/Adviser is required and arrangement with the University Food Services should be made in advance if possible. In case of emergency, the University Food Services Supervisor should be informed immediately.

RULES AND REGULATIONS

All residents are expected at all times and in all occasions to conduct themselves in a proper and irreproachable manner in accordance with the high moral, ethical and Christian standard of the University.

General Statement

A student, by his/her general conduct brings discredit upon the university rules and regulations, the administration reserves the right to subject said student to disciplinary measures as, in its judgment, the circumstances warrant.

Utmost effort will be exerted to challenge and stimulate the student to honest, conscientious effort, but the university may judiciously defer to undertake the problems of disciplining students who are not in sympathy with its purpose.

General Agreement

1. To strive for academic and dormitory excellence at all times.
2. Submission of Dormitory Assignment Slip (DAS) to the dormitory management makes a student a bona fide resident.
3. To observe the Dormitory and University rules and policies and agree on the sanctions for any violations committed.
4. To actively participate in all dormitory activities (e.g. devotion, socials, sports, etc.).
5. To keep my room clean and tidy at all times. To observe the waste management of the dormitory and the University. Not to allow non-residents to enter the room without the proper permission from the /Dormitory management/ SHRD Office.
6. To observe eating schedules. Eating shall be at the mess hall only. No food inside the rooms.
7. To pay Board and lodging fees according to the Schedule of Payments and observe the Lodging/Fixed board policy by term.
8. To agree that the initial down payment of 25% including surety deposit shall be forfeited to the dormitory in case of failure to arrive or withdrawal from the dormitory at the start of classes.
9. To observe Dormitory curfew and closed weeks. Curfew during closed week start at 9:00p.m. for 2 weeks.

On week-days evening before class day	9:30 p.m.
On week-ends, Friday and Saturday	10:00 p.m
10. To secure and submit leave permits before going home.
11. To submit SOAD permit for all University sanctioned on and off-campus activities before leaving the dormitory.
12. To submit a Waiver (with original signature of parents) for non- University sanctioned activity (such as staying outside the dormitory either overnight or group study) and should be presented and received officially by the SHRD Office two (2) days before leaving the dormitory.
13. To use Dormitory facilities properly and with due care. Vandalism or littering or alteration shall be charged to a resident concerned and be dealt with accordingly. Residents are not allowed to do their laundry (except underwear).
14. To submit periodic locker inspection as may be conducted by authorized dormitory personnel. All illegal items shall be confiscated and disposed of accordingly by the dormitory management
15. To clean the assigned locker before leaving the dormitory. Put into boxes personal things and valuables to be deposited in an assigned room for a certain fee.
16. To submit to random drug testing.
17. To submit a recent medical certificate before admission to the dormitory. Any resident who had been ill or hospitalized shall present a medical clearance indicating his/her fitness to return to the dormitory.
18. To comply with all necessary requirements for residency, renewal every semester/summer.
19. To secure all my personal valuables and understand that the dormitory management shall not be liable for any loses.
20. To refrain from bringing my own vehicles, pets, heater, refrigerator, water dispenser, flat iron, aquarium and other similar items
21. To use Emergency exit for actual emergencies only.

22. To allow my child/ward/charge to participate in all course-related student activities/field trips sanctioned by Silliman University for the semester/school year indicated above.
23. To observe the strict adherence to the University health protocols or the COVID-19 health protocols such as but not limited to wearing of face mask, face shield outside of their rooms, social distancing, washing of hands before going inside.

Additional Regulations

A. Visitation Period

1. Residents should entertain their visitors in the dormitory receiving area or yard only.
2. Visitors are not permitted inside the rooms without the permission from the dormitory management.
3. Residents should be properly dressed when entertaining visitors.
4. Residents shall be responsible for the behavior of their visitors.
5. No visitors are allowed after 9:00 pm.
6. Dormitory management has the right to deny anyone from entering the premises.

