



T.C.
İSTANBUL MEDİPOL ÜNİVERSİTESİ STUDENT DORMITORIES
SERVICE PROVISION COVENANT

1. PARTIES

1.1. DORMITORY ADMINISTRATION

For the female dormitory, the address is Kavacık Mah. Ekinciler Cad. No:19 Güney Kampüs (South Campus) Beykoz/İSTANBUL
For the male dormitory, the address is Kavacık Mah. Ekinciler Cad. No:19 Güney Kampüs (North Campus) Beykoz/İSTANBUL under the name “T.C. İstanbul Medipol Üniversitesi , Kavacık Güney/Kuzey Yerleşkesi Yurtları”, administered by Türkiye Eğitim Sağlık ve Araştırma (TESA) Foundation.

1.2. STUDENT:

..... ID numbered and named student of a department of İstanbul Medipol Üniversitesi, renting the numbered room of the dormitory.

2. DATE OF SIGNING AND EFFECTIVE DATE

The covenant hereby has been signed on/....../20 (DD/MM/YYYY) and is effective throughout the 2019/2020 Higher Education academic year, thereby including the regular academic terms and excluding the summer internship and summer course/school periods.

3. SUBJECT MATTER OF COVENANT

The student’s accommodating in the dormitory, benefiting from the services and cultural and social opportunities provided by the Dormitory Administration throughout the educational term under the condition that the student makes the payment as set by the Dormitory Administration forms the subject matter of covenant. The Dormitory Administration has the liability to provide the services stated in the subject matter of the covenant, and the student has the liability to pay the fees of such services as per the terms of the Payment Plan stated in the 8 numbered articles of the Covenant. Upon the student’s delivery of the required documents for registration, the covenant is entered into with the student in person or, in case the student is below the age of 18, with the legal guardian thereof.

4. DOCUMENT REQUIREMENTS FOR REGISTRATION

- Photocopy of ID card containing the Turkish Republic ID Number
- Physician’s report interpreting test results, stating that the student’s medical condition does not pose a problem with regard do staying in a dormitory and that the student does not have any contagious diseases.
- Criminal record and archive record dated within the last 6 months. The document can be received from E-Devlet (e-government)
- Application form (It should be filled on the computer with a photo of the student) 2
- headshot photographs (taken within the last 6 months)
- 2 copies of service provision covenant (both fully completed and signed by the student)
- For foreign nationals, a photocopy of passport and acquisition of Foreigner Identification Number are required. Students below the age of 18 must apply with a parent or legal guardian.
- Registration cannot be done if there are some missing documents. Students cannot pay the fees of the dormitory without registering.
- Entrance to the dormitory is not possible without paying the dormitory fee.

