



GARISSA UNIVERSITY
HOSTEL ROOM APPLICATION FORM

Fill in **BLOCK LETTERS**.

1. STUDENT DETAILS:

Name..... Gender.....ID No.....
Phone No.....Email Address.....Nationality.....
Registration No.....Year of Study.....Semester.....

2. HOSTEL ACCOMODATION RATES

S/N	Hostel Category	Hostel Name	Gender	Capacity	Rates per academic Year (Kshs).
1.	Category I	Galana	Male	1000	8000
2	Category II	Tana	Female	480	6600
3	Category III	Prefab	Male	80	5600 4 th year Only

3. ROOM BOOKING DETAILS

Room Category:Hostel Name:.....Paid amount in Kshs.....(Attach copy of receipt)
Special Requirements (Specify if any)

5. MODE OF PAYMENT

BANK DETAILS: EQUITY BANK, GARISSA BRANCH

ACCOUNT NAME: **GARISSA UNIVERSITY**

ACCOUNT NO:**0580261526380**

4. TERMS & CONDITIONS FOR OCCUPANCY

- a) Accommodation allocation is on First Come First Serve basis.
- b) Accommodation payment is done once per academic year.
- c) Room application form must be signed every academic year.
- d) The University reserves the rights to room allocation.

DECLARATION

- 1. I understand and accept the general conditions for booking hostel accommodation.
- 2. I declare that the particulars in this application form are true to the best of my knowledge.

Any misrepresentation or omission of information will render me ineligible for student accommodation.

Student signature.....Date.....

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FINANCE DEPARTMENT: Payment confirmation.

Room fee paid: Kshs.....Year of study:Category:Receipt &Mpesa No.....

Authorized Signature.....Date/Stamp.....

HOSTEL DEPARTMENT: Room allocation

Hostel Category.....Hostel:.....Room No.....

Authorized Signature.....Date/Stamp.....

HOSTEL ACCOMMODATION CODE OF CONDUCT

1. All Students must conduct themselves with responsibility and maturity while in the residence at the University College.
2. The responsibility for overall cleanliness of the room lies with the residents of the respective unit
3. Admission of visitors /student to rooms shall only be between the hours of **10.00am and 10:00pm** and in so doings hall pay due consideration and regard to the conveniences of theirroommates.
4. All visitors must register at the security station upon arrival and departure. No visitors are allowed **before 10:00am after 10.00pm.**
5. Residents are personally responsible for ensuring all visitors comply with the rules and regulations and they should not cause any inconvenience to other residents
6. Do not enter or remain in the opposite sex halls of residences /rooms **between 10:00am and 10:00 pm.**
7. Hawking or conducting of illegal business and consumption of illicit drugs are **strictly** prohibited in halls of residence, e.g., Miraa chewing or bhang smoking
8. Do not cohabit while in the University halls of residence.
9. Vandalism or removing hostel/university property is a very serious offence. Residents found guilty can or will be evicted from the residence.
10. Do not reside with a member of the family in the University Hostels, e.g. child, mother or any other relatives unless in specified areas which the University may identify.
11. Fighting or any physical violence is not allowed. Residents found committing such an offence will be evicted
12. Residents must obtain prior permission before organizing any social events in the hostel.
13. Cooking and selling of food items in halls of residences is **strictly** prohibited.
14. All residents' students **Must come with a mattress cover** on reporting day, **size 3'6.**
15. All Non-resident students **Must fill Non-Resident Form** and it Must be renewed every academic year.
16. The University reserves the right for its designees to enter and inspect a residence in the interests of safety and proper conduct of the students. Entry can be made at any time, with or without prior notice to the students.

NOTE:

I confirm and agree that I have read the Code of Conduct and shall abide with the said Hostel Code of Conduct. In the event I fail to comply, I hereby agree that the University can terminate my accommodation contract and request me to vacate the hostel premises immediately. I also agree that I will not take any action against the University in the event the above action is taken against me as a result of not abiding by University College rules and regulations.

Student's Name.....ID NO..... TELNO.....

Signature: _____ Date _____

Witness by Parent/Guardian:

Name.....ID NO..... TEL NO.....

Signature: _____ Date: _____



GARISSA UNIVERSITY
NON-RESIDENT FORM

Fill in Block letters in four copies

1.STUDENT DETAILS:

Name.....Gender.....ID. No.....
Phone No.....Admission No.....Email Address.....
Year of Study (i.e., 1, 2, 3, 5)Semester (i.e., 1, 2)

2.LANDLORD DETAILS:

Name Of Landlord.....ID No..... Tel No.....
Contact address..... Area/Estate..... Landlord signature.....

3.DECLARATION

I confirm that I will not be requiring accommodation from Garissa University Halls of residence while pursuing my course because I have an alternative accommodation. I understand that it is an offense to stay in the Hostel while I am a non-Resident.

STUDENT SIGNATURE DATE.....

WITNESS BY:

1. PARENT/GURDIAN

Name.....ID/No.....Tel No.....
Signature.....Date.....

2. STUDENT WITNESS (MUST BE A RESIDENT IN THE UNIVERSITY HOSTEL)

Name.....ID No.....Reg/No.....
Hostel.....Room-No.....Signature.....Date.....

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1. HOSTEL OFFICER

The student is a non-resident /has not been allocated a room in hostel.

Name.....Signature.....Date.....Rubber stamp:

2. DEAN OF STUDENTS

The request is Approved /Not approved

Name.....Signature.....Date.....Rubber Stamp:

Cc: Student Finance office

- Deans Office**
- Hostel Office**