

Student Housing and Residence Division

Office of Student Services

SILLIMAN UNIVERSITY

Dumaguete City

APPLICATION FORM

NOTE TO THE APPLICANT: Please accomplish this form as completely and as truthfully as possible. All information shall be treated in confidence. Show this form to your parents for verification and consent.

___ Semester, SY 20__ - 20__

GENERAL INFORMATION

(Please PRINT)

Name _____			
Family Name	First Name	Middle Name	
Gender _____	Civil Status _____	Nationality _____	Religion _____
Date of Birth _____		Place of Birth _____	

Complete Home Address			
House Number/Street _____	Subd./Barangay _____	Town/ City _____	
Province _____	Region _____	Country _____	Zip Code _____

Contact Information		
Landline _____	Email _____	Facebook _____
Mobile Numbers _____		
(IMPORTANT NOTE: Please inform the SHRD Office when you change/update your mobile numbers)		

EDUCATIONAL BACKGROUND

Grade School _____	
Address _____	Year of Graduation _____
Academic Awards Received: _____	
Junior High School _____	
Address _____	Year of Graduation _____
Academic Awards Received: _____	
Senior High School _____	
Address _____	Year of Graduation _____
Academic Awards Received: _____	
Student Leadership position: _____	
Community and /or Church Involvement _____	

___ Incoming Student :	Course & Degree _____	
___ Current Student:	Course & Degree _____	Year Level _____
___ Exchange Student / Transferee:	Course & Degree _____	Year Level _____
School _____		
Location _____		Country _____

PERSONAL INFORMATION

1. Write three characteristics you like best about yourself?

2. Write three characteristics about yourself you would like to improve on?

3. How do you spend your free time? (e.g. hobbies, sports, etc)

4. What are your talents or gifts that you would like to share in the dormitory?

5. List your illness(es), physical impairments or allergies (if there's any) _____ Blood type _____
6. Are you on medication ___ No ___ Yes. If yes, on what particular illness _____
Please present your recent Medical certification that you are fit to stay in the dormitory. _____
7. Have you had training in First Aid / Emergency Response? ___ No ___ Yes, When ___ Trainor _____
8. What time you do usually sleep? _____
9. How much time do you spend studying? _____
10. Do you smoke? ___ No ___ Yes Do you drink liquor? ___ No ___ Yes
11. What do you consider to be the most difficult problem you have encountered so far? How did you handle?

12. What are your expectations in the dorm? With your room-mates? With your dorm mates (most residents in the dorm)? With the dorm management?
With Roommates _____

With dorm mates _____

With Dorm Management _____

13. What are your wishes and aspirations? (Give 3 by order of preference)
a _____
b _____
c _____
14. In what way can your dormitory experience be meaningful to yourself and others?

I certify that the above information is accurate to the best of my knowledge.

If accepted, I agree to abide by all the policies, rules and regulations of the Silliman University dormitory. I am also aware that any major offense or any serious offense committed within the dormitory premises will be ground for appropriate immediate sanction or dismissal from the Silliman University dormitories and/or from the University.

Signature over Printed Name of the Applicant

Date

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; non-appealable, may be subject to University Disciplinary Board (UDB)			Given 24 hours to respond. DDC 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, may be subject to UDB		Given 46 hours to respond. DDC 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, may be 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 SHR; 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, may be 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 any 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				

I agree on these sanctions for any violation committed.

Signature over Printed Name of the Applicant

Date

Signature over Printed Name of Father

Signature over Printed Name of Mother

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Dumaguete City

AGREEMENT

Realizing and accepting that residence in (name of dormitory) _____ for SY 20__ - 20__ is a matter of privilege and not of right, I, (name of resident) _____, do hereby promise that I will abide by all the rules and policies of Silliman University and of the dormitory and likewise promise that I will cooperate with the dormitory management in their efforts to make life in the dormitory harmonious and conducive to stay and study and that I will always maintain the requirements of a regular/special student of the University.

My submission to the Dormitory Management of a dormitory assignment slip (DAS) makes me a bona fide resident of this dormitory. As such, I will observe the following basic rules and policies.

