

1. IAD offers accommodation facilities for all outstation students on a 'first-come-first-serve' basis. Accommodation will be provided from **July 2019 to May 2020**. There are limited seats and you are therefore advised to apply at the earliest to secure a place.

### 2. Location

The location of the accommodation has been carefully selected to be an easy commute from the IAD campus. Residents also have easy access to grocery/convenience stores and pharmacies, as well as entertainment options such as cinema halls and dine-in/home delivery restaurants.

### 3. Description

Fully furnished rooms with washrooms are offered in spacious, modern, well-lit environment. They are furnished with a bed, study table with a bookshelf, chair and wardrobe, along with lights, fans and air-conditioner. The washrooms are fitted with geysers.

### 4. Shared Services

- Refrigerator, microwave, electric kettle and RO water purifier
- Standard menu for breakfast and dinner
- Lounge area with a television that has cable connectivity
- Wi-Fi Internet connectivity
- Fully automatic washing machine

### 5. Security Services

The safety of students at ISRA is given the highest priority. The facility has 24/7 security.

### 6. Applying to ISRA

For more details, kindly write to us at [rooms@isbf.edu.in](mailto:rooms@isbf.edu.in) or contact Ms. Risha Komal on +919599223314 or +911140430000.

### 7. Tariff & Charges (per head)

(AMOUNT IN INR)

Accommodation CHARGES (per head)		MASTER DELUXE	SUPER DELUXE	DELUXE	STANDARD
A	Occupancy charges	2,80,000	2,50,000	2,30,000	2,10,000
B	Security deposit	20,000	20,000	20,000	20,000
	<b>Total Charges (including deposits &amp; meal plan)</b>	<b>3,00,000</b>	<b>2,70,000</b>	<b>2,50,000</b>	<b>2,30,000</b>

\*Note:

a) The above charges are inclusive of room rentals, vegetarian meals / eggetarian meals (breakfast and dinner) electricity, WiFi, water and house-keeping facilities.

b) The electricity charges are based on the estimate of the previous year's students' consumption. If rate/taxes/usage are revised, the extra charges will be paid by the residents on the basis of actual consumption.

c) Laundry facility (ironing / wash / dry-cleaning) is available for students on extra charges from external near-by vendors.

d) The security deposit is refundable when the student leaves the hostel (after adjustment of all pending dues and damages, if any). The same will be processed at the end of the academic session.

c) In case the Government of India levies any tax like GST on rooms, the same shall be applicable as per the relevant notification.

### Declaration of Acceptance

**I/We have read and understood the ISRA Facilities & Charges given above and agree to abide by them in letter & spirit.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Student's Name & Signature)

\_\_\_\_\_  
(Parent's/Guardian's Name & Signature)

### 1. Payment Details

Payments are to be made as per the schedule given below.

#### Room Plan (with meal)

(AMOUNT IN INR)

INSTALMENT PLAN	MASTER DELUXE	SUPER DELUXE	DELUXE	STANDARD	DUE DATE
First Instalment	232,500	210,000	195,000	180,000	At the time of Admission
Second Instalment	67,500	60,000	55,000	50,000	On or before July 10 <sup>th</sup> 2019
<b>Total</b>	<b>3,00,000</b>	<b>2,70,000</b>	<b>2,50,000</b>	<b>2,30,000</b>	

### 2. Payment Modes

- Payments can be made through a demand draft drawn in favour of:

'ISBF SCHOOL OF PROFESSIONAL STUDIES PVT LTD', payable at New Delhi.

- Payments can also be made via bank transfer, as per the details provided below:

**Bank Name:** ICICI Bank

**Bank Address:** 17 - A, Ring Road, Lajpat Nagar-IV New Delhi - 110 024

**Account Name:** ISBF School of Professional Studies Pvt. Ltd.

**Account no.:** 071405000419

**RTGS/ NEFT Code:** ICIC0000714

*Please inform the Admissions Office in case you wish to use this mode of payment. For all queries, you can write to us at [rooms@isbf.edu.in](mailto:rooms@isbf.edu.in) or contact Ms. Risha Komal at +919599223314 or +911140430000.*

**I/We have read and understood the ISRA charges and the Instalment plan with payment schedule along with modes of payment given above and agree to abide by them in letter & spirit.**

\_\_\_\_\_   
Date

\_\_\_\_\_   
(Student's Name & Signature)

\_\_\_\_\_   
(Parent's/Guardian's Name & Signature)

### 3. ISRA Refund Policy

Situation	Refund
Student withdrawing after paying First Instalment from ISRA on or before 10 <sup>th</sup> July 2019	A processing fee of Rs 5000/- will be deducted from the first Instalment paid
Any student withdrawing after 10 <sup>th</sup> July 2019	No refund

Students withdrawing from ISRA must send an email to the management at [rooms@isbf.edu.in](mailto:rooms@isbf.edu.in) with the subject line 'Request for Withdrawing from accommodation'. Post this, a No – Objection Certificate (NOC) is issued, which students are required to submit duly signed by them and their parents. Withdrawal by any student / resident will be considered as effective from the date of the actual vacation of accommodation facilities, with bag and baggage.

