

**T.R.**  
**ISTANBUL MEDIPOL UNIVERSITY**  
**STUDENT DORMITORIES**  
**2020-2021 ACADEMIC YEAR**  
**CONTRACT**

## **1. PARTIES**

### **1.1. DORMITORY MANAGEMENT:**

T.C. İstanbul Medipol Üniversitesi, Kavacık Güney/Kuzey Yerleşkesi Yurtları, located at Göztepe Mahallesi Atatürk Caddesi No: 40 Güney Kampüs Beykoz/İSTANBUL (Girls' Dormitory), Kavacık Mahallesi Ekinciler Caddesi No: 19 Kuzey Kampüs Beykoz/İSTANBUL (Boys' Dormitory), managed by "Türkiye Eğitim Sağlık ve Araştırma (TESA) Vakfı İktisadi İşletmesi"

### **1.2. STUDENT:**

The one named as ....., whose T.R. number is ....., who studies in ..... department of Istanbul Medipol University and stays at the ..... numbered room of the dormitory.

## **2. ISSUE DATE OF THE CONTRACT**

This Contract was signed on .../.../... and is valid throughout the .....-..... academic year of the Istanbul Medipol University. The Contract does not cover summer internships and summer schools. It only covers the academic education period.

## **3. THE SUBJECT OF THE CONTRACT**

On the condition of payment, which was designated by the Dormitory Management, accommodation, services and facilities provided by the Management for the student during the academic year form the subject of this Contract. Dormitory Management is responsible for providing the services included in

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<b>Dormitory Management</b>	<b>Guardian</b>	<b>Student</b>

the Subject of Contract, and the student is responsible for paying the fee designated for these services within the framework of the Payment Plan indicated in the article 8 of the Contract. The Contract is made with the student (or the parent/guardian if they are not 18 years old) after delivering the required documents for registration.

#### **4. REQUIRED DOCUMENTS FOR REGISTRATION**

- ❖ A copy of the residence permit card or passport
- ❖ A medical report which shows there are no obstacles or infectious disease for the student to stay in the dormitories
- ❖ Criminal record and archive record which is taken in the last six months
- ❖ Two passport photos which were taken in the last six months
- ❖ Application form with the photograph of the student. The form should be filled on the computer.
- ❖ Two copy of the Contract. (need to be filled and signed)
- ❖ For international students, a copy of the passport and the foreign identification number is required.
- ❖ Students under the age of 18 must apply with their parent or guardian.
- ❖ Registrations with missing documents cannot be accepted. Students cannot pay dormitory fees without registering. Students cannot make use of dorms without paying the fee.

**\*\*** The printed materials (such as the Contract) can be found on the website. (<http://yurt.medipol.edu.tr>)

#### **5. OBLIGATIONS OF THE DORMITORY MANAGEMENT**

**5.1.** Dormitory Management has to ensure that the student can use the room they are going to stay within the validity period of the Contract. In compulsory situations, the accommodation of the student can be changed temporarily or permanently by the Management, and the room and the bed can be changed without asking the student. If there are fewer students than the quota of the room, additional students may be transferred to the room (via new registration or from another room). Students cannot stay below the room capacity. (there should be three students in the triple room and four students in the quad room)

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In this regard, student approval is not asked, and the authority belongs to the Management, and no objections will be sustained.

**5.2.** Dormitory Management has to provide the necessary accommodation conditions in student rooms and common areas.

**5.3.** Wi-Fi service in the dormitories is equipped with a quota limit determined by the Information Technologies Department.

**5.4.** The beddings are washed in a fortnight free of charge. (In mandatory cases, the extension of this period cannot be questioned.)

**5.5.** Daily quota is determined by the number of the people in the rooms for the toilets, and toilet paper is given to the students in this quota.

**5.6.** The rooms are cleaned every weekday by the Dormitory Management. However, the necessary environment must be provided by the students staying in the room during the cleaning process. Rooms that are left messy, which leads an obstacle for the janitors, will not be cleaned. If the room is not suitable for cleaning, the student is warned by Dormitory Management, and disciplinary action is taken.

