

# The University of Faisalabad

## HOSTEL ACCOMMODATION APPLICATION FORM

### A. Basic Information

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Program: \_\_\_\_\_ Session: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Paste your recent  
color photograph

(passport size)

Please do not  
staple

Telephone No (Residence) \_\_\_\_\_ Telephone No(Mobile) \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Religion: \_\_\_\_\_ Sect: \_\_\_\_\_ CNIC no: \_\_\_\_\_

Are you suffering from any ailment or physical disability? Yes  No

if yes, give detail \_\_\_\_\_

Any medicine being used regularly \_\_\_\_\_ Purpose: \_\_\_\_\_

Emergency Contact Person Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relation: \_\_\_\_\_ Address: \_\_\_\_\_

### B. Visitors Information (to be filled in by parents)

#### List of Visitors

Name	Relation	CNIC Number

**Note:** Only above mentioned visitors will be entertained in the reception room. Photographs are to be attached on the 'Resident's Visitors Information Form'.

### C. Electrical Appliances

Tick against the electrical appliances that you intend to use in the hostel

Electrical Appliance	Remarks	Yes/No	Dues Information
Air Conditioner	Shall be provided by the University		Dues of electrical appliances are to be paid in advance along with the hostel fee
Refrigerator	Residents can bring their own		
Microwave Oven			

### D. Pick and Drop Information (to be filled in by parents)

Permission to visit home on weekends: A) alone  B) with friends  C) Any one from the followings

Following members will pick Ms \_\_\_\_\_ from hostel during weekends:-

Name	Relation	CNIC Number

**Note:** Photographs are to be attached on the 'Resident's Visitors Information Form'.

Name of Parent: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

**E. Check list of Documents**

Attach the documents as per the following checklist with Hostel Accommodation Application Form:-

Fee receipt of University Hostel Dues	<input type="checkbox"/>	4 recent passport size photographs	<input type="checkbox"/>
Copy of CNIC of Parents	<input type="checkbox"/>	Copy of Personal CNIC	<input type="checkbox"/>
Copies of Visitor's CNIC	<input type="checkbox"/>	Visitor's Information Form	<input type="checkbox"/>
Copies of CNIC of authorized persons to Pick and Drop	<input type="checkbox"/>	Undertaking of Hostel Rules	<input type="checkbox"/>

**F. Declaration by the Candidate**

- I solemnly affirm and declare that with the permission of my parents, I am applying accommodation in hostel.
- I undertake to pay my hostel dues regularly.
- I declare that while staying in the hostel I will:
  - not indulge in any political activity
  - strictly observe all visiting hours
  - only meet the visitors mentioned in my form
  - be dropped back after weekends/holidays before sunset
  - follow all rules, regulations and policies of hostel
  - pay the dues against electrical appliances in advance along with the hostel fee as per the rule of University
- I understand that the dues of electrical appliances may change any time due to inflation.
- I declare that, I myself will be responsible for my personal valuables.
- I understand that University management will try utmost to provide a un interrupted supply of electricity however, under circumstances of non-availability I will not pressurize the management.
- I declare that I will not defame my institution, its faculty members and administration in any form.
- If I violate any rule, regulation and policy of the hostel, disciplinary action may be taken against me.

Candidate's Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Allotment Status:** Confirmed:  Rejected:

Any Other: \_\_\_\_\_

Name of the Hall: \_\_\_\_\_ Room number: \_\_\_\_\_

Date of Allotment: \_\_\_\_\_ ERP Status: \_\_\_\_\_; Hostel File No. Allotted: \_\_\_\_\_

<b>Approved by Allotment Committee</b>	1.	Name: _____	Signature: _____
		Date: _____	
	2.	Name: _____	Signature: _____
		Date: _____	
	3.	Name: _____	Signature: _____
		Date: _____	

# The University of Faisalabad

## HOSTEL TENANCY AGREEMENT (2023)

I, Mr. \_\_\_\_\_ S/O \_\_\_\_\_ CNIC # \_\_\_\_\_  
resident of \_\_\_\_\_

acknowledge that it is my duty to read, understand, and agree to the terms and conditions of this contract agreement before entering into it. I, understand and accept that this agreement and my request for accommodation in hostel constitute legally binding and obligations between The University of Faisalabad and me to abide by this agreement for full duration of degree program from the date of signing and payment of dues.

Once this Agreement becomes legally binding, student is obligated to pay the rent for the period of residence as specified in this agreement.

