

AFFIX

ACCRA TECHNICAL UNIVERSITY



PHOTOGRAPH

HOSTELS RESIDENCY

HERE

AGREEMENT FORM

THIS RESIDENCY AGREEMENT is entered into this .....day of ..... in the year ..... between THE HOSTEL COUNCIL OF ACCRA TECHNICAL UNIVERSITY, acting per the Registrar or any duly authorized officer, on one part hereinafter referred to as the University and ..... with Index Number .....

Admitted to the Accra Technical University as a student or in statu pupillary (hereinafter referred to as the Hostel Resident) on the other part.

1. In consideration of the payment of the residential user fees herein stipulated, and the due observance of the conditions herein contained, the University admits you into Room No. .... of the New/Old Hostel, from ..... to .....
2. You have been allocated the following items: Bed No..... Mattress No..... Wardrobe No.....
3. This Residency Agreement is for **ONE ACADEMIC YEAR ONLY** excluding the vacation periods.
4. **THE HOSTEL RESIDENT HEREBY AGREES TO THE FOLLOWING CONDITIONS:**
  - a. To use the room allocated for residential purposes only.
  - b. To ensure that all other facilities provided but not specifically mentioned in this agreement are kept and maintained in good order, exhibit a high level of hygiene and cultivate a sense of pride in his/her residence.
  - c. To be responsible for the electricity bills in my room as well as the amount apportioned to me for the common areas on my floor.
  - d. Not to make alterations to the facility whether of a temporary or permanent nature.
  - e. If found removing bed stands and items from rooms, I agree to be summarily ejected from the Hostel.
  - f. To pay designated user fees or any adjustment therein promptly, and in any case not later than the agreed number of days after the fee(s) become due.
  - g. To observe any rules or regulations that may be put in place from time to time by the University.
  - h. To accord the personnel whom the University may put in charge of the facility the due respect and comply with directions given from time to time.
  - i. You will be evicted when caught harboring a **PERCHER /UNAUTHORIZED PERSON** in the Hostel.

- j. Not to engage in any act which amounts to nuisance and inconvenience to other users of the facilities or the University including drumming, whistling and noise making.
- k. Not to engage in any activity in or around the facility that amounts to a crime under the laws of Ghana, including the dealing in and the use of firearms/dangerous objects, alcoholic beverages, narcotic drugs and other banned substances or the harboring of any person (student or otherwise), who engages in the aforementioned activities.
- l. Anyone whose visitors misbehaves or spoils anything in the visitor's room or hostel premises would be held responsible in every way and will replace all damaged items.
- m. No visitor is permitted to use our washrooms and other facilities.
- n. **Not to leave any of my belongings in any part of the hostel during semester recess.**
- o. **To leave the Hostel within seventy two (72) hours after school has officially closed.**
- p. **Students who wish to stay after school has officially closed are required to pay the approved fees and comply with any rules or regulations that may be put in place.**
- q. To be held responsible in addition to all roommates if classroom furniture is found in my room.
- r. If caught under any of the following acts, I agree to be suspended/summarily ejected from the Hostel;
  - 1) Cooking or boiling of water in the rooms or any other part of the facility except the places therein specified for such purposes.
  - 2) Caught using heavy electrical appliances (deep freezers, micro waves, air coolers washing machines, hair dryers etc.) in the rooms of residence
  - 3) Caught engaging in commercial activities in the hostel that involve the use of electricity.
  - 4) Subletting or trading the room assigned to any other person.
  - 5) Caught urinating in the bathrooms instead of inside the WCs.
  - 6) Caught bathing in the open spaces of the bathrooms instead of inside the bath cubicles.
  - 7) Caught spitting on the floors or walls.
  - 8) Caught defecating in any space other than the designated place.
  - 9) Caught squatting on the water closet (toilet).
  - 10) Taking of room keys outside the hostel premises without leaving it at the Porters Lodge with the Porter on duty.
  - 11) Engaging in any act that will deface the facility such as repairing or fixing new things on the walls of the facility.
  - 12) Engaging in fights or noisy quarrels with any other resident in and around the hostel facility.
  - 13) Not to use any of the rooms for any anti-social behavior including prostitution, smoking etc.

