



University of the Philippines
LOS BAÑOS

**OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS
OFFICE OF STUDENT HOUSING**

RESIDENCE HALL AGREEMENT¹

I, _____, of _____,
(Surname, Given Name, Middle Initial) (Complete Address)
for the privilege granted to me by the University to reside at the _____ Residence Hall, do hereby declare that I have read and understood this **Residence Hall Agreement** and agree to follow the residence hall rules, regulations, protocols, or injunctions promulgated verbally or in writing by the OSH authorities to the best of my knowledge and discretion.

I. NATURE AND PURPOSE

The University and its designated residence hall management are authorized to establish and enforce rules and regulations for residence halls to create a safe, peaceful, and supportive living environment for all residents. In the “new normal,” adjustments to our knowledge, attitudes, and behaviors are essential, including new approaches to social interaction and communal living. To maintain a safe community, these measures may be adjusted or amended as needed based on guidance from relevant units. All residents are expected to uphold and adhere to all regulations, health protocols, and safety measures issued by the residence hall management at all times, fostering a secure and respectful community for everyone.

II. GENERAL PROVISIONS

1. This residence hall agreement applies to all accepted residents of UPLB OSH residence halls and is valid for the duration of the current semester or Midyear term. Residents who qualify and wish to remain in the residence hall for subsequent terms must renew the agreement; otherwise, they are required to vacate the hall by the end of the current term.
2. Residents may be required to temporarily vacate their rooms when repainting, repair, general cleaning, disinfection, or maintenance is to be undertaken.
3. Current residents may begin making reservations for accommodation one month before the end of classes. Reservations for new applicants will be accepted after classes of the current semester/midyear conclude.

¹ Transient accommodations are not covered by this agreement.

4. The dormitories are inclusive and welcoming to students of all gender identities. Transgender students are encouraged to apply to dormitories aligning with their declared gender identity. Placement will be done in respectful coordination with the dormitory head, ensuring open communication and mutual consent among dormmates to foster a supportive and safe living environment for all residents.

5. Reservations may be canceled until one week before the check-in period, with the specific date provided in the application guidelines for each term. After this date, reservations are considered final, and the first month's dorm payment will be the resident's responsibility, even if they have not yet checked in. Residents who cancel after the specified date must first settle their payment and then submit a cancellation request letter to the OSH Director.

6. The last day for check-in is three to four weeks after the start of the check-in period, unless the student has notified dorm management of a late arrival. The specific date will be included in the application guidelines for each term. No-show reservations will be canceled by dorm management. Students with outstanding payments from the first month, as mentioned in #4, will not receive clearance from the Office of Student Housing and may face a hold in AMIS once that feature is available.

7. Tenure of residency:

7.1. Undergraduate residents may be allowed to stay as long as they are enrolled in UPLB for the current term.

7.2. Graduate residents may be allowed to stay for a maximum of three (3) years including thesis writing. Graduate residents enrolled only in thesis writing may be allowed to stay for one (1) year.

8. Each resident will receive a study table, chair, bed with a mattress, locker, and a room key. Residents are not allowed to swap these items for their own personal belongings. The room key must be returned to the residence office when checking out of the residence hall. If the key is not returned, the resident will be held accountable, and this may delay their dorm and University clearance until the key is returned or replaced.

9. No applicant will be accepted without a recommendation from the residence hall where they previously resided.

10. Payment of dormitory fees:

10.1. Residents have the following payment options: to pay in full, or to pay monthly on or before the 15th day of the month.

10.2. The first monthly payment must be made before or on the day of check-in or the first day of classes, whichever comes first. The last monthly payment must be made one month before the final check-out date to qualify for priority and interdorm reservations for the following semester.

10.3. New residents must pay the reservation fee and key deposit in addition to the first monthly payment. The reservation fee, which is equal to one month's residence fee, and the key deposit of fifty pesos (PhP 50) will be deducted from the resident's final payment before permanently checking out of the residence hall.

