


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 5.1
	DOCUMENT NAME EVALUATION OF STUDENTS APPLICATION FOR RESIDENCE HALL ACCOMMODATION	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To facilitate a standardized evaluation of student's Residence Hall application.
- 1.2 To give timely feedback on the result of the evaluation for Residence Hall accommodation.


2.0 SCOPE

This procedure applies to the evaluation of application requirements of the students for Residence Hall accommodation.

3.0 POLICIES

- 3.1 PSHS campus shall endeavor to provide accommodation to students.
- 3.2 Evaluation for Admission
 - 3.2.1 Accommodation shall be prioritized based on grade level, economic status, and distance of residence from the campus. The campus shall reserve the right to reject applications for accommodation.
 - 3.2.2 Residence Hall Committee shall evaluate all applications for accommodation.
 - 3.2.3 Accommodation fees shall be collected based on the prescribed rate by the current policy.



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4.0 PROCEDURES

4.1 Admission of Students

Responsibility	Activity
Registrar	1. Sends out the Residence Hall Application Forms with the enrolment forms.
Students and Parents	2. Accomplish complete application forms. 3. Submit all necessary documents to the Residence Hall Head during enrolment.
Residence Hall Committee	4. Evaluates and recommends approval of application for accommodation.
SSD Chief/ Campus Director	5. Approves the result.
Residence Hall Head	6. Notifies the student of the result. 7. Conducts orientation to parents and interns.
SSD Chief	8. Monitors application and process.

5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
5.1.1 Residence Hall Application Form
- 5.2 Reports
None

PREPARED BY: 	APPROVED BY: 	 MASTER COPY
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