B. Study Hours 7:00 pm – 9:00 pm (Sunday to Thursday)

1. Silence should be strictly observed.
2. No unauthorized and personal telephone calls.
3. No inter-dormitory or inter-room visitation.
4. Minimize or regulate music and other sounds.
5. Playing of any music instrument is strictly not allowed.
6. During study hours, the students are expected to spend their time in the library or in their respective rooms or study halls.
7. Study checks shall be conducted by their dormitory management.
8. TV viewing is not allowed. Viewing schedule shall be determined by the dormitory management.
9. Going to movie houses is not allowed during weekdays except when the following day is Holiday

C. Siesta Hours 12:30 pm – 2:00 pm daily

1. No telephone and personal calls.
2. No playing of any music instrument or device.
3. No movie viewing (either on the laptop/TV or in the movie house).
4. No playing of any game, including those in the cellular phone or laptop/tab.
5. No dormitory visitation or room hopping.
6. Staying outside of the dormitory (any area in the campus and downtown) other than legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

D. Dormitory Curfew

	Men's and Women's Dorm	Junior High School
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Sunday-Thursday evening (before a class day)	9:30PM	7:00PM
Evening before holidays and weekends (Friday-Saturday)	10:00PM	9:00PM

1. Residents are expected to be in the dormitory on or before the curfew.
2. Any resident who intends to come in late should obtain permission from the Dormitory Manager/Adviser.
3. The door should be opened for residents who came in late, provided that this is done with prior knowledge or permission of the dormitory management.
4. Bed check shall be conducted by the Dormitory Manager/ Adviser as soon as the dormitory closes. All residents are expected to manifest their physical presence by opening the door of their rooms at these times.
5. Residents who came in late should not use the emergency exit as entrance to the dormitory.
6. Residents who came in late should see the dormitory management before retiring to bed.

E. Closed Week

Comprise ***the week immediately preceding and the examination week itself.***

<u>College residents</u>	
mid-term exams	1 week before the examination week
final exams	+ the exam week
<u>Junior High School residents</u>	
every periodical exam	1 week before the periodical test + the periodical exam week

1. Sleepout, overnight group study, and going home are not allowed. The latter may be allowed only in emergency and exceptional cases as determined by the SHRD Head.
2. No telephone and personal calls.
3. No playing of any music instrument or device.
4. No movie viewing (either on the laptop/TV or in the movie house).
5. No playing of any game, including those in the cellular phone or laptop/tab.
6. No dorm visitation or room hopping.
7. Staying outside of the dormitory during the day (any area in the campus and downtown) other than legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

F. Devotions and Meetings

Devotions and meetings are integral to dormitory life. Through this, students participate in the affairs of the dormitory, meeting some of their needs and attaining certain objectives of the University.

1. Residents should attend dormitory devotions and meetings.
2. Residents should dress properly when attending devotions and meetings.
3. Devotion leaders should prepare at least a week before the scheduled date of devotion.
4. Speakers should be chosen properly to fit the suggested theme and should be invited at least a week before hand.
5. When inviting speakers from other religious group, the approval of the University Spiritual Life Council Office is needed.
6. The "Order of Worship" should be presented to the dormitory management for advice.
7. Residents are encouraged to attend Silliman Church Services.

G. Off-Campus Activities

All residents shall secure an approved Activity Permit from the Student Organization and Activities Division (SOAD) for all University sanctioned activity or a written waiver (with original parent's signature) from parents for *non-sanctioned* University activity. It should be submitted and received officially by the SHRD Office two (2) days before the resident leave the dormitory.

1. Use of logbook

For duly-sanctioned school-related off-campus activities, permission from the dormitory management is required aside from signing the logbook. The residents should fill in the logbook properly when going-out of the dorm other than to classes. The following should be indicated in the logbook for proper information:

- a. Name
- b. Name of Activity
- c. Companion/Chaperon
- d. Place of destination
- e. Date and time out
- f. Expected date and time in
- g. Time in
- h. Signature

2. Chaperon

Chaperons are required for all off-campus activities. Only full-time faculty, staff and dormitory management council members are qualified chaperons. Chaperons are expected to be present for the entire activity.

3. School-Sanctioned Activities: On- and Off-Campus

1. Permission to attend school-sanctioned activities (dance, parties, picnics, fieldtrips, swimming, excursions, trips to nearby towns, staying overnight outside the dormitory) shall be granted or denied depending upon the status of the necessary permits from SOAD for the said activity.
2. Residents attending parties, picnics, fieldtrips and other social activities should secure a permit from the Student Housing and Residence Division (SHRD).
3. Residents should be in the dormitory at the time indicated in the permit.
4. Residents returning from evening parties should enter their rooms quietly and should refrain from making loud noise or conversations.
5. For swimming activities, residents are encouraged to go in groups and should have a capable swimmer in the group.