10.4. Discounted dormitory rates based on the student's current tuition discount bracket under the Student Learning Assistance System (SLAS) apply during the regular semesters and during Midyear, as long as the student is enrolled. A SLAS certificate, indicating the effectivity period, must be submitted to the dorm management; discounts will not be granted without proof of certification. The discount does not apply to early check-in, late check-out, storage, or other terms. The discounted rate will take effect in the same month if the bracket is approved before the 15th day or the next month if approved after the 16th day, and it is not retroactive.

10.5. If a resident moves out without permission from the residence head, they will be responsible for the full payment of their slot for the entire term. If a resident checks out early, they will be charged 50% of the residence fees for the remaining period of the agreement.

10.6. The rental period refers to the time designated by the University as either the semestral or midyear term. It begins on the official first day of check-in (which is either on or before the general registration day or as announced by the Office of Student Housing) and ends on the official last day for check-out (which coincides with the last day for submitting grades for students or as announced by the Office of Student Housing).

10.7. No refund shall be allowed should a student cancel their reservation at any part of or even after the application process.

11. The residence halls ensure that all rooms and facilities, including lighting and comfort room bidets, are in working condition before the start of each semester. During the semester, if a room light burns out, the residents of that room will be responsible for purchasing the replacement bulb. However, if a comfort room bidet becomes unserviceable, the cost of the replacement unit will be covered by the dorm association fees.

12. Residents may use online channels for payment of fees (i.e., bank transfers or Landbank e- payment portal) and must maximize communication channels, including the official Office of Student Housing and residence halls emails, dorm Facebook group chat, and OSH Facebook Page.

III. NORMS OF CONDUCT AND RESPONSIBILITIES OF RESIDENTS

1. The resident shall respect the peace and privacy of their co-residents and observe proper decorum at all times within the residence hall.

2. Residents are expected to work together with the residence hall management to maintain the safety, cleanliness, peace, and orderliness of the halls, contributing to making it an ideal living environment for everyone.

3. Residents will be held responsible for any damage to the facilities or furnishings provided to them, as well as to the residence hall itself. If items in common areas, such as the Computer Room, Kitchen, Laundry Area, TV Room, Lounge/Lobby, or other shared spaces, are lost, broken, or misplaced, the last documented individual or group that used the area will be responsible for replacement. If it cannot be determined who was last responsible, the Dorm Association will cover the replacement after due process.
4. The resident shall cooperate in the adoption of measures to prevent fire, accident, and theft. They shall also voluntarily participate in drills and training sessions organized by the University, e.g. earthquake, fire, human traffic system, crowd management, etc.
5. The resident must obtain permission and cover the costs for any appliances they intend to use solely for personal purposes. Fees will apply for each approved device or appliance. Any unauthorized use of gadgets, appliances, or other prohibited items in the residence hall will result in the immediate confiscation of those items.
6. The resident shall adjust their mobile phone, laptop, radio, musical instruments, and other gadgets at a volume level that will not disturb or inconvenience the other residents at any time.
7. The resident shall only receive their visitors and or claim deliveries in the designated area such as the lobby.
8. The resident shall not transfer to another room without prior permission from the residence head.
9. The resident shall never do their laundry in the bathrooms as it is prohibited except for undergarments. They shall do their laundry at the designated washing areas and follow assigned schedules and specific safety and health protocols for use of the laundry area
10. Residents are not permitted to keep or tend to any pets or animals in the residence hall unless required for academic purposes and approved by dorm management. If residents violate this rule by bringing, keeping, or tending to pets or animals without approval, the dorm management is not liable for damages or injuries that may occur.
11. The resident shall be courteous in communicating with the other residents and staff of the Office of Student Housing and other UPLB offices including the security officers, housekeeping crew, grounds crew, and skilled workers.
12. The following shall be grounds for non-renewal and/or immediate expulsion from the residence hall by the dormitory head. They may also be subject to disciplinary action for any of the following acts:
 - 12.1. Failure to pay monthly rentals for at least two (2) consecutive months without prior written notification to the dorm management about incapability of paying fees.
 - 12.2. Destruction of any part of the residence hall property thereof to include:
 - 12.2.1. Removal of equipment, furnishings and/or any dormitory property without permission of the residence head.