**5.7.** The Contract is valid from September to June (ten months) until the end of the academic calendar in the Services and Fees.

**5.8.** The rooms are submitted to the students by the Dormitory Management. This process is taken in minutes; the cost of the damages caused by the usage error is collected from the student. (While determining the fee, it is obtained from the student by making market research based on the brand and quality of the tools and materials used in the rooms.)

**5.9.** Dormitory Management provides three meals in a day. However, these services are provided by a private company and are subjected to a fee. Dormitory Management may change the terms and hours of these services provided that they inform the students in advance.

**5.10.** Dormitory Management provides laundry service for a fee. The responsibility of the damaged laundry belongs to the student. (Students are obligated to inform the personnel on which program the laundry should be washed to avoid any damage.) Students should count the laundry while lending it and receive it by counting it again. They cannot hold responsible for the dormitory administration for the

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lost belongings. Students can benefit from the laundry service in the related days and hours. Students must get a receipt from the Dormitory Management to benefit from the service. Students without a receipt cannot benefit from the service. It is forbidden to wash the shoes in the washing machines. Laundry cannot be delivered without a net, so students must supply a net. Laundry which is not suitable for the drying should be received on the same day within the working hours of the laundry.

**5.11.** If the Dormitory Management finds it necessary, they can carry out a search in the rooms, desk cabinets, wardrobes, and lockers; seize the items that are forbidden to be brought to the dormitory.

**5.12.** Searches can be done at the entrance and exit of the dormitory or within the borders of the dormitory for security purposes (ID check, body search, bag, etc.).

**5.13.** Students can request to change the room only once during the term provided that a valid excuse is given. The Management evaluates the request within the possibilities; however, the request does not require a change of room.

**5.14.** The Management is authorized to close the common areas or independent sections from time to time for modification and construction, to allocate only some relevant persons and their authorization, to organize various promotional activities whenever and wherever they want, and to put various products. If the construction works mentioned above take place in front of or inside the dorms, the works will be finished asap. In case the duration of the work extends the working hours, the students will not be able to claim any compensation.

**5.15.** Nurses or healthcare technicians work in the infirmary in the dormitories. In emergencies, medical staff in the infirmary intervene. However, in cases that need to be directed to health institutions, an ambulance is called, if the ambulance does not arrive or if the student receives health service directly from the health institution without going to the infirmary, the student should cover the medical and travel expenses. In cases where the student is directed to the hospital, the dormitory staff is not responsible for them.

**5.16.** If it is determined that the health of the student is impaired at a level preventing them from living in common places or if an infectious disease occurs, necessary measures are taken according to their situation. The student gets discharged from the dormitory considering the other students' health.

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**5.17.** If the student has committed several disciplinary offences specified in the Dormitory Rules, the most severe penalty for these acts is applied.

**5.18.** The first-degree relative of the students (father, mother, sibling) is allowed to visit the student between 10 AM to 9 PM. The visitors have to leave the dorms by 9 PM. The ID information and the entrance/exit time of the visitors are recorded in the guest book. The visit takes place in the lobby. Except for first degree relatives, visitors are not accepted, and the visitors cannot pass behind the turnstile for any reason. Students cannot make their friends stay during the day or spend the night at the dorm secretly. Disciplinary action is applied in case of any disobedience.

**5.19.** Dormitory Management decides on whether making an announcement about the dormitory registration, accepting applications or registering the applicant student to the dormitory.

**5.20.** The dormitory management can suspend or dismiss the student in the occurrence of a psychological and mental disorder of the students staying in the dorms and if these disorders prevent students to keep self-care and personal hygiene and disturb the roommates with whom s/he lives or violate the rules of communal life.