H. Securing Activity Permit

The permit is available at the Student Organization and Activities Division (SOAD) Office which is located at the 1st floor of Oriental Hall.

WHAT to do with the PERMIT?

Step 1: The SOAD provide the Activity Permit form and the Head of Office / Dean affixed their signature on it, signifying their recommendation for approval.

Step 2: The chaperon(s) and the faculty adviser have to affix their signatures on the spaces provided..

Step 3: The student-resident proceeds to the SHRD Office for approval.

Step 4: The student-resident then submits a copy approved permit to the Dormitory Manager/ Adviser.

I. Sleepout/Staying Overnight Outside the Dormitory

1. Permission should be secured from the dormitory management and from the Student Housing and Residence Division (SHRD) upon submission of the waiver. The request shall be denied at once if the security and safety of the resident is in danger or without the necessary waiver.
2. A written note from the person inviting should be presented to the dormitory management before the resident is allowed to go on overnight / sleepout. Provided, the parents or guardian have given their consent.
3. Residents going on overnight activities should be in the place indicated in the permit.
4. Residents are not allowed to go overnight when the following day is a class day.

J. Going Home

1. Accomplished Dormitory Leave Form from the SHRD is required before a resident is allowed to go home unless special arrangements have been made by the parents.

2. As a general rule, cooperative dormitory residents are allowed to go home once a month only. This is because they are expected to help in the weekly general cleaning of the dormitory.

K. Rooms Assignment, Responsibilities and Accountabilities

Rooms help meet the individual's needs for privacy, security and companionship. Comfortable and neat rooms elicit feelings of satisfaction and personal interest. They may also affect the physiological process of the person. Room assignment is determined by the Dormitory Manager/Adviser, contingent upon the final admission to the University and is based on the room accommodation the student had indicated in the application form.

1. Residents should keep their room clean and tidy at all times.
2. No eating or drinking inside the rooms.
3. Residents are not allowed to use the room for commercial purposes.
4. All illegal items or anything not allowed by law or by the University shall not be inside the room of the dormitory.
5. Clothes should not be hung on the window louvers or the curtains of the rooms.
6. Room evaluation and inspection is conducted by the management regularly to maintain room tidiness.
7. Residents are responsible for all University furnishings inside their rooms. Any vandalism or damage shall be charged to the student/s responsible of the act.
8. Dormitory property such as chairs, tables, sofa, music instrument, and the like shall not be brought outside the dormitory other than dormitory-related activities.
9. Residents are expected to occupy the room/space assigned to him or her.
10. Inter-room visitations are discouraged. Sleeping in another room or bed is strictly not allowed.
11. Non-residents are not allowed to enter or sleep in the dormitory rooms unless in exceptional cases and only upon prior permission from the dormitory management. Non-residents will be charged transient fee per day chargeable to the host resident's dormitory account.
12. Residents must provide padlocks for their own lockers which shall be secured at all times and that the dormitory management shall not be liable for any losses.
13. The dormitory management has the exclusive right to have duplicate copies of residents' door keys.
14. Periodic room and locker inspections shall be conducted by the dormitory management.

L. Basic Resident's Belongings

- A. Beddings: pillow and pillow cases, sheets and bed covers; mattress, and towel
- B. Clothing: adequate and appropriate clothes; umbrella; laundry bag/basket; shoes and shoe bag.
- C. Eating utensils: lunch box; plate; spoon and fork; cup and saucer; drinking glass.
- D. Gadgets: cellphone, laptop, ipod, electric fan, etc

M. Use of Facilities

Dormitory facilities are for the use of the dormitory residents. Residents are expected to use them properly and to exercise due care. Any malfunction should be reported to the dormitory management at once.

1. Telephone

1. Observe telephone courtesies; observe telephone hygiene.
2. Calls are limited to three (3) minutes only.
3. Messages should be relayed immediately or as soon as possible.
4. Return mouthpiece to the hand-set properly.