12.2.2. Tampering with electrical outlets or use of illegal electrical connections, including but not limited to “octopus connections”.

12.2.3 Willful breaking or vandalizing of any part and/or furnishings of the residence halls.

12.3. Keeping of inflammable materials inside the building without prior permission from the residence head.

12.4. Bringing in non-residents to enter beyond the allowable area and visiting hours and/or to sleep in the room of the residents without permission from the residence head.

12.5. Cooking, heating, or steaming food and water in the room or any part of the hall except in designated areas.

12.6. Moving, hiding, using and or stealing property other than one’s own, without proof of consent of the owner.

12.7. Carrying, possessing, and or using firearms, deadly weapons, prohibited drugs or chemicals, gambling devices, and or any pornographic material.

12.8. Drinking alcoholic beverages in the hall and or disturbing and causing trouble to other residents and or staff due to drunken behavior.

12.9. Doing any immoral conduct, smoking cigarettes or vaping, gambling, and consuming prohibited drugs and or chemicals.

12.10. Misbehavior such as fighting, insubordination, and or gross and deliberate discourtesy to other residents and staff.

12.11. Lack of due respect and consideration for the hall staff and s co-residents.

12.12. Frequent infraction of one of the following rules:

12.12.1 Silence during appointed hours [10:00 P.M. to 6:00 A.M.]

12.12.2. Signing in/out of the residence halls

12.12.3. Observance of curfew hour [10:00 P.M.] on time

12.12.4. Strict observance of all health and safety protocols issued by the Office of Student Housing, the University, or the LGU.

13.12.5 Staying or sleeping out of the residence hall without prior permission from the residence head.

12.13. Any other form of dishonesty and misconduct, such as, but not limited to, defamation, hostility, and/or harassment of fellow dormers or staff.

13. The resident is expected to stay nightly in the residence hall for the entire period indicated in the agreement. If intending to stay out past curfew, leave the hall during curfew, and or spend the night or weekend outside the hall, the resident shall request a permit from the residence management.

14. Residents must ensure that their contact details, as well as those of their parents or guardians, are kept up to date. Any notices sent to them or their parents/guardians using the contact information on record will be considered as received by them or their parents/guardians.

15. The resident shall refrain from leaving any belongings inside the room or locker before they leave for the semestral or holiday break unless they have reserved it for the following term. A designated storage area will also be made available for a fee.

16. The resident agrees that all their unclaimed belongings will be automatically stored in the designated storage room if they fail to claim and or pick them up by the designated date. A notice shall be sent via e-mail/SMS using the contact details indicated in their record. The dorm management is free from any liability from any damage or loss of property due to their failure to claim after being notified. The unclaimed belongings may be disposed of upon discretion and or as deemed necessary by the management after the date specified in the notice.

17. Residents must promptly report to dorm management if they or a co-resident or dorm staff member exhibit any symptoms of illness.

18. The resident shall cooperate with the resident monitoring system conducted by the dorm management to check whether or not all residents are inside the residence hall. The dorm management will also closely monitor all CCTVs to ensure that all safety and health protocols are being observed in common areas and to guard against security breaches.

19. The resident shall join the residence hall's online group and will keep constant communication with the dorm staff and student officers to get updates and other announcements from pertinent offices, including the dorm management, Office of Student Housing, Office of the Vice Chancellor for Student Affairs, the University Health Service, the University, and the Local Government Unit.