If a student does not occupy the accommodation within 20 days of commencement of the academic session, and also does not notify ISRA in writing of reasons for his/her absence, in such a case the student will be deemed to have forfeited his/her seat, and management/authorities will be free to offer the seat to the next student on the waiting list.

The security deposit of INR 20,000 will be applicable to those who stay in:

- a) ISRA for the entire period of 10 months i.e., July, 2019 – May, 2020
- b) Has made all payments as per the instalment plan as provided on page 2 of this document
- c) The Security Deposit will be processed after adjustment of other outstanding dues if any and will be released only at the end of the academic session. Payments will be released in the month of July 2020
- d) Existing students are not required to pay the security deposit when they wish to re-apply and decide to continue their stay for the ensuing academic session. However, such students will have to pay other charges as per revised tariff applicable for the session 2019-20.

In all matters related to ISRA, fee payments and refunds, the decision of the ISRA authorities shall be final and binding on all ISRA residents.

#### Declaration of Acceptance

**/We have read and understood the ISRA Refund Policy given above and agree to abide by them in letter & spirit.**

\_\_\_\_\_

Date

\_\_\_\_\_

(Student's Name & Signature)

\_\_\_\_\_

(Parent's/Guardian's Name & Signature)

1. The initial allotment of accommodation once decided at the time of booking shall be final and cannot be changed or swapped under any circumstances.
2. Residents are not allowed to bring any private furniture or utensils into the premises.
3. Pets (of any kind) are strictly forbidden in the residency / premises.
4. Residents will be provided with one set of Almirah / Cupboard keys and they must keep it in safe custody. In case these are misplaced, a duplicate set can be obtained by way of payment of Rs.1000/-.
5. All students / residents will have to take care of their personal belongings. No responsibility will be taken by the ISRA authorities for loss of any valuable items or personal belongings.
6. While leaving the room, residents must take care to switch off all the fans, lights, geysers and A. C's etc. Every effort must be made by the students to conserve the electricity. Students are not allowed to use heating rods, room heaters and blowers and iron boxes due to fire safety hazards.
7. Breakfast will be available between 7:30 am to 8:30 am. Dinner will be served between 8 pm and 9 pm.
8. Residents are advised to observe a proper dress code while in their residency and in the vicinity of the hostel.
9. Residents are not allowed to play loud music in their room or the common room. Residents are advised to use head-phones while listening to any music. All residents have to cooperate with each other at all times.
10. No outsider will be allowed inside the hostel, without prior written permission. Entry to outsiders / visitor other than the bonafide residents may be allowed only with prior permission in writing from the authorities and on production of valid proof of identity. ISRA does not permit any visitor / guest to visit the accommodation on an ongoing basis for whatsoever may be the reason.
11. Possession / consumption of any alcoholic drinks, tobacco / cigarettes, or indecent / incriminating literature inside the room facilities are strictly prohibited and will be reported to the Disciplinary Committee of ISRA.
12. Possession / consumption of drugs / narcotics / psycho tropic substances, firearms or weapons will be viewed very seriously which is likely to lead to the student being summarily expelled from the room. ISRA authorities will bring such actions on the part of residents to the knowledge of the institution.
13. Any misconduct, abusive or threatening behavior, assault, causing distress or fear to others, ragging, any kind of sexual abuse, vulgar language or racial discrimination, outraging the modesty of any roommate or co inhabitant or playing loud music is strictly prohibited in the room facilities as well as in its vicinity. Any such offence will be reported to the Disciplinary Committee and can lead to expulsion of the resident / student from ISRA.
14. If a resident damages any property belonging to ISRA, he / she will have to bear the full cost of repair / replacement.
15. The accommodation is liable to be inspected by the ISRA authorities at any point of time.
16. Residents must report back to their rooms by 9:30 pm. If a resident wishes to return later than 9:30 pm, he / she must seek prior permission in writing from ISRA, along with no objection from their guardian / parents. The authorities depending on the circumstances reserve the right to grant or reject any such request.
17. No resident will be permitted to take overnight leave without prior permission from the authorities. Residents who wish to stay out overnight on weekends at permitted addresses authenticated by parents / guardians or want to visit their home town for a specific period, are required to obtain prior permission for the same from ISRA authorities via email / text message.
18. **Medical Emergencies and Support & Assistance by the Authorities**

Residents have to provide a medical certificate as to their fitness at the time of seeking admission to accommodation provided by ISRA. Residents will be allowed into ISRA accommodation facilities only upon production of a proper **medical certificate**.