## **6. OBLIGATIONS OF THE STUDENT**

**6.1.** Students have to follow the announcements to be made by the Dormitory Management and the Discipline Board. In case of any disobedience, the student takes all the responsibility, and the students will be imposed sanction. **Disciplinary action is applied in case of any disobedience.**

**6.2.** Students have to avoid any actions and behaviours that will disrupt the peace and order in the rooms and common areas (noise, group play, provocative actions, collective or individual demonstrations). **Disciplinary action is applied in case of any disobedience.**

**6.3.** Students cannot hold meetings, stage any demonstrations engage in activities that would disrupt the political and ideological, national unity and integrity without the knowledge and permission of the Dormitory Management. **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalised by expelling from the dormitory according to the disciplinary regulations.**

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6.4. Students cannot have any poster or illegal publication that would disrupt the political and ideological, national unity and integrity. **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalised by expelling from the dormitory according to the disciplinary regulations.**

6.5. Drinking and keeping alcoholic beverages in the dormitory area, common areas of the building and inside the room; being drunk in the dormitory and engaging the officers in this way; keeping a full or empty bottle for any collection or reason are forbidden. It is forbidden to use, carry, possess or sell drugs. **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalised by expelling from the dormitory according to the disciplinary regulations.**

6.6. It is forbidden to gamble (including online gambling) and forbidden to keep gamble materials (cards, backgammon, etc.). **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalized by expelling from the dormitory according to the disciplinary regulations.**

6.7. It is forbidden to have any sharp or explosive object in the dormitory. **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalised by expelling from the dormitory according to the disciplinary regulations.**

6.8. Students cannot stay in another room other than the room allocated by the Dormitory Management, cannot enter another room without the permission of the room residents, cannot settle in the bed assigned to someone else, cannot use the bed of the roommates, have to use the fixtures of the dormitory carefully and cannot change their places. Students cannot take the items in common areas into the rooms.

6.9. Students have to pay attention to how they dress. They are not allowed to be in the lobby, administrative section and dormitory garden in pyjamas. **In case of any disobedience, penalty prosecution will be implemented.**

6.10. Students are obliged to keep their room tidy and clean. In case the students do not tidy their room and keep materials such as carpets and rugs so that the cleaning process cannot be made, **penalty prosecution will be implemented, and the Management will remove carpets and rugs.**

6.11. Students cannot act in behaviours which leads to preventing and making difficult the duty of the staff. They must behave. It is strictly prohibited for students to act disrespectful and rude, to yell, to **I have read, accepted and acknowledged.** **Signature**

<b>Dormitory Management</b>	<b>Guardian</b>	<b>Student</b>

swear, to use violence and to cause a loss. **In case of any disobedience, penalty prosecution will be implemented. This disobedience will be penalised by expelling from the dormitory according to the disciplinary regulations.**

**6.12.** If the relatives of the students behave offensively, insult or use violence against the dormitory staff and other dormitory students, disciplinary action will be applied for the student.

**6.13.** Students must return the fixtures they have while leaving the dormitory. It is prohibited to damage room textiles (bedding, curtains, etc.). In case of any damage, students are obligated to pay for the damaged materials.

**6.14.** It is prohibited for the guests to go inside of the dorms. **In case of any disobedience, students will be discharged from the dormitory.** Students who violate this article and the person they brought to the dorm will be fined in addition to disciplinary action. The fine is paid right away and the person they brought to the dorm is taken out from the dorm.

**6.15.** The students are obliged to inform and register the Dormitory Shift Officers or Security staff while leaving for home. It is prohibited for the unregistered vehicles to enter the campus area. Since the dormitory is located on the campus, students are obliged to state their license plate and vehicle owner information to the dormitory administration to enter and exit with the car without any trouble.

**6.16.** Students need to obey the curfew. **The curfew is 11:30 PM.** The last exit from the dorm is 10:30 PM. Student can leave the dorm after 10:30 PM only if they have their parents' allowance. (In case of violation of this rule, the parents will be notified, and disciplinary action will be taken for the student who violates this rule three times.) The rights of Dormitory Management regarding the determination of the curfew are reserved.