20. Residents are required to participate in all activities organized by the Residence Hall Association and Residence Hall Management, including but not limited to dorm orientation, dorm meetings with the Association, and events such as the Open House and PasADAhAn. Unexcused absences from any meetings or the dorm orientation will result in a violation for each activity. Unexcused absences from major activities, such as the PasADAhAn, will lead to exclusion from Priority Reservation and will only allow application during the General Application period. For excused absences, the decision regarding non-inclusion in Priority Reservation will be at the discretion of the party in charge of the activity (e.g., Management or Association). If a resident is unable to make a reservation for the following semester, the reservation deposit will be forfeited unless they can secure a reservation in a future semester.

21. The resident shall be responsible for keeping their personal space and room clean and orderly.

22. Residents are responsible for properly cleaning, disposing of, and segregating their garbage. They must take their trash out according to the designated collection schedule, including items from the kitchen.

23. The resident shall recognize the right of the residence hall authorities to inspect their room and locker when circumstances warrant it for the safety and security of the residents and the dormitory.
24. The resident shall recognize the authority of the residence head to inspect the luggage of incoming and outgoing residents and guests should circumstances warrant it.
25. The resident shall pay a semestral association fee to the Residence Hall Association and other fees (e.g. Water fees, Gas fees, etc.) determined and agreed upon by the Association and the hall residents. Non-payment or insufficient payment to the Association will incur an accountability and may be cause for holding the resident's next dorm application and University clearance until settled.
26. The resident shall settle all their financial obligations before checking out of the dorm. Otherwise, they will not be allowed to reserve in any of the residence halls and to enroll in the succeeding semester or midyear. Those who fail to settle their financial obligations will not be issued clearance by the Office of Student Housing when requested.
27. The resident shall regularly keep their parents and/or guardians informed about their health and condition during their stay on campus.
28. The resident shall cooperate and strictly abide by the rules, regulations, guidelines, and protocols set by the Office of Student Housing, the University, and the government to protect their health, safety, and well-being, as well as those of their co-residents, hall staff, and all members of UPLB and the Los Baños community.
29. The resident agrees that having two (2) violations of any kind shall result in non-inclusion in Priority Reservation and may only apply during the General Application period. And having three (3) violations of any kind shall result in non-renewal or non-acceptance to any of the OSH- managed residence halls. In case of not being able to make a reservation for the succeeding semester, the reservation deposit will be forfeited unless the resident is able to reserve again in a future semester.
30. A resident found guilty of committing serious violations, following due process, will be recommended for non-renewal or expulsion from the residence hall. Additionally, they will be referred to the Office of the Vice Chancellor for Student Affairs, which may result in their ineligibility to receive a Certificate of Good Moral Character.
31. Lastly, the resident commits to making their stay in the residence hall positive and beneficial, serving as a good influence on others.

Signed this _____ of _____.
(day) (month and year)

Name & Signature of Resident

Name & Signature of Parent/Guardian
(For undergraduate students only)

PROCEDURE FOR THE PAYMENT OF DORM FEES

FOR OVER-THE-COUNTER PAYMENT

1. Get a Statement of Account (SOA) from the dorm management.
2. Proceed to any Land Bank branch.
3. Pay the total amount using the following details:
 - 3.1. Account Name: UPLB Trust Project Fund Housing Office
 - 3.2. Account Number: 1891116760
4. Submit a copy of the deposit slip together with a copy of SOA to the dorm management

FOR ONLINE PAYMENT¹ (through Link.BizPortal)

1. Get a Statement of Account (SOA) from the dorm management.
2. Go to www.landbank.com
3. Click **CLICK HERE** under Link.BizPortal (<https://www.lbp-eservices.com/egps/portal/index.jsp>) then **PAY NOW**
4. Enter Merchant Name – University of the Philippines Los Banos then click **CONTINUE**.
5. Select transaction type - **Student Housing**
6. Enter other information needed
7. Click **Submit** and wait for the payment confirmation.
8. Submit a printed copy or email screenshot of the payment confirmation together with a copy of SOA to the dorm management

¹ Please note that payments through GCash are not accepted and Land Bank of the Philippines will charge a transaction fee.