2. Intercom

1. Observe intercom courtesies.
2. Page over the intercom three (3) times for call.
3. Give enough time for the dormitory assistant to release the button before answering.
4. Listen to intercom calls and facilitate relay of calls.
5. Do not use the intercom for long conversations.
6. Mention the phrase "last call" for the last page.

3. Emergency Alarms and Exits

Emergency alarms and exits should be used only for actual emergencies and emergency drills.

4. Light and Electrical Outlets

1. Lights should be turned off when not in use.
2. Light preferences in the room may be agreed upon by the roommates.

5. Use of Computers

1. Use of computers for business purposes is not allowed in the dorm.
2. Viewing movies and playing computer games are strictly prohibited during siesta and study hours.
3. Unplug computer when not in use.

6. Air Conditioning Units

1. Residents are encouraged to use the timer.
2. Switch off the aircon when not in use.
3. Report any malfunction to the management.

7. Bath and Toilet

1. Observe cleanliness and sanitation.
2. Speak in moderate voice when inside.
3. Close faucets properly after use.
4. Flush toilets after use.
5. Wrap used napkins and place in the waste bins.

8. Laundry

1. Residents in the regular dormitories are not allowed from doing their entire laundry.

2. When dealing with laundry persons, residents should:
 - a. Refer to the management before dealing with any laundry persons.
 - b. Obtain laundry person's name and address.
 - c. Observe laundry schedules.
 - d. Entertain laundry persons in designated areas only.
 - e. Pay laundry persons on time.
 - f. Report any laundry loss to the dormitory management.
 - g. Be courteous towards laundry persons.

9. Hymnals, Books, Periodicals, etc.

1. Residents should not bring dormitory-owned books, periodicals, hymnals and other similar materials to the rooms **and outside of the dormitory**.
2. Residents should not tear off any page from the dormitory owned books, hymnals, periodicals and similar materials.

N. Rooms Inspection Maintenance

The authorized entry, inspection, and maintenance of dormitory rooms is a serious matter and the university respects student privacy within their living areas to the maximum possible extent. Authorized members of the dormitory management, SHRD, and OSS, reserve the right to enter, inspect and search the residents' room if there is imminent threat or danger that affects the safety and health of any resident or property of the University with or without the presence or authorization of the concerned resident or residents.

Dormitory Violations and Sanctions

	S A N T			
	I	O	N	S
Violations	First offence	2 nd offence	3 rd offence	Process
Category A Indulge/peddle prohibited drug; possession of firearms, deadly weapons; stealing; possession of explosives or firecracker; storage of gasoline or any flammable item/liquid; gambling, bullying, hazing, acts of violence, sneaking out or sneaking in	Out of the dormitory; Non acceptable to any dormitory; subject to University Disciplinary Board (UDB)			Given 24 hours to respond. DDB makes decision.
Category B Drinking, bringing of alcoholic beverage; smoking, possession of smoking paraphernalia, including vape or e-smoking; acts of lasciviousness; out of Dumaguete City without permission	Last warning	Out of the dorm, non-renewable In any dorm, Subject to UDB		Given 46 hours to respond. DDB makes a decision.
Category C Threatening actions or remarks; malicious dissemination of false reports; threats of fire; drunk coming into the dormitory	Last warning	Out of the dorm, non-renewable In any dorm, Subject to UDB		Given 46 hours to respond