### OBLIGATIONS FOR THE RESIDENT STUDENT

#### 1. FINANCIAL OBLIGATIONS:

##### a. Hostel Admission:

The student will deposit Rs.10, 000/- once as hostel admission fee to the University at the time of allotment/fresh admission/enrollment. The said amount will be non-refundable.

##### b. Hostel Rent:

- i. The Hostel fee will be charged from a boarder student as detailed below. The students is required to select any of the category by marking (✓) and cross (x) others:-

Per Academic year		Per Semester	
Rs.120,000 (10% off)		Rs. 60,000	

- ii. The hostel fee will be paid by the boarder students in accordance with the following schedule:-

For paying dues on academic year basis		For paying dues on semester basis	
	Last date of submission		Last date of submission
1 <sup>st</sup> year	At the time of enrollment	1 <sup>st</sup> semester	At the time of enrollment
2 <sup>nd</sup> year	10 <sup>th</sup> September 2024	2 <sup>nd</sup> Semester	10 <sup>th</sup> March 2024
3 <sup>rd</sup> Year	10 <sup>th</sup> September 2025	3 <sup>rd</sup> Semester	10 <sup>th</sup> September 2024
4 <sup>th</sup> Year	10 <sup>th</sup> September 2026	4 <sup>th</sup> Semester	10 <sup>th</sup> March 2025
5 <sup>th</sup> Year	10 <sup>th</sup> September 2027	5 <sup>th</sup> Semester	10 <sup>th</sup> September 2025
		6 <sup>th</sup> Semester	10 <sup>th</sup> March 2026
		7 <sup>th</sup> Semester	10 <sup>th</sup> September 2026
		8 <sup>th</sup> Semester	10 <sup>th</sup> March 2027
		9 <sup>th</sup> Semester	10 <sup>th</sup> September 2027
		10 <sup>th</sup> Semester	10 <sup>th</sup> March 2028

This schedule will be continued during the entire Tenancy Period/duration of respective degree program in which the resident has been admitted.

- iii. The rent will rise by 10% annually.  
iv. If any student failed to clear payable on due date, late fee @ Rs.100/- per day, will be charged.

- v. The resident student is bound to safeguard hostel entry card, key, furniture and fixtures of the room. He will report any type of lose/damage at the reception immediately. The duplicate key or card will be issued on payment of prescribed charges and submission of written request. The price of any type of damage to furniture and fixtures etc., will also be recovered from the resident.

## **2. HOSTEL TIMINGS:**

- i. Students are permitted to leave the hostel premises only according to their class timetable.
- ii. Resident students are not allowed to leave the hostel for shopping, visiting relatives, or recreation on their own.
- iii. Prior to going home, resident students must submit a leave proforma duly approved by the hostel warden.

## **3. VISITOR POLICY:**

Visitors listed on the resident hostel application form must strictly adhere to the visiting hours, which are from 9:00 am to sunset on weekend.

## **4. SECURITY/SAFETY:**

- i. Residents will be responsible for keeping the door locked at all times to ensure the safety of their rooms.
- ii. Residents are solely responsible for the safety of their own valuables. The hostel administration cannot be held responsible in case of loss of personal property.
- iii. The door room, wardrobe, drawers of study/side tables must be locked and switch of light/fan (if no one is available in the room) by the resident before leaving the room.
- iv. Residents are not allowed to change rooms or sleep elsewhere other than their allotted room.
- v. Not encourage linguistic, sectarian or religious feeling among hostel residents.
- vi. Not allowed to invite outsiders to address hostel residents.

## **5. HOSTEL MESS:**

- i. All residents must dine from the Hostel Mess.
- ii. Meals must be served in the dining hall during the times specified for each meal. No meals will be served/take away in the room.
- iii. Residents are required to dress up properly during presence in the hostel generally and while eating meal in the dining hall particularly.

## **6. HOSTEL FACILITIES:**

### **a. In Room**

After allotment, each resident will be provided following articles after having receipt thereof on proper inventory register, so that he should be responsible to safeguard these articles:-

- |                          |          |
|--------------------------|----------|
| i. Single bed            | One      |
| ii. Mattress             | One      |
| iii. Cupboard            | One      |
| iv. Side Table           | One      |
| v. Study Table and Chair | One each |
| vi. Internet service     |          |
| vii. Key set             | One      |

If any resident desire to have other facilities in the room, he will pay extra charges accordingly as specified in the SOPs on the subject.