**6.17.** It is prohibited to keep smelly and easy to be spoiled food inside the rooms. Due to an infestation caused by the food, students are obliged to pay the disinfection fee. Students are also obliged to clean the mess regarding the infestation.

**6.18.** It is prohibited to keep all kinds of small home appliances, irons, toasters, electric cookers, vacuum cleaners, etc., flammable materials such as candle in the rooms. The Management confiscates these items and returns them to the student at the end of the year. All electronic devices (such as lamps, TV, radio) should be unplugged when not used.

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**6.19.** Students cannot smoke in the indoor areas of the dorm. (In case of any disobedience disciplinary action will be taken and students will be fined for the damages over smoke, in addition to penalty prosecution to be implemented according to the law no. 4207 and 5727)

**6.20.** Students are responsible for guarding their possessions, including valuable items. Dormitory Management is not responsible for any lost or stolen equipment.

**6.21.** Students should comply with the binding rules and provisions determined by the Dormitory Management, without making them open to discussion.

**6.22.** Students should take all their belongings while leaving the dormitory. Dormitory management is not responsible for the items left in the room after the final exit from the dormitory. After students left the dorm, their items in the room will be thrown into the trash.

**6.23.** The Management allocates an iron and ironing board to the floors. The students do the ironing themselves. The iron and ironing board cannot be used for any unnecessary purpose, and the iron should be unplugged while not using.

**6.24.** The student is obliged to report the malfunctions to the Technical Service immediately. Students will be charged for the material supply for the deterioration resulting from reporting late and user error. (Siphon/toilet seat cover breaks, sink and shower clogs, shower glass breakage etc.)

**6.25.** When a robbery is detected in dormitory buildings, it is examined by the dormitory administration. The theft is responsible for the items and will be expelled from the dormitory without refund.

**6.26.** The student is obliged to attend the earthquake and fire drills and to evacuate the building to go to the assembly area.

**6.27.** It is forbidden to leave items such as food, dishes, laundry near the windows.

**6.28.** Students are obliged to place down the types of equipment such as plates, glasses, trays, forks, spoons to the place shown. They are obliged to deliver the cafeteria supplies to the cafeteria and the refectory supplies to the refectory. Disciplinary action is applied in case of any disobedience.

**6.29.** Students are obliged to carry the identity card and the room card given to them. They cannot let someone use the id card. Disciplinary action is applied in case of any disobedience. In case of losing

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the card issued by the Dormitory, a temporary card is given only for once for the student until s/he finds or provides his/her card. The student is obliged to return his/her temporary card to the dormitory management when s/he receives his/her card. The student who does not return the card given to him/her or who makes a second request for a card is charged. **School ID card is taken from the Department of the Information Technologies of the University, while the dormitory room cards and temporary cards are taken from the Information Technologies Officer of the Dormitory. (Valid for Girls' Dormitory)**

**6.30.** Students receive the room and wardrobe key accompanied by a minute when they check in to the dormitory for the first time. If they leave the dormitory, they should deliver the keys with their signature. If the keys are broken, lost or not delivered, the fee determined by the Management will be collected from the students. **(Valid for the Boys' Dormitory)**

**6.31.** Students are obliged to notify the Management if they have a permanent or vitally important disease.

**6.32.** Students are obliged to leave the study halls clean and tidy. They cannot eat food, leave cups, glasses, books and notebooks in the halls. Dormitory Management collects any items left. The Management is not responsible for losses and damages.

**6.33.** Students cannot use the paid services such as gym without registering. **Disciplinary action is applied and students will be fined** in case of unauthorized and illegal usages.

**6.34.** It is forbidden to tattle, talk bad, bully/cyberbully and share personal information of the roommates.

**6.35.** It is obligatory to inform the Management in the case of an infectious disease is detected after settling in the dormitory to let the Management take precaution about the situation.

**6.36.** The Dormitory Management decides whether the students who have received a warning and reprimand penalty can renew their registration in the next semester. Students who are dismissed or sentenced to be dismissed cannot register to the dormitory the following semester.

