

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.

Ido 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 NameSign.....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