### **b. Common Rooms**

The facilities of Common Room equipped with furniture, Television connected with cable and indoor games, have been provided in the hostel.

### **c. Laundry Area**

Proper laundry facilities have also been provided in the hostel by providing washer and dryer. The resident will not leave his washing unattended, washed clothes should be promptly removed from the washer and dryer and should not be allowed to dry other than

place specified for the purpose. Washing with hands and keep the washed clothes on windows, passageways, staircases are prohibited.

**d. Pantry**

Pantries are located in every hostel and are equipped with a refrigerator, water cooler, microwave oven, and an iron. Please remember that these are for the use of all building residents. Personal belongings should not be left unattended in the common spaces. The University cannot be held responsible in case of loss of personal property.

**e. TUF Gymnasium**

The facilities of equipped gymnasium and outdoor games under the supervision of trained person, are also available within the campus. The residents may avail these facilities after having membership.

**7. HOSTEL AUTHORITIES HAVE RIGHT:**

- a. To enter any room for the purpose of inspection, search, repair, cleaning, or other emergencies at any time.
- b. To levy and collect charges for:
  - i. Damages to room, fixtures, furniture and/or building
  - ii. Unauthorized use/alterations of room, fixture, furniture and/or building etc.

**8. EMERGENCY**

In case of any emergency resident shall contact to:

- a. Hostel Warden
- b. On duty security guard
- c. Security Incharge
- d. Assistant Security Officer (ASO)

The contact number of above personnel are displayed on hostel gate Notice Board.

**OTHER CONDITIONS OF TENANCY:**

- a. The tenancy period will start from the date of signing this agreement for the entire study period of the degree in which the resident has been admitted.
- b. No resident will be allowed to cancel hostel registration. However, under special circumstances, he can be allowed to leave hostel on completion of an academic year and effective from next academic year. No permission for hostel leaving will be granted within the duration of an academic year.
- c. On completion of tenancy period, the resident will hand over possession of room in clean, tidy condition and handing over all articles/fixtures provided to him at the time of allotment, to the Hall Warden, after having necessary clearance. The room keys, hostel card will also be returned by such resident. The Hall Warden while taking over charge of the room will check all inventory before signing on clearance.
- d. In case the resident student will not take away his luggage or any belongings at the time of leaving hostel, the University will took the same in its custody and dispose of in appropriate manners. In this situation the resident shall have no claim whatsoever.
- e. The resident will strictly abide by all conditions laid down in this agreement as well as Hostel Rules available now and those framed hereinafter from time to time by the University. In case of any violation or breach of any clause of this agreement or Hostel Rules, disciplinary proceedings will be initiated against him in addition to fine to be determined according to intensity of breach and will be recovered on the spot.

**The University of Faisalabad**

I confirm and agree that I have read the agreement and signed in the presence of parent/guardian as witness.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of the resident

Father Name: \_\_\_\_\_

CNIC # \_\_\_\_\_

\_\_\_\_\_  
Thumb Impression

University Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_

**WITNESS BY PARENT/GUARDIAN:**

\_\_\_\_\_  
Signature of Witness

Name: \_\_\_\_\_

CNIC # \_\_\_\_\_

(attach copy)

Dated: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Hall Warden

\_\_\_\_\_  
Hostel Incharge

# The University of Faisalabad

## HOSTEL RESIDENTS VISITOR'S FORM

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Program: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No (Residence) \_\_\_\_\_ Telephone No (Mobile) \_\_\_\_\_

Paste your recent  
color photograph  
  
(passport size)  
  
Please do not  
staple

### A. Visitor's Information

<b>Name</b>			
<b>Relation</b>			
<b>CNIC #</b>			
<b>Photograph</b>			

### B. Persons Authorized to Pick and Drop

<b>Name</b>			
<b>Relation</b>			
<b>CNIC #</b>			
<b>Photograph</b>			

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian's statement allowing their daughter to travel alone from the hostel to home on weekends/official holidays**

I, Mr. /Ms. \_\_\_\_\_, (Relation) \_\_\_\_\_ of Ms. \_\_\_\_\_

having registration number \_\_\_\_\_ hereby grant permission for my daughter to travel alone from the hostel to home during weekends and official holidays.

**Name of Parents/Guardian:** \_\_\_\_\_

**Signature and Date:** \_\_\_\_\_

**Thumb Impression:**