Category D Alteration of any wiring or extension of any electrical gadgets w/out the permission from SHRD; alteration of any dormitory fixtures or equipment; vandalism, littering in any part in the room or any area in the dormitory; bringing into the room non-resident w/out permission from the dormitory management	Last warning	Out of the dorm, non-renewable In any dorm, Subject to UDB		Given 46 hours to respond
Category E Non-compliance to an on-campus sanction	Out of the dormitory; Non-renewable in any dormitory			Given 46 hours to respond
Category F Possession of pornographic material	Verbal warning	Last warning	Out of the dorm, non-renewable In any dorm,	Given 46 hours to respond
Category G Committed late after curfew (within 5 minutes or 25 minutes after curfew)	Verbal warning	Last warning	1 mo. On-campus; 9pm curfew; non-Renewable at present dormitory	Given 46 hours to respond
Category H Committed late beyond 30 minutes without permission	Verbal warning	Last warning	2 mos. On-campus; 8pm curfew; non-Renewable at present dormitory	Given 46 hours to respond
Category I Non-attendance in any dormitory activity	Verbal warning	Last warning	Out of the dorm, Non-renewable	46 hours to respond
Category J Non-cleaning of locker or room	Verbal warning	Last warning	Out of the dorm, Non-renewable	46 hours to respond
Category K Going home without permission	Verbal warning	Last warning	Out of the dorm, Non-renewable	46 hours to respond
Category L - Other violations; e.g. Room visitation, accepting non-resident	Verbal warning	Last warning	Out of the dorm, Non-renewable	46 hours to respond
Appeal may be made to the Dean of Students, then after when necessary, to the University President				

Penalty

Violation of any of these rules subjects the students to such disciplinary action as in the judgment of the university authorities the seriousness of the offense may warrant. Where the violation constitutes at the same time an infraction of the law or ordinance, the offender shall be referred to the proper city authorities for the proper action. When a student, personally or through his/her parent(s) or guardian, applies for admission to any of the University's dormitories, such application is deemed to be an acceptable within these rules.

Disciplinary Procedures

The dormitory management shall conduct a preliminary investigation of all alleged or reported violations of dormitory rules and regulations. All complaints or reports of violations of

dormitory rules and regulations, including this Dormitory Manual, shall first be submitted to the dormitory management, who shall conduct a preliminary investigation and accordingly impose the appropriate sanctions. If necessary or if the parties involved believe that the sanctions imposed by the dormitory management is improper, the matter may be brought to the attention of the Head of SHRD.

For minor infractions involving disciplinary sanctions other than suspension, dismissal or expulsion from the university, the Head of the SHRD shall conduct the regular investigation and impose the appropriate penalty, which may be appealed to the Dean of Students.

With respect to serious violations, which may involve suspension, dismissal or expulsion from the university, the Dean of Students shall convene the University Disciplinary Board (UDB) to investigate and impose disciplinary measures based on the dormitory management report. The decision of the Board is final except in cases involving suspensions, dismissal or expulsion from the university, which may be appealed to the president.

The dormitory resident shall have the right to be accompanied by any person of his/her choice in all proceedings before the Dormitory Management, the Office of Student Services (OSS), the University Disciplinary Board or the President. Such person shall be informed of this right before any form of investigation is conducted.

Effectivity

The Rules and Regulations take effect upon signing and approval of the dormitory space occupancy application/receipt of the DAS until the last academic day, or upon withdrawal from the Dormitory/University.

STUDENT HOUSING AND RESIDENCE DIVISION

Silliman University – Dumaguete City
 Tel # (035) 422-6002 Local 331
 FAX 035-422-6588

SU BANK ACCOUNTS BDO 8040000063 BPI 1081-0003-16 Security Bank 0315-081091-001 Metro Bank 443-7-44350202-1

Dormitory Rates and Schedule of Payments Policy
Effective June,2019

A. REGULAR DORMITORIES ACCOMODATION	PAYMENT PER	
SEMESTER	Per Person	
(Aircon room will be charged with actual electric consumption)		
Edith Carson Hall (Female Freshmen)	Aircon Rm. for 6/8 persons w/o T&B	P 19,020.00
(Fixed Board-Required)	Aircon Rm. for 3 persons w/ T&B	24,420.00
	Aircon Rm. for 4 persons w/ T&B	23,760.00
	Aircon Rm. for 2 persons w/o T&B	23,520.00