For any medical requirement, the first aid kit / facility is available for the residents. Any case of illness must be reported immediately to ISRA for taking appropriate action to ensure required emergency medical care is provided. ISRA has tied up with two Super Specialty Hospitals in the vicinity for any kind of medical emergency. ISRA will immediately inform parents / local guardians about any medical emergency. **Parents / local guardians will be required to take care of their ward thereafter. ISRA authorities will provide whatever assistance / support that may be required during the process.**

A 'group medical insurance policy' coverage for the residents will be taken by ISRA for any immediate medical care including hospitalization wherever and whenever required. This coverage will be effective from August 1, 2019 till the period of their stay i.e. till 31 May 2020.
19. If there is any change in contact details of parents and/or particulars of local guardians, it will be the responsibility of the student to inform ISRA about such changes, if any.
20. All residents must report any mishap or breach of discipline or problems coming to their attention to ISRA Authorities.
21. Any matter by way of such clause nos. not expressly provided for, in these rules, will rest at the absolute discretion of ISRA. ISRA also reserves its right to modify any of the aforementioned rules where necessary. Upon such modifications, ISRA will inform residents/parents accordingly.

**I/We have read, understood and agree to all the rules & regulations including Assistance & Support during any medical emergencies mentioned in this document.**

\_\_\_\_\_

Date

\_\_\_\_\_

(Student's Name & Signature)

\_\_\_\_\_

(Parent's/Guardian's Name & Signature)

Room Allotment: \_\_\_ Master Deluxe \_\_\_ Super Deluxe \_\_\_ Deluxe \_\_\_ Standard

Meal Plan: \_\_\_

Gender: \_\_\_ Male \_\_\_ Female Allotted Room Number: \_\_\_\_\_ Floor: \_\_\_\_\_

### Important Instructions

- Read the ISRA Rules & Regulations document carefully before filling the Application Form
- All fields to be filled in CAPITAL LETTERS only. Incomplete or illegible forms will not be accepted.
- Please write N/A (Not Applicable) wherever applicable.
- All information provided by you is intended for official use only and will remain confidential.

PASTE YOUR RECENT  
COLOUR PASSPORT SIZE  
PHOTOGRAPH HERE

Date of Application: \_\_\_\_\_  
DD/MM/YY

Name of the Student: \_\_\_\_\_  
FIRSTNAME MIDDLENAME SURNAME

Year of Joining: \_\_\_\_\_ Course Applied: \_\_\_\_\_  
YYYY

Date of Birth: \_\_\_\_\_ Blood Group: \_\_\_\_\_  
DD/MM/YY

Medical History (if any) \_\_\_\_\_  
(Please attach relevant document(s) from your family physician in case of any specific ailment)

### PARENT'S/ GUARDIAN'S DETAILS

DETAILS	FATHER	MOTHER	LOCAL GUARDIAN
Name			
Mobile Number			
Landline			
Address			
Email ID			

\_\_\_\_\_

Date

\_\_\_\_\_

(Student's Name & Signature)

\_\_\_\_\_

(Parent's/Guardian's Name & Signature)

- Three recent passport sized photographs
- The following documents should be duly signed & submitted - a) ISRA Declaration and b) ISRA Rules & Regulations
  - 'Medical Fitness Certificate' from a registered medical practitioner
  - Photocopy of the student's medical insurance certificate /or cashless card
- First Instalment of Room Charges

1. I hereby declare that all the aforesaid particulars given by me are correct. My allotment of ISRA may be cancelled if any of these particulars are found to be incorrect or my conduct is found to be against the rules.
2. I/We agree that the room will be allotted to me on the terms and conditions given in the enclosed ISRA Rules & Regulations, and any modification made by the authorities of IIAD from time to time. I shall abide by these rules and regulations.
3. I/We agree that ISRA authorities' decision in all matters concerning my room will be final and binding on me.
4. In case of any misconduct on my part, or if I am found in breach of any ISRA Rules & Regulations, the decision taken by the Disciplinary Committee of ISRA will be final and binding.
5. I/We understand that I must vacate the room facilities by 31 May 2019.
6. Before vacating the room, I shall clear my dues in full and return any items issued to me in original form to the concerned authorities.
7. I/We have made the required payments for the room as per the tariff provided under the **Accommodation Facilities & Charges with this application form.**
8. I understand that any refund will be processed as per the ISRA Refund Policy.

**I/We declare that all information provided by me / my ward in my application is complete, true and factually correct. I/We agree to abide by the rules and regulations of ISRA. I/We have read & understood the facilities, room charges, security deposit and the refund policy of ISRA session 2019 – 20.**

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Date

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(Student's Name & Signature)

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(Parent's/Guardian's Name & Signature)