**5. Procedure for residents of the New Hostel to receive Visitors:**

- a. For security reasons and to ensure that no unauthorized person enters the hostel premises, entry into the hostel will be restricted to guests during specified hours, students of this institution are required to always have their ID cards. Guests (non-students) are also obliged to have identity cards such as Voter's ID, passport or driving license before entering the hostel.
- b. Students or guests ought to sign the visitors' log book indicating the name, index number or voter's ID number of a guest who is visiting, the room number, time or arrival and departure and the resident of the hostel must also countersign. Also remember to sign out when leaving the Hostel. All students and guests who visit the

hostel must leave the ID cards at the Porters Lodge before visiting friends or relatives in the Hostel.

**NB: Failure to sign out a visitor would constitute a breach of this rule and would be evicted.**

- c. Visitors/guests are allowed to visit the students during the following hours:
  - a. **Weekdays: 10:00 am – 8:00 pm**
  - b. **Weekends: 8:00 am – 8:00 pm**
- d. It is the responsibility of the resident to inform his/her visitor (s) of the visiting hours and to advise him/her/they to leave not later than 8:00 pm
  - NB: Students whose visitor (s) stay beyond the visiting hours would be evicted from the hostel.**
- e. Overnight stay visitor (s) would not be allowed. Any resident found guilty of this offence would be evicted from the hostel.
- f. Residents from one hostel to another will not be permitted without a valid student ID card.
- g. Porters ought to thoroughly check the validity of the ID cards of student(s) or guest(s) before granting them access to the hostel.
- h. Only student visitor(s) should be allowed into the hostel.
- i. Non-student visitors should be received in the visitors' lodge.
- j. Residents have only the privilege of hosting one visitor at a time. For the avoidance of doubt residents can sign in only one visitor and until that visitor leaves he/she cannot sign in any other visitor.

**6. The Hostel Resident further agrees that:**

- a. The University reserves the right to inspect the rooms and the facility as a whole at all times whether in the presence of the Hostel Resident or not but as far as practicable or expedient, the University shall endeavor to give prior notice of such inspection to the Hostel Resident.
- b. Rooms will be inspected before you leave and occupants will be liable for the cost of repair of the facilities in the room that exceeds ordinary wear and tear.
- c. Occupants of each floor will be equally held liable for the cost of repair of the facilities in the kitchenettes, washrooms and other common floor areas.
- d. The decision of the University shall be final and binding on a hostel resident allocated a room in the facility from the time of the signing of this agreement.
- e. Failure to report breach of any of these regulations by roommates to the University shall be considered an act of collusion and may result in the immediate revocation of the residential status of all occupants of the room.
- f. Where the residential status of a resident is revoked any rent that is due shall be fully paid and the resident shall forfeit any fees paid in advance.
- g. **NO VISITORS** are allowed into the Porters Lodge and Visitors' Room between the hours of 10 pm and 6:00 am. Porters are mandated to use their discretion to protect residents and the University's property at all times and have the right to refuse entry of visitors to the hostel.
- h. Artisans or any other service persons may enter rooms as and when necessary in the course of their duty under the directive of the HOD of the Hostel. However every effort will be made to respect the privacy and dignity of the residents.
- i. No resident is allowed to dry anything on the railings in the courtyard or on the balconies

- j. No resident is supposed to pour anything both liquid and solid from the top floors to the ground floor. By doing so either the victim alone or all roommates will be evacuated from the hostel premises with no refund of paid hostel fees.
- k. Breach of any of these regulations may result in the immediate revocation of my residential status.
- l. NO COLLECTIVE DECISIONS TAKEN BY THE HOSTEL RESIDENTS SHALL SUPERSEDE THIS AGREEMENT.**
- m. ANY RESIDENT/RESIDENT’S VISITOR WHO SHOWS GROSS DISRESPECT TO ANY STAFF OF THE HOSTEL WITHOUT REPORTING THE ISSUE TO THE HOD WILL BE SUMMARILY EVICTED FROM THE HOSTEL WITHOUT RECOURSE TO THE REFUND OF HOSTEL FEES.**
- n. No resident can sublet or give his/her room out to anybody.

**DECLARATION**

**I**  
 .....  
 .....

**Agree to follow all the instructions listed above and to submit myself to any disciplinary measures that will be instituted against me by the HOD of the Hostel/Disciplinary Committee, in the event of me flouting any of the conditions stated in this agreement.**

**Signature of Hostel Resident:** ..... **Date:** .....

**ID NO:** ..... **Level:** ..... **Nationality:** .....

**Programme:** ..... **Tel No:** .....

**Hostel HOD’s Signature:** ..... **Date:** .....