



# Application for WISH Hostel Accommodation

(Non WISH)

Passport  
Size  
Recent

## The President, WISH

Dear Sir,

I am student/ working woman and need some accommodation. I have read rules (Over leaf) for living in the WISH hostel. I Agree to abide by these rules and request for a seat in the WISH hostel.

Yours Faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Father/ Husband Name: \_\_\_\_\_

Name of Institute: \_\_\_\_\_ Designation/ Class: \_\_\_\_\_

Head of Department/ Institution: \_\_\_\_\_ Duty/ Class Timing: \_\_\_\_\_

Institute address: \_\_\_\_\_

Institute Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Home address: \_\_\_\_\_

NIC No: \_\_\_\_\_ Home Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

### For Guardian

#### List of Visitor

Name	Relation	NIC NO
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Is she allowed to leave hostel alone to go to market or to see friends? Yes  No

Is she allow to leave hostel with hostel friends to go to market or to see friends? Yes  No

Is she allowed to leave hostel alone on weekends to go to home? Yes  No

Name of Guardian: \_\_\_\_\_ Relation: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Accounts Office

Amount deposited RS: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Administration

Admission approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules for Non WISH Residents of Hostel

### **Permission to leave the hostel for a short while:**

1. Girls desiring to reside in the WISH hostel will apply on the prescribe form.
2. Admission will be approved by President , Director or Dy. Director.
3. Approval will be granted subject to availability of space.
4. Allotment will be valid till the end of the WISH semester and carried forward only in case space is available after adjustment of fresh induction of the WISH students.
5. After approval, following amount will be deposited with Accounts Branch:
  - a. Rs. 2000/- as Admission Fee
  - b. Rs. 10000/- as Hostel Security fee. Refundable at the time of leaving the hostel. A fifteen days notice will be needed for refund of security.
  - c. Rs. 9000/-per month as accommodation and messing fee
6. Residents will pay hostel fee Rs. 9000/- per month before 5<sup>th</sup> of every month.
7. No concession in messing is allowed if some resident leaves the hostel for three or less days.
8. If a resident leaves the hostel for more than three days with prior intimation to Warden / Dy. Director, she will not charged for messing for the absence period.
9. If somebody leaves the hostel for a month or more time, she will pay the accommodation charges @ 5000 per month in advance otherwise her seat will be cancelled and may be allotted to a candidate on the waiting list.
10. Effort will be made not to disturb the resident once they are allotted a room, but authorities reserve the rights to reallocate the room if need be. Residents are expected to cooperate.
11. rates mentioned above are subject to revision at the end of each semester.
12. Hostel residents are entitled to avail WISH Library facilities in the evening and can draw four books at a time.
13. The Warden will issue a written permission to leave the hostel. The time span and purpose of the visit and names of the companions will also will also be mentioned. Leaving hostel without such permission will be severely punished and can cause expulsion from hostel / WISH
14. The boarder must return to the hostel before 7:00 pm. She will report her arrival to the warden who will make an entry in the register.
15. All residents are expected to abide by the Hostel rules and follow the instructions issued from the Warden or other authorities.

Signature of the Applicant