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APPLICATION FOR HOSTEL ACCOMODATION

Applicant's City : _____ (MUST be other than Lahore).

The Vice Chancellor,
 National College of Arts,
 Lahore.

Respected Sir,

I hereby state on an oath that in order to pursue my studies at the NCA I do not have any accommodation arrangement in Lahore. Therefore, it is requested that I may kindly be provided accommodation facility with no liability whatsoever on the part of NCA.

MY PARTICULARS ARE AS UNDER:

Name: _____ **CNIC #** _____ **Cell #** _____ **Domicile** _____

Roll # _____ **Department** _____ **Email** _____ **Blood Group** _____

Father's Name _____ **Tel #** _____

Cell # _____ **CNIC#**

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Permanent/Residential Address: _____

Guardian's Name: _____ **Tel #** _____ **Cell #** _____

Cell # _____ **CNIC#**

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Residential Address: _____

Health Issues: "Yes" "No" If "Yes" please give details: _____

Verified by In-charge Education _____

EMERGENCY CONTACTS: (Please provide more than one contact numbers who can be contacted in case of an emergency)

Within Lahore:

1. **Name:** _____ **Relation** _____ **Cell #** _____ **CNIC #**

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Residence Address _____

2. **Name:** _____ **Relation** _____ **Cell #** _____ **CNIC #**

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Residence Address _____

At Home:

1. **Name:** _____ **Relation** _____ **Cell #** _____ **CNIC #**

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Residence Address _____

2. **Name:** _____ **Relation** _____ **Cell #** _____ **CNIC #**

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Residential Address _____

Parent/Guardian Signature

(Parent/Guardian must append signature in front of Registrar)

Student Signature

FOR OFFICE USE ONLY

Hostel Accommodation
 Accommodation Fee Paid

Available / Not Available
 Yes/No

**Superintendent/Girls Hostel
 Signature**

**Hostel Facilitation Officer
 Signature**

The application is forwarded for approval.

Chairman F.H.M.C

Registrar

Vice Chancellor

TERMS & CONDITIONS AND GENERAL INFORMATION

All applicants are hereby informed that Hostel Accommodation cannot be claimed as a matter of right. It shall purely be at the discretion of the Authority/VC to approve/reject/cancel/withhold/withdraw this facility without assigning any reason thereof. All applicants shall be required to adhere to the following TORs in addition to the rules/instruction issued/notified from time to time:

1. That only NCA Lahore registered students may be allowed to stay in hostel after registration and clearance dues.
2. That a student may be eligible to get a refund if the student applies for withdrawal of the Hostel accommodation facility as under:
 - i. Hostel Admission Fee Non Refundable (one time only)
 - ii. Securities All securities may be refundable after getting clearance from all concerned
 - iii. Accommodation Fee As per NCA rules (5 months fee in advance):
 - a. If a student gets registered and does not stay in the hostel, his/her accommodation fee shall be adjusted to his/her next Semester college fee.
 - b. If a student gets registered and stays in Hostel even a single night his/her fee shall be adjusted to his/her next Semester college fee after making deduction of one month accommodation fee.
 - c. If a student stays in Hostel for more than one month or so his/her accommodation fee shall not be refundable in any case.
3. That the students shall be charged electricity & gas charges (E&G charges) as under:
 - i. If a student gets registered but does not stay in the Hostel he/she shall NOT be charged E&G charges, which shall be adjusted to his/her next Semester college fee.
 - ii. If a student gets registered and stays in the Hostel even a single night he/she shall be charged E&G charges, which shall be adjusted to next Semester college fee after making deduction of one month E&G charges.
 - iii. If a student withdraws his Hostel accommodation application after more than one week, his/her fee shall be adjusted to next Semester college fee after making deduction of one month accommodation and E&G fee.
4. That strict disciplinary action shall be taken in case a resident student is found guilty of being involved in any unlawful/illegal activity.
5. That there shall be an immediate expulsion of the student from the Hostel as well as the College if he/she is found guilty of keeping, using and/or proliferating drugs on the Hostel premises.
6. That if any student is found guilty of indiscipline, misconduct or misbehavior impeding the smooth running of the College / Hostel he/she shall be liable to be put on social probation and/or any other punishment as may be deemed fit by the Authority/VC..
7. That severe and/or repeated violation of discipline or misconduct by any student during her/his course of studies at the College / Hostel shall render her/him liable to expulsion from both the College and the Hostel.
8. That if any student is found guilty of involved in ragging (physical or mental torture), he/she shall be liable to disciplinary action even to the extent of expulsion from the College and the Hostel.
9. That no outsider/guest is allowed in the College and/or the Hostel premises without a prior written permission of the Registrar.
10. That smoking and use of any kind of drugs is strictly prohibited in the College / the Hostel premises. In case of violation, strict disciplinary action even to the extent of expulsion from both the College and the Hostel shall be taken besides treating the student in accordance with the “prohibition of Smoking and Protection of Non-smokers Health Ordinance 2020”.
11. That Applicants are required to attach: a copy of CNIC of all contacts with valid phone number and a copy of Hostel accommodation paid fee slip.
12. That students must keep peace and discipline in the Hostel and respect fellow students (junior or senior), hostel wardens, staff and security staff designated at the Hostel to help serve all concerned.
13. That in case of any issue, students must submit their written complaint only to the Registrar, who shall submit the same to the VC with his/her remarks and recommendation from the Hostel Committee.
14. That no student/resident is allowed using of any social media (public/private by any means) for their complaints/feedback otherwise strict disciplinary action even to the extent of expulsion from the Hostel and the College shall be taken against the guilty ones.
15. That the students must contact Hostel Facilitation Officer in case of having any query/concern regarding the Hostel fee/dues.
16. That it shall be sole responsibility of the student (and their parents/guardians) to make sure that the students must get Hostel rules, read them carefully and adhere to them on/after making registration.
17. In case of any incident, complaints, queries, approvals, permissions, students are required to contact hostel superintendents.
18. The Hostel fees shall be increased by 10% each year.
19. In case of freeze or repeat the student registration will be cancelled. He /she will have to register again on re-joining.
20. **The availability of Gas and Electricity is subject to the government's allocation and may be affected by the load shedding schedule or technical reasons from LESCO and SNGPL. Internet connectivity will also depend on PERN connectivity and availability. The Hostel Management will not be held responsible for any disruption or non-availability of the above facilities due to the reasons mentioned above.**
21. **General Information:**
 - a. That a Medical Officer (MO) has been engaged in Hostel to facilitate the resident students from 6 pm to 8 pm from Monday to Saturday. In case of an emergency the Medical Officer may refer the student to nearby hospital or refer the student to any public hospital on NCA approved panel list.
 - b. That the College shall not reimburse the medical expenses incurred by students at any private hospital except as per the recommendation of the Medical Officer and approval of the VC.
 - c. That consumption of any form/kind of drugs and alcohol is strictly forbidden in the College premises.

Parent/Guardian Signature

Student Signature