1. To strive for academic and dormitory excellence at all times.
2. To observe the Dormitory and University rules and policies and agree on the sanctions for any violations committed.
3. To actively participate in all dormitory activities (e.g. devotion, socials, sports, etc.).
4. 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 SHRD Office/Dormitory management.
5. To observe eating schedules. Eating shall be at the mess hall only. No food inside the rooms.
6. To pay Board and lodging fees according to the Schedule of Payments and observe the Lodging/Fixed board policy.
7. 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.
8. 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
9. To secure and submit leave permits before going home.
10. To submit SOAD permit for all University sanctioned on and off-campus activities before leaving the dormitory.
11. 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.
12. To use Dormitory facilities properly and with due care. Vandalism or littering or alteration shall be charged to a resident concerned. Residents are not allowed to do their laundry (except underwear).
13. 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
14. 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.
15. To submit to random drug testing.
16. 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. Parents or their representative(s) shall be responsible for the hospital care and needs when admitted to the hospital and other related care and concerns.
17. To comply with all necessary requirements for residency, renewal every semester/summer.
18. To secure all my personal valuables and understand that the dormitory management shall not be liable for any loses.
19. To refrain from bringing my own vehicles, pets, heater, refrigerator, water dispenser, flat iron, aquarium and other similar items.
20. To use Emergency exit for actual emergencies only.
21. 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.
22. To observe the strict adherence to the University health protocol or the COVID-19 health protocols such as but not limited to wearing of face mask, face shield outside of their rooms, social distancing.

I understand that my continued stay in the dormitory depends on my faithful observance of the dormitory rules and regulations and as such I submit myself to the evaluation or decision of the Dormitory Management whether I will be retained in the dormitory or advised to transfer to another place. That to show my sincerity, I hereby manifest my willingness to voluntarily withdraw from the dormitory or if not submit to an investigation should I violate any of the above.

I further agree to abide by the rules and policies of the University and those adopted by the residents and management of the dormitory.

Signature over Printed Name of the Applicant

Date

Attested by:

Signature over Printed Name of Father

Signature over Printed Name of Mother

PARENTS' CONSENT

TO THE PARENTS: PLEASE GO THROUGH THE FILLED-OUT AGREEMENT BEFORE SIGNING. THANK YOU.

We hereby certify that the information given in the application is true and correct and you are hereby authorized to verify the same. We hereby subscribe to this Agreement for SY 20__ - 20__.

We understand that admission in the dormitory is a privilege and not a right and we shall abide the rules and policies implemented by the dormitory management.

We grant permission to our child, if accepted, to reside in the Silliman University dormitory and to participate in all course-related student activities/field trips sanctioned by Silliman University for the semester/school year indicated herein. We expect the Dormitory management to exert reasonable care and supervision of our child and will not hold them responsible for eventualities beyond their reasonable control. If, in the considered judgement of the dormitory management/SHRD Office, the continued stay of our child on campus is not to his/her own best interest or the interest of the common good, we agree to withdraw him/her from the dormitory. This will not necessarily affect his/her standing as Silliman student unless deemed by the appropriate University authorities.

DATA PRIVACY CONSENT

I have read and agree with the Silliman University Data Privacy Policy and Guidelines, by affixing my signature below, I

- Agree that Republic Act No. 10173 or the Data Privacy Act 2012 applies to the collection and processing of my/ my child's/ my ward's personal data;
- Consent to the collection, use, processing of my/my child's/my ward's personal data to the extent that it is necessary to achieve the educational, institutional, and the legitimate interest of Silliman University, including for dormitory residence purposes;
- Warrant the accuracy and truthfulness of the personal information I am providing to Silliman University, provided that I will respect any revision of an act or decision of the University based on information I provide that is found to be false or inaccurate;
- Agree to finding an amicable settlement of any issue arising from my/my ward's personal information before resorting to arbitration or litigation before the regular courts of the Philippines.

Signature over Printed Name of Father

Date

Signature over Printed Name of Mother

SUBSCRIBED AND SWORN to before me, this ____ day of _____, 20__ in _____ City, with affiant exhibiting his CTC No. _____, Issued on _____ at _____.

NOTARY PUBLIC

Until December 31, 20__

Doc. No. : _____;

Page No. : _____;

Book No. : _____;

Series of 20_____.