\*\*\* In case students violate the dormitory rules; disciplinary penalties are applied in the Special Student Housing Services Regulation.

## **7. DURATION OF THE CONTRACT**

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<b>Dormitory Management</b>	<b>Guardian</b>	<b>Student</b>

**7.1.** This Contract is valid for an academic year at the university. **Students cannot register only for one semester.** Students cannot stay in the during the period specified by the Management in the summer break due to the general maintenance.

**7.2.** The Contract expires automatically on the date of the summer break of the department student study at and is not renewed for the next year. Students who want to continue to stay in the dormitory in the following year must make a contract again.

## **8. DORMITORY FEE, PAYMENT TERMS AND OTHER FINANCIAL ISSUES**

**8.1.** Financial issues related to the Contract;

If the student leaves the dorm before September 15, they will pay the 10% of the fee stated in the Service Delivery Contract. If s/he leaves the dorm after or on September 15, they will pay for the month they had housing service and 30% of the rest of the months. In cases where these students paid in advance with their deposit, the fee to be calculated according to this article is deducted, and the remaining amount is refunded within a month, and the Service Delivery Contract is terminated. Monthly housing service fee is determined by dividing the annual housing service fee by the number of months of the academic calendar. There is no refund if the student leaves the dormitory after April 1.

Case illustration:

Student A started to stay in the dormitory on 09.09.2020. Student A requests to leave the dormitory on 05.01.2021 and requests a refund.

Dormitory fee is planned for ten months (September to June) on the Contract. Calculations are made monthly, not daily. Student A is considered to have stayed in the dormitory for five months (September, October, November, December, January). The advanced payment discount is cancelled, and five months of dormitory fee is deducted. 30% of the remaining five months are calculated and added as deductions. The remaining fee is refunded.

**8.2.** 2020/2021 Academic Year Dormitory Fee Table

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2020-2021		ROOM FEE (DEPOSIT FREE)	ROOM FEE (WITH DEPOSIT)	ADVANCE PAYMENT DISCOUNT 5%	ADVANCE PAYMENT FEE (DEPOSIT FREE)	DEPOSIT	ADVANCE PAYMENT FEE (WITH DEPOSIT)
QUAD	GIRL	11.200,00 ₺	11.700,00 ₺	560,00 ₺	10.640,00 ₺	500,00 ₺	11.140,00 ₺
TRIPLE	GIRL	12.400,00 ₺	12.900,00 ₺	620,00 ₺	11.780,00 ₺	500,00 ₺	12.280,00 ₺
TRIPLE	BOY	12.400,00 ₺	12.900,00 ₺	620,00 ₺	11.780,00 ₺	500,00 ₺	12.280,00 ₺
SINGLE		27.600,00 ₺	28.100,00 ₺	1.380,00 ₺	26.220,00 ₺	500,00 ₺	26.720,00 ₺

NOTE: VAT is not included in the fees above. Foundation Commercial Enterprise is exempt from Value Added Tax by the relevant Legislation. For this reason, VAT has not been shown in the fees and has not been requested. Invoicing will be done in the related service periods for the collected fees.

**8.3.** Dormitory fees are annual and do not include the laundry and refectory service. Students have to pay the transaction fee of the money transfers or the EFT. Payments are made through the bank account or the forms of payment to be announced.

**8.4.** Payments can be made in cash or credit card or AIS (automatic instalment system) options. There is a 5% discount for prepayments.

**8.5.** If the student changes her/his room to a lower-priced room type, s/he will not be refunded the fee differential. In case of switching to a type with a higher fee, if there was a discount at the beginning of the semester, the discount is cancelled, and the student pays the fee differential of the semester amount.

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

## **9. GUARANTEE AND DEPOSITS**

**9.1.** The student is responsible for the damage in the room they are staying in, in the common areas or the fixtures they have been given.