**** The printouts of the mentioned documents can be obtained via the website: <http://yurt.medipol.edu.tr>**

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

5. OBLIGATIONS OF THE DORMITORY ADMINISTRATION

- 5.1. Ensuring of the student’s room availability for use during the effective period:
In cases of compelling reason, the place of accommodation of the student may be temporarily or permanently changed by the Dormitory Administration. When room capacity is available, other students might be transferred into a room (new registration or transfer from other rooms). Rooms do not remain below capacity (3 for a 3-bed room, 4 for a 4-bed room). Student’s consent is not sought in these cases and the decision is made by the administration. No objections are allowed.
- 5.2. Ensuring the necessary conditions for accommodation in student rooms and in common areas.
- 5.3. The sheets and quilt covers are changed, washed and ironed once every two (2) weeks, free of charge. (In cases of compelling reason, there may be extensions to this period and no objections thereof are allowed).
- 5.4. A daily quota for toilet paper is determined in accordance with the number of students in the rooms, and the quota determines the number of toilet paper rolls to be placed in the restrooms.
- 5.5. The Dorm Administration ensures that the cleaning and airing of the rooms is conducted everyday; however, rooms that are left untidy by students to such an extent as to hinder the cleaning operations are left uncleaned. Students are responsible with ensuring the proper condition of the room. Failure to do so will result in a warning from the Dormitory Administration and the proceeding disciplinary action is taken.
- 5.6. The service provision covenant and the services and charges thereof are not subject to any changes from September to June (for 10 months)
- 5.7. Rooms are submitted to students by the Dormitory Administration properly and without any deficiency. The submission is put on a written report, and all the damage resulting from misuse is collected from the student. (The fee to be charged from the student is determined based on a market research whereby the brands and quality of the equipment and materials in the room are considered.)
- 5.8. The Dormitory Administration ensures the serving of breakfast, lunch and dinner to students. However, these services are carried out by a private firm and are chargeable. The Dormitory Administration may change the time and conditions of these services on condition of prior notification.
- 5.9. Wi-fi service is provided by the Dormitory Administration and is subject to the quota limitation determined by the IT Department.
- 5.10. In case the students want their laundry done, this service is provided by the Dormitory Administration for a fee. The damage that might occur in the clothes are on the student. (Students are responsible with informing the personnel about the proper washing conditions of their laundry) The laundry service is provided only on weekdays. The time of the service is announced by the Dormitory Administration. Students receive a receipt upon payment and must show it to the personnel to get the service, otherwise they can’t get the service. Shoes are not allowed in washing machines. All laundry that is not sent to drying must be taken back within the same day. Students must supply laundry net otherwise they cannot receive their laundry.
- 5.11. Students must give their laundry by counting and must take their laundry by counting again.
The Dormitory Administration and laundry room are not be responsible from missing items.
- 5.12. The Dormitory Administration may conduct searches in rooms when deemed necessary. Prohibited materials and equipment may be confiscated during the searches, and students’ presence during the search is not necessary.
- 5.13. Searches may be conducted for security purposes during entering and exiting the dormitory or in the dormitory premises.
- 5.14. Each student might make a request to change the room he/she was placed in once within the term on condition of stating a valid excuse. The request must be made in written petition form. The request will be evaluated by the Administration as per possibilities; however, a request does not guarantee the effectuation a room change.
- 5.15. The Dormitory Administration is entitled to close the common or independent areas of the dormitory for reparation/renovation or construction purposes, assign certain areas only to certain personnel; conduct any kind of operations, organize various promotion activities, place various products in these areas for any period of time. In case the aforementioned renovation, reparation or construction activities are bound to be conducted in front of, in the entrance of or inside the accommodation, they will be limited to a shortest and most reasonable time period. Residents cannot demand any kind of compensation in case the aforementioned activities extend beyond business hours.

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

5.16. There are on-site nurses and health technicians in the infirmaries in our dormitories. In cases of emergency, the health professionals in the infirmaries conduct medical interventions. However; in cases where transfer to medical institutions is necessary or when a student consults directly to an external institution for health service, the student bears health services and transportation expenses.

5.17. In cases when it is identified that a student suffers from a contagious disease or a student's health has deteriorated to the extent that his/her living in public places has become problematic, necessary measures are taken. Such students are discharged from the Dormitory for the sake of other students' health.

5.18. In cases when a student commits a few of the disciplinary offenses stated in the Dormitory Student Rules at the same time, the heaviest sentences set for the actions are imposed.

5.19. Students' guests are admitted in the dormitory from 10:00 to 21:00; guests leave the premises before 21:00. The ID information and entrance/exit times of the guests are recorded in the visitor log. Visits are held in the lobby. Guests cannot go past the turnstiles.

6. OBLIGATIONS OF STUDENTS

6.1. Each student is responsible for following the announcements and notifications made by the Dormitory Administration and Disciplinary Committee; in case a student fails to adhere to any instructions thereof, the liability falls on the student. Besides, students are **obliged to adhere to any sanction announced by the Dormitory Administration and, in case of failure to do so, will be subject to disciplinary action.**

6.2. Each student is responsible for strictly avoiding actions and behavior disrupting the peace and quiet and the order of the dormitory (Noise, group games, provocative actions, individual or group demonstrations) both in the residential rooms and in the common areas.

