

THE INSTITUTE OF FINANCE MANAGEMENT

(IFM)



**DIRECTORATE OF STUDENTS SERVICES
(DEPARTMENT OF STUDENTS WELFARE)**

HOSTEL APPLICATION FORM

**2018/2019
(Use Capital Letters Only)**

Photo

For Official Use
Only

A: PERSONAL PARTICULARS

1. STUDENT'S NAME (Start with Sur name)
2. REGISTRATION NUMBER.....(eg.BAC/11/20405)
3. COURSE YEAR OF STUDY
4. PLACE OF BIRTH
5. HOME PLACE
6. SPONSOR
7. CONTACTS:

PHYSICAL ADDRESS.....

POSTAL ADDRESS.....

PHONE

8. Do you have any physical disability, or any special health problem? (Tick)

Yes No

If yes please explain and attach proof.....

.....

9. Do you have a Valid Health Insurance Card? (Tick)

Yes No

If “YES” provide evidence by attaching a copy of **Valid Health Insurance Card** or if “NO” attach a **copy of payment receipt for NHIF as a proof.**

B: NEXT OF KIN IN CASE OF EMERGENCY (Parent/Guardian/Husband/Wife)

FIRST NEXT OF KIN

1. NAME

RELATIONSHIP

2. AREA OF DOMICILE

REGION.....DISTRICT.....

WARD.....VILLAGE/STREET.....

3. OCCUPATION

4. CONTACTS:

PHYSICAL ADDRESS

POSTAL ADDRESS.....

PHONE

SECOND NEXT OF KIN

1. NAME

2. RELATIONSHIP.....

3. AREA OF DOMICILE

4. REGION.....DISTRICT.....

5. WARD.....VILLAGE/STREET.....

6. OCCUPATION

7. CONTACTS:

PHYSICAL ADDRESS

POSTAL ADDRESS.....

PHONE

C: FOR OFFICIAL USE ONLY

1. ROOM ALLOCATED:

ROOM NO:	BLOCK
----------	-------

2. AUTHORISING OFFICER: SIGNATURE

NAME

POSITION.....

**FOR: DEAN OF STUDENTS
(STAMP)**

HOSTEL RULES AND REGULATIONS.

1. The hostel contract duration is meant to last for **ONE ACADEMIC YEAR ONLY**.
2. Student must pay hostel fee in full before they can be given room keys. Hostel fee for this academic year is **400,000/=** and **30,000/=** key deposit fund, **20,000/=** for hostel ID which makes total **450,000/=** for undergraduate students. For postgraduate students the fee is **550,000/=** where **30,000/=** for key deposit and **20,000/=** for hostel ID. The key deposit amount is refunded after key return.
3. Student must return hostel keys **within five days after the end of second semester examination which mark the end of academic year**. Failure to return keys will attract penalty as stipulated in IFM prospectus under student regulations part II.
4. Musical appliances which make noise and disturb others are not allowed in the hostel rooms. Any student should make sure that the hostel is calm for studies. Student using musical appliance to disturb others in the hostel shall be expelled.
5. The student is not allowed to change room without prior consultation with the Office of the Dean of Students..
6. Cooking in the hostels is strictly prohibited. Any kind of cooker should not be used in the hostels.
7. Any property other than bag items should get written permit from the Dean of Student before it is brought to the Institute hostels. The Institute guards will have powers to bar any students from bringing property of such sort to the Institute premises if they have no permit.
8. Student is required to keep his/her room clean and tidy. Posting notes and poster on hostel room walls is not allowed.
9. Any repair needs must be reported to Estate Manager.
10. It is an obligation of any student staying in the hostel to keep his/her hostel payment receipt and contract document to the end of his/her stay.
11. Smoking and alcohol drinking is not allowed in the rooms and round hostels. Any reported case of a student smoking taking alcohol drinks in and around hostels shall attract expulsion from the hostels.
12. Every student staying in the hostel should have his/her hostel identity card when entering or leaving the hostel blocks. Guards shall have powers to bar any student from entering the hostel if he/she does not show Hostel ID.
13. Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places. *(student regulation, 2013 no. 21)* *(student regulation, 2013 no. 12)*

14. Student shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately. *.(student regulation, 2013 no. 22)*
15. Each room shall be allocated by the appropriate authority, permitting an unauthorized occupant to live in a hostel room is prohibited. *.(student regulation, 2013 no. 23)*
16. Access to hostel room, students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staff require entry into a hostel room occupied by a student shall be required to:
.(student regulation, 2013 no. 24)
- i. Identify himself or herself by stating his/her name and position and showing his identification card.
 - ii. State reasons for requiring access.
17. Denial access, where access into a hostel is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall required to:
- i. Be accompanied by a security officer and a student representative. For the purpose of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.
 - ii. Make a written report of the incident and submit to the appropriate authority.
- .(student regulation, 2013 no. 26)*

DECLARATION

I a student of the Institute of Finance Management declares that I have read the **HOSTEL RULES AND REGULATIONS** and will abide to them.

Applicant's Signature

Date