**9.2.** These damages are compensated immediately by the student.

**9.3.** Except for the Contract fee, as a guarantee of possible damages, a 500 TL deposit is taken from the student. This amount is deducted from the damages if there is any when the Contract expires, or the student leaves the dormitory. If there is no damage, the deposit is returned to the student.

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Dormitory Management	Guardian	Student

**9.4.** Students who have completed their stay in the dormitories must leave the dormitory with their belongings as of the end date of the academic calendar and submit their room and cupboard keys to the Dormitory Management before leaving. Otherwise, the fee of the key is deducted from the deposit. After the date of departure, the Dormitory Management has no obligation regarding the remaining items, if any.

## **10. DISCIPLINARY PENALTIES**

**10.1.** In case of the violation of the provisions of the Contract and disciplinary action to be made by the student, the disciplinary committee gives the following penalties according to the severity of the action;

a. Excitation

b. Condemnation

c. Dismissal from the Dormitory

**10.2.** The student, who is dismissed from the dormitory due to disciplinary provisions, cannot resort to the judgement for this decision.

**10.3.** Regarding the disciplinary penalties that are not included in this Contract, the Private Student Dormitories Contract the articles between 31 and 37 are applied (including article numbers 31 and 37).

## **11. OTHER PROVISIONS:**

**11.1.** In matters not covered by this Contract, the provisions of the "Dormitory Directive" will be issued by the Dormitory Management. Then the "Private Student Housing Services Regulation" will be applied.

**11.2.** The student is responsible for the financial damages they will cause directly or indirectly during the validity period of the Contract. In this case, the cost of damaged items is obtained from the student.

**11.3.** The student who is obliged to leave the dormitory due to the force majeure (natural disasters, etc.) and certifies the situation will be refunded the rest of the fee.

**11.4.** Dormitory Management is not responsible for money, personal or valuable items that are claimed to have been lost or stolen. In cases of such loss, the person cannot claim rights from the Dormitory Directorate, and the subject of the basis and lawsuit cannot be made.

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**11.5.** Dormitory management announces all kinds of announcements about the implementations on the bulletin board in the entrance section. No written or personal notification is made.

**11.6.** As long as the student stays in the dormitory, s/he can benefit from the refectory by paying the fee in additionally. The student cannot object to the meal fees.

**11.7.** The student cannot transfer or assign her/his right to stay in the dormitory even partially, without the written approval of the Dormitory Management.

**11.8.** If students enter the dormitory late, their family can be notified according to the daily attendance results.

**11.9.** The turnstile system monitors the entrance and exits of the dormitory.

**11.10.** This Contract is valid for an academic year at the university. Students cannot register only for one semester. Students cannot stay in the during the period specified by the Management in the summer break due to the general maintenance.

**11.11.** The Contract expires automatically on the date of the summer break of the department student study at and is not renewed for the next year. Students who want to continue to stay in the dormitory in the following year must make a contract again.

**11.12.** Dormitory Management can change the rules in the case of epidemics or natural disasters which threatens the country.

**11.13.** It is forbidden to share personal data and/or information, photos or videos on social media platforms regarding management, operation, style and employees of the dormitory.

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## **12. DISPUTE RESOLUTION**

Herein Istanbul Anatolian Court and Enforcement Offices is the solution place of disputes arising from this Contract.

This Contract has been read mutually by the parties, has been committed by the student to comply with the requirements and has been signed as two copies on .../.../....., and one copy has been delivered to the student/parent/guardian.

Name Surname:

T.R. or Foreign ID Number:

Student Number:

E-mail:

Mobile Number:

Department:

Guardian:

Home Address:

Guardian's Mobile Number:

**\* This Contract consists of 12 articles. It is assumed that all the articles and rules in this Contract that are signed by the student/parent/guardian are read, understood, known, and acknowledged freely. In the disputes that may arise afterwards, it does not constitute an excuse for the student to claim that s/he does not know the rules and does not eliminate her/his contractual obligations.**

Student
Parent/Guardian

Dormitory Management	
Girls' Dormitory	Boys' Dormitory