Disciplinary action will be taken for those who commit the aforementioned misconducts.

6.3. Students must not organize a meeting without the information and permission of the Dormitory Administration, conduct political and ideological activities and actions disrupting national unity and solidarity. **Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is discharge from the dormitory.**

6.4. Students must not hold possession of banners, posters or illegal written materials that are contradictory to general moral values, political and ideological, or disruptive of national unity and solidarity. **Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is discharge from the dormitory.**

6.5. Students must not consume or hold possession of alcoholic beverages in common areas, residential rooms or in the Dormitory premises in general. It is prohibited to arrive at the dormitory drunk and occupy the personnel as such. It is prohibited to hold possession of bottles (even if empty) for any purpose including but not even for collection. In addition, carrying, consuming or holding possession of narcotics of any kind is prohibited. **Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is discharge from the dormitory.**

6.6. Students must not play games that are known to be acts of gambling (online included). They must not hold possession of equipment for such games (cards, backgammon etc.)

Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is dismissal from the dormitory.

6.7. Students must not hold possession of any sharp objects or objects designed for inflicting injuries, firearms, bullets, explosives and flammable material of any kind. **Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is discharge from the dormitory.**

6.8. Students must not accommodate in any room except the one assigned to them in person. Students must exercise caution and care while using the inventory equipment of the dormitory and must not transport them to any other place. Students must not bring the equipment in the common areas into their residential rooms.

6.9. The attire worn within the dormitory premises must be in conformity to general moral values and propriety. Students must not wear pyjamas or other kinds of sleeping attire to the lobby, administrative section or dormitory yard. **Disciplinary action shall be taken for students committing such actions.**

6.10. Students must keep their residential rooms clean and tidy. Students staying in rooms that are left untidy or dirty to the extent of preventing cleaning services **shall be subject to disciplinary action.**

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

6.11. Students must avoid actions preventing or obstructing the dormitory personnel's work; they must not intervene in personnel's conduct and be respectful towards them. Students must not act rudely and disrespectfully, yell or insult, commit threatening or violent behavior or damage the dormitory environment. **Disciplinary action shall be taken for students committing such actions; the penalty stated in the disciplinary regulation for such actions is discharge from the dormitory.**

6.12. Students must return/submit the inventory equipment they use during their stay in the dormitory fully intact and in good condition while leaving the dormitory. Students must by no means or for no purposes rip, tear, cut, throw on the floor or use for other purposes the textiles in the rooms (bedding covers, curtains etc.). The cost of damage incurred by such actions is collected from students who are the perpetrators of such actions.

6.13. Taking guests past the turnstiles into the private areas (floors, dorm rooms etc.) of the dormitory is strictly prohibited. **In case of violation of this rule, both the student and the guest are penalized based on the fee determined by the Dormitory Administration.**

The student in violation of article 6.14 is charged with a fee of 100 TL both on his/her own account and on account of each of his/her guests violating the article. The payment must immediate. The guests are dismissed from the dormitory.

6.14. Students must inform the security and authorized Dormitory personnel and register before weekend leaves.

6.15. Students must adhere to the entrance and exit schedule of the dormitory. **The deadline for entering the student dormitory is 23:30** . The deadline for leaving the dormitory is 22.30. In case of exits later than 22.30, a parent of the student is called, and leave is allowed only if the parent confirms the leave, in which case the student's exit is overseen by informing the campus security exits. (In case of violation fo this rule, the student's family is informed; students who commit three violations are subject to disciplinary action. The rights of the Dormitory Administration to determine deadlines are reserved.

6.16. Students must not keep food and drinks that are prone to go bad, smell or leak in the rooms and cupboards. In case pest control / disinfestation costs incur due to such material kept by the student, they are collected from the student. Also, the cleaning deemed necessary thereby is the student's responsibility.

