

## BENEFITS POLICY

Form #	AD-103-F3	Revision #	01
Accessibility level	A	Effective date	27-April-2015

### HOUSING ALLOWANCE REQUEST FORM

Date:     /     /

I, the undersigned, ....., holding the ID Number .....,  
would like to apply for housing/housing allowance for the academic year: .....

I have read and understood the rules and regulations of the current housing policy at FBSU.

Name and Signature:	Date:
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#### Instructions:

1. This form is used to apply for annual housing allowance.
2. Housing allowance is granted on a yearly basis and should be renewed every year.
3. The Housing department must receive this form no later than May 30 of the academic year.
4. FBSU reserves the right to decline such allowance.
5. To be eligible for *Family* benefits during an academic year, the family must reside with you in Tabuk for at least six months of the academic year.

#### For Official Use:

FBSU Decision:	Date:
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#### Copies:

1. Finance Department
2. HR Department
3. Employee File

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ملف الموظف