

## Hostels & Accommodation Department

### ROOM AGREEMENT FORM

#### Part A- Allocation

NAME.....REG. NO.....

SCHOOL..... PROGRAMME OF STUDY.....

EMAIL ADDRESS.....TELEPHONE NO. ....

HOSTEL NAME.....ROOM NUMBER..... HOSTEL CHARGES.....

NAMES OF NEXT OF KIN.....

NEXT OF KIN PHONE NO. ....RELATIONSHIP: .....

**Important instructions**

- All details must be filled in block letters
- Please refer and sign the Rules and Regulations governing the conduct and discipline of students in the university. Reference is made to clause 4.3.

I .....do hereby take the accommodation facility described above and confirm the items listed below have been provided. I shall maintain them during my stay and hand them over at the expiry of period of residence. Once allocated, the University Accommodation will be for one (1) Academic Year. I also pledge that I shall not cook in the hostels.

S/N	ITEM DESCRIPTION	QUANTITY ISSUED	QUANTITY RETURNED	REMARKS
1	Key			
2	Door Lock			
3	Bed			
4	Mattresses			
5	Curtain			
6	Window Blinders /Nets			
7	Sockets			
8	Bulb/ Tube			
9	Table			
10	Chair			

Student's Signature.....Date.....

Issuing Officer Name .....Sign.....Stamp.....

#### Part B- CLEARANCE

CHECK OUT DATE..... STUDENT'S SIGNATURE.....

RECEIVING OFFICERS NAME..... SIGN..... STAMP.....

NB: Original copy retained in the respective hostel. A copy to be retained by the student