6.17. Students must not engage keep equipment such as irons, toasters, electrical heaters or electrical devices of any kind. They must not use such equipment in the rooms. It is prohibited to bring the irons in the ironing room into the residential rooms. Students must not keep flammable materials such as gas cylinders, candles or incense. In case of keeping possession of such equipment in the residential rooms, the Dormitory Administration confiscates this equipment and returns them to the student at the end of the term. Students must unplug any electrical equipment such as lighting equipment, TV, radio etc. when not in use. They must unplug any chargers when not in use.

6.18. Students must not smoke indoors within the dormitory premises (Students who violate this rule are charged with a penalty of 100 TL both as per the laws numbered "4207 and 5727" and on account of the damage caused by cigarette smoke.

6.19. Students are responsible for keeping safe their possessions of value and money. The Administration cannot be held responsible for the loss of precious belongings and money that are kept in the cupboards or out in the open.

6.20. Students are obligated to adhere to the non-negotiable binding rules and provisions with regard to them as determined by the Dormitory Administration.

6.21. Students are obligated to remove all their personal belongings from their rooms before leaving the dormitory. The administration is not responsible for any belonging or equipment left in the rooms after checking out of the dormitory. Such material left behind will be declared as garbage and disposed of as such.

6.22. The Administration assigns irons and ironing boards to floors. Students do their ironing themselves. Irons and ironing boards cannot be used for other purposes and cannot be kept redundantly occupied.

6.23. Students are responsible for informing the Technical Service department of any malfunction in the residential rooms. Costs incurred by breakdowns occurring due to late notification or misuse of equipment by the students are collected from the students. (Broken flushes and toilet seats, clogged drains in the sink or shower, broken shower screens etc.)

6.24. Students are obligated to participate in the drills conducted by the Administration, evacuate the building and gather in the rallying point.

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

6.25. Students are prohibited to leave slippers food, dishes, laundry etc. next to windows

6.26. Students are obligated to place the plates, glasses, forks, spoons etc. used for eating to the appointed place; delivering the equipment of the cafeteria to the cafeteria and equipment of the dining hall to the dining hall. Violating these obligations result in disciplinary penalties.

6.27. Students are obligated to carry their ID cards at all times. In case of loss of ID card, the student is provided with one temporary card and entitled to use it until he/she obtains a new ID card. The student is obligated to return the temporary card upon obtaining the temporary card. Students who do not return the temporary card in such cases and students who demand a second temporary card are charged with a card fee in cash. Students are not allowed to use and transfer his/her identity cards to others. Violating these obligations result in disciplinary penalties. Student ID cards are received from Information Technology Departments, room cards and temporary cards are received from responsible person in Dormitory Information Departments. (Valid for female dormitory)

6.28. Students are obligated to inform the Administration of any chronic and/or vital disease.

6.29. Students are obligated to use the study halls in a cleanly and orderly manner. They must not leave dishes (glasses, thermos etc.) or study materials (books, notebooks, notes etc.) in the halls. All objects left as such are collected on behalf of the Administration. The dormitory administration cannot be held responsible for the losses and damage thereby incurred.

6.30. Students should receive the key to the room and closet accompanied by the official reports at the entrance of the dormitory. When students leave the dormitory permanently, they must surrender their keys by signature. The fees of the broken, lost, undelivered keys must be paid cash. (Valid for male dormitory)

6.31. Students are not allowed to use the areas served in the dormitory for a fee without registration, permission and illegally. Violating these obligations result in disciplinary penalties.

*** Penalties imposed by Private Student Accommodation regulation are effectual.

NOTE: WHEN STUDENTS WHO ARE GIVEN A WARNING OR REPROVAL REQUEST RENEWAL OF CONTRACT FOR THE FOLLOWING TERM, THE DORMITORY ADMINISTRATION DECIDES WHETHER TO ADMIT THE STUDENT BACK. STUDENTS WHO ARE DISCHARGED OR GIVEN A DISCHARGE PENALTY SHALL NOT BE ADMITTED FOR REGISTRATION IN THE FOLLOWING TERMS.