Larena Hall (Female) (Fixed Board-Required)	Aircon Rm for 1 person w/o T&B	P 15,840.00
	Aircon Rm. for 2 persons w/ T&B	21,120.00
	Aircon Rm. for 4 persons w/ T&B	17,820.00
	Aircon Rm for 4 persons w/o T&B	14,520.00
Doltz Hall (Male Mix-Levels & HS) (Fixed Board-Required)	AirCon Rm. for 4 persons w/o T&B	P 14,520.00
	AirCon Rm for 4 persons w/ T&B	17,820.00
	Aircon Rm. for 2 persons w/ T&B	29,040.00
Vernon Hall (Male Mix-Levels) (Fixed Board-Required)	Aircon Rm. for 4 persons w/o T&B	14,520.00
	Aircon Rm. for 4 persons w/ T&B	17,820.00
	Aircon Rm. for 3 persons w/ T&B	21,540.00
	Aircon Rm. for 2 persons w/o T&B	26,160.00
	Aircon Rm. for 2 persons w/ T&B	29,040.00
Davao Home	Aircon Rm. for 2/3/4 persons w/shared T&B	-
	Aircon Rm. for 4 persons w/fan-w/o T&B	-
Channon Hall (Female Mix-Levels) (Fixed Board Required)	Aircon Rm for 2 persons w/ T&B	P 21,120.00
	Aircon Rm for 3 persons w/ T&B	19,800.00
	Aircon Rm for 4 persons w/ T&B	17,820.00
	Room for 3 persons w/ T&B	11,760.00
	Room for 4 persons w/ T&B	10,680.00
	Room for 8 persons w/ T&B	9,500.00
	Room for 6/8 persons w/o T&B	8,580.00
Pulido Pad (Coed) (Fixed Board-Optional, Upper Class)	Aircon Rm. for 1 person w T&B (Exclusive of light & water)	P 52,800.00
	Woodward Hall Apartment (Coed) (Fixed Board-Optional)	Aircon Room w/ T&B, Kitchen-diner (Maximum of 4 residents only & Exclusive of light and water)

MEALS FOR REGULAR DORMS: 1st Semester = **P255.00/day/person** (SY 23-24); 2nd Semester = _____; Summer Term (For further details, please contact foodservices@su.edu.ph)

B. COOPERATIVE MALES/FEMALE DORMITORIES: Common Room for 6 persons = P 8,500.00
Meals for Cooperative Dorms: Female – P _____/sem. Male – P _____/sem

SCHEDULE OF PAYMENTS FOR BOARD AND LODGING FEES

1. Downpayment 25% of the full payment plus(P200 processing fee & P 1,000 surety deposit for new applicant)
2. Prelim Payment 25% of the full payment
3. Midterm Payment 25% of the full payment
4. Final term Payment 25% of the full payment
5. **Summer Term** 40% of the semestral payment plus(P200 processing fee & P1,000 surety deposit for new applicant)

ADDITIONAL CHARGES

- a. Aircon rooms **plus actual electric consumption**(divided by # of room occupants) c. Storage fee - P 1,000.00/mo.
- b. Use of electrical appliances per student: (maximum of 3 boxes only)
 1. Desktop (PC)/Component -P 3,565.00/sem
 2. Laptop/Netbook - 1,426.00/sem
 3. Electric Fan - 1,900.00/sem
 6. Lampshade– P 760.00/sem
 7. Hair Dryer– P 760.00/sem
 - d. Transient fee rate (for student-residents only) P 250.00 non aircon

4. Cellphone/flashlight - 290.00/sem
/ Camera/MP3 - P 290.00/sem

P 350.00 aircon

NOTE: ALL RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

DORMITORY WASTE MANAGEMENT POLICY

1. All student dormitories and its residents shall abide and observed with the policies on Waste Prevention and Waste Management of Silliman University.
2. Any applicant for the dormitory, together with their parent or guardian, shall be informed of these policies.
3. Trash bins shall be provided for every floor in every dormitory and place at a designated area for the proper disposal and segregation of wastes. Trash bins shall be for plastics and non-plastics.
4. Waste bins should be properly marked according to its intended use and purpose.
5. Waste bins inside the rooms should only be for reusable or recyclable paper and all other waste items should be disposed properly and accordingly at the designated bins at the designated area.
6. Each dormitory resident shall be required to have his/her own eco waste bag which shall be used for groceries.
7. Residents are not allowed to use one-time plastics or sachets.
8. Dormitories may create or develop creative waste management programs and activities which are consistent with the University's policy.
9. Each dormer shall dispose and segregate his/her waste properly and efficiently.

10. Fines may be collected from violators. It shall be collected by the Dormitory Officers who shall recommend to the Dormitory Management Council (DMC) the criteria and mechanics for consideration and implementation.