7. DURATION OF COVENANT

7.1. The Covenant hereby is valid as per the academic calendar with regard to the opening and closing dates of University's Departments. Periodical registration is not possible. Students are not allowed to remain in the dormitory in the summer term during the period determined by the Dormitory Administration for general maintenance purposes.

7.2. The covenant is automatically terminated by the time the Division the student is registered to enters the summer term holiday and shall by no means be automatically renewed. Students who are to stay in the dormitory in the following years must ensure that a new Covenant is contracted.

8. DORMITORY FEE, PAYMENT TERMS AND OTHER FINANCIAL ISSUES

8.1. Financial issues regarding the Covenant;

For a student who has registered for the institution; in case the student leaves the institution by September 15th, he/she is charged with 10% of the annual fee stated in the service provision covenant. In case such student leaves the institution on September 15th or later, full monthly fees for the previously accommodated months and the month the leave is actualized are charged from the student in addition to a 30% of each remaining month as per the covenant. Such students are refunded within a month for their depository payments and, in case of upfront payment, the remaining amount. The monthly fee for accommodation is calculated through the division of the yearly fee as per the service provision covenant to the number of months service provision was guaranteed. There is no reimbursement fee for leaving the dormitory from April 1.

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

Sample Case:

Student A started to stay in the dormitory on 9 September 2019 . Student A requested to leave the dormitory on 5 January 2020 and demanded refunding. According to contract, dormitory fee is planned as 10 months (September - June). Student A, deems to stay 5 months (September, October, November, December, January) in the dormitory. Calculations are made as monthly not daily. Cash discount is cancelled and 5-month dormitory fee is taken. The remaining 5 months are also calculated as %30 deduction and added. The remaining fee is refunded.

8.2. 2019/2020 Academic Year Fee Chart

2019-2020		ROOM FEE (DEPOSIT EXCLUDED)	NORMAL FEE (+)	UPFRONT PAYMENT DISCOUNT	AFTER UPFRONT PAYMENT DISCOUNT (DEPOSIT EXCLUDED)	(-)DEPOSIT	DISCOUNTED FEE (-) DEPOSIT INCLUDED
4 PERSON	FEMALE	9.800,00 ₺	10.300,00 ₺	490,00 ₺	9.310,00 ₺	500,00 ₺	9.810,00 ₺
3 PERSON		10.800,00 ₺	11.300,00 ₺	540,00 ₺	10.260,00 ₺	500,00 ₺	10.760,00 ₺
3 PERSON	MALE	10.800,00 ₺	11.300,00 ₺	540,00 ₺	10.260,00 ₺	500,00 ₺	10.760,00 ₺
1 PERSON		24.000,00 ₺	24.500,00 ₺	1.200,00 ₺	22.800,00 ₺	500,00 ₺	23.300,00 ₺
*Periods (.) are used as thousands separators							
** Commed (,) are used as decimal seperators							

NOTE: The fees above are VAT-excluded. The Foundation's Commercial Enterprise is exempt from VAT by the relevant legislation. Therefore, VAT is not included in the prices or demanded from the students. Invoicing will be conducted for the collected sums during periods of service provision.

8.3. Dormitory fees are annual (they do not cover food or laundry fees). Transfer or EFT costs are covered by the students. The payments are made through the Bank account and payment methods to be declared.

8.4. Payments are made upfront, via credit card or via OTS (automatic installment system). Upfront payments incur 5% discount.

8.5. Students do not receive a reimbursement when they transfer to a room type with a lower fee. In case a student transfers to a room with a higher fee, any discount previously incurred is cancelled and the student pays for the difference based on the term sum.

8.6. Students who are dismissed from the dormitory due to disciplinary penalty will not be refunded fees.

9. GUARANTEE AND DEPOSITS

9.1. Students are responsible for the damage they incur to their residential rooms, inventory equipment registered to them and the common areas.

9.2. Such damages are compensated by the student immediately and in a single sum.

9.3. In addition to the payment as per Covenant, an additional 500 TL has been collected from the student as guarantee for the possible damages to be incurred. Upon termination of the Covenant or discharge of the student from the dormitory, this sum is reimbursed or held on account of any debts accrued.

9.4. Students whose term of accommodation in the dormitory has ended are obligated to check out of the dormitory with all his/her belongings by the end of the student academic calendar, submitting the keys for the room and for the cupboards to the Dormitory Administration. Otherwise, costs of the keys are deducted from the student's depository payment. After the student's checkout, the dormitory administration holds no responsibility for the remaining belongings.

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

10. DISCIPLINARY ACTIONS

10.1. In case a student violates any of the provisions laid by the Covenant and commits a disciplinary offense, the disciplinary committee may impose the following penalties:

- a. Warning
- b. Reapproval
- c. Dismissal

10.2. A student who is discharged from the dormitory based on disciplinary provisions cannot go to court against such verdict.

10.3. For disciplinary issues that are not covered by the present Covenant, articles numbered 32 to 37 (37 included) of the Private Student Dormitory Covenant shall apply.

11. OTHER PROVISIONS

11.1. For issues that are not covered by the present Covenant, primarily the “Dormitory Regulation” and secondarily the “Private Student Dormitory Covenant” shall apply.

11.2. Within the duration of the Covenant, the student is held responsible for the material damage he/she causes directly or indirectly. In such cases, the cost thus incurred is collected from the student.

11.3. Students who check out from the dormitory due to reasons acknowledged by law as *force majeure* and document the situation properly shall be reimbursed for their remaining accommodation period.

11.4. The dormitory administration is not responsible for the lost money, personal belongings or items of value. In cases of such loss, no rights or receivables can be claimed from the Dormitory Directorate, and such cases cannot be taken to court or be the basis of any legal procedure.

11.5. The Dormitory administration posts all kinds of notifications and announcements on the notice board located in the reception hall. Personal or group notifications apart from those posted on the notice board are not given.

11.6. Students may use the dining hall service providing the additional catering payment. Students are not allowed to raise any objections to the appointed meal prices.

11.7. Students are not allowed to transfer or assign to other persons or let other persons use their rights from accommodation fully or partially during the Covenant period without the written consent of the Dormitory Administration.

11.8. Students’ parents may be notified of students’ late arrivals as per the daily attendance charts.

11.9. Entrances to and exits from the dormitory are tracked by the turnstile system.

I have read, understood and accepted the content of the document.

Signature

Dormitory Administration	Parent/ Guardian	Student

12. SETTLEMENT OF CONFLICTS

The conflicts arising from the Covenant hereby are settled in Istanbul Courts and Enforcement Offices.

The present Covenant has been read by all parties, the student guaranteeing complete adherence to its provisions, signed in two copies on/....../..... (DD/MM/YYYY), one copy submitted to the student/parent/guardian.

The student's;

Name & Surname:

Turkish Republic ID Number:

Student Number:

E-Mail Address:

Mobile:

Department:

Parent/Guardian:

Home Address:

Parent's/Guardian's Mobile:

***The Covenant hereby consists of 12 articles. Upon signature, it is acknowledged that all the provisions and rules present in the Covenant have been read, understood, learned and deemed appropriate through free will by the signing student or parent/guardian. In case conflicts occur thereafter, the student's claim of ignorance of the rules shall not form an excuse and abolish the contractual obligations thereof.**

Student

Parent/Guardian

Dormitory Administration	
Female Dormitory	Male Dormitory
Ruhşan DEMİR	Rıfat ÇAKIR

