

RUSANGU UNIVERSITY

STUDENT HOUSING POLICY

2018



1. PURPOSE

This policy establishes rules and procedures for operation of student housing.

2. ACCOUNTABILITY

At the direction of the Dean of Student Affairs, the Dean of Men and the Dean of Women, Resident Assistants and other managers responsible for student housing shall implement and ensure compliance with this policy.

3. APPLICABILITY

This policy is applicable to all University owned and operated student housing facilities.

4. POLICY

The University has determined that living in University residence facilities is a positive aspect of the total undergraduate experience for students at Rusangu University. In this regard, the University continues to expand and modernize its infrastructure in order to accommodate more students on campus and increase the quality of life in the hostels. It should be noted from the outset that having a room on campus is not a right but a privilege that can be withdrawn at any time if someone does not abide by the policies outlined herein.

4.1 Application Procedures

The ICT department shall announce dates upon which application of rooms in the hostels shall commence. A student will log in their portal and select the accommodation module and choose a hostel as well as the room they prefer. The ones that will indicate "reserved" will be deemed unavailable and invoiced.

Once a student has been allocated a room, it is expected that they shall occupy the room immediately the school officially opens. If occupancy does not take place within the official registration period announced by the Registrar's office, the bed space shall be made available to other students who may not be accommodated.

All students accommodated in the University residences shall be charged the amount applicable to the hostel they occupy. No student shall be exempted from paying accommodation fees unless with express permission of management.

4.2 Withdrawal from a Hostel

A student who successfully registers for a room and decides to withdraw from boarding can choose to do so on the following terms:

- a) Within the official registration period: 0% of the total charge
- b) 1-30 days after the official registration period: 50% of the total charge
- c) One month after the official registration period and beyond: No refund
- d) Moving out or turning in keys without an approved cancellation does not release the student from any of their obligations, including that of paying for the assigned space.

5. ACCOMMODATION OF RESIDENCE ASSISTANTS

Resident Assistants play a significant role in the life of a boarding student. They are involved in assisting students to settle comfortably into the hostel. They also ensure that the residences are clean at all times (inside and outside) and that all residents abide by the given regulations.

Since Resident Assistants (RAs) form an integral part of a student's life and ideally should be living with the students, they are therefore not expected to pay for accommodation unless they are registered for that term. The students that may lodge in the same room as RAs shall not be exempted from accommodation payments.

6. GENERAL HOUSING POLICY

a) Quiet Hours

1. The right of residents to sleep and to study without interference from other individuals is a primary right. All residents are responsible for noise they and/or their guests create while in the residential facility.
2. Quiet hours are in effect daily from 11 p.m to 5 a.m. However, residents are expected to be considerate of other residents at all times. Twenty-four hour quiet hours are enforced in all areas during final exam periods.
3. The use of amplified instruments is prohibited in University Housing. Students are however permitted to store musical equipment and encouraged to use headsets at all times or room level with consent of the roommates in order not to disturb other residents who may be busy with their academic work.

b) Soliciting

4. No soliciting of any type is permitted within or in the areas immediately adjacent to any university housing facility with the following exception:
5. The Student Association are permitted to engage in door-to-door contacts with students to support student governance functions and to promote their authorized, non-commercial programs and activities within the residence halls.

c) Restricted Appliances

6. Refrigerators and cooking appliances (including microwaves, Panini presses, hot-plates, etc.) are not permitted in university residences.
7. Hot beverage machines that use an internal heating element (such as electric kettles) are permitted.
8. Hot plates and coffee pots that rest on hot plates are prohibited.

d) School in Recess/Holiday – The following guidelines apply to housing during school holidays:

9. All residence halls close during school holidays. All students in these facilities are required to leave the building. Students are also required to move all of their belongings out and make alternative arrangements for safe keeping of their items. Students are advised to take home any valuables they may have.
10. When the residential facilities are officially closed during vacation periods, access will be strictly prohibited.
11. International students and those on student work program who need to be here during the holidays should note that priority is given to Block Release students and when space is available, they must live in one of the approved residence halls in Maranatha hostel for men and Primrose for ladies.

e) Residents Checking In

12. Upon checking into a room, the Resident Assistant must complete a Room Condition Report (RCR) which must be signed by the residents (this only applies to Mulundano, Anderson, Chief Monze and Victoria Falls).
13. Failure to do so will result in the residents accepting responsibility for the condition of the room as it is documented on the RCR. In certain situations (i.e. early arrivals, emergency room changes) the RCR may have to be completed as soon as possible after a student moves in to their assignment.
14. The purpose of the RCR is to document any existing damage, missing items, or other problems that may exist in the room on the date the room is occupied by a resident. These official reports will be used at the time the residents check out of the housing assignment when the maintenance staff assesses the condition of the room again. At the time of check out, the students assigned to that housing assignment will be held financially responsible for damages or missing items not listed on the RCR at the time of check in.

f) Checking Out of an Assignment

15. Residents must check-out through the Resident Assistant. A proper check-out consists of returning all keys, and signing in the check-out book.
16. Failure to properly check-out will result in an improper check-out charge of K500.
17. Failure to return all keys will result in a lock change charge based on the actual cost of labor and materials needed to change necessary locks.
18. The university reserves the right, with or without notice, to dispose off any personal property that remains in a student's space after check-out.

19. Students may be charged fees associated with the cost of removal of any property left behind.

7. BED SPACE VACANCY POLICY

- a) University Housing may assign new students to any available vacant bed space at any time. Reasonable efforts will be made to notify current residents of new assignments. Any student living in a residence hall or room with a vacant bed space within their room or hall shall:
 1. Occupy only one bed. Beds may not be pushed together or used for guest accommodations or any other reason not authorized by the University.
 2. Treat all prospective roommates in a non-threatening manner.
 3. Ensure that the vacant space is clean and inviting to potential occupants.
 4. Permit new residents assigned by the University to assume occupancy and have equitable access to the use of the room and assigned furniture.
 5. A student who successfully books for a bed space shall take up occupancy during the official registration period as announced by the Registrar's office. Thereafter, if no communication has been made to the responsible Deans (Dean of Men or Dean of Women), the reserved bed space shall be made available to other students.
- b) Violation of this policy may result in disciplinary action.

8. HEALTH, SAFETY AND FACILITIES POLICIES

1. *Health and Safety Inspections*

1. Inspections are conducted throughout the year by the University Health committee, student housing committee, Dean of Student Affairs department as well as relevant government health inspectorates. These inspections may be random or students may be notified in advance and provided instructions regarding their responsibilities to prepare for inspections and assure compliance with health and safety policies.
2. Students found with any prohibited items during any official inspection will have those items confiscated and may be subject to disciplinary action and administrative fines in accordance with University published offences and applicable fines.

2. *Prohibited Items*

1. Certain items are prohibited in University housing because they may create an overload of electrical installations, are dangerous, illegal, or otherwise prohibited by University policy, laws or applicable fire codes. Students may not possess these items in any University residence hall or room.
2. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
 1. First violation – Confiscation of the prohibited item when practical, and an administrative fine of K250.
 2. Second and future violation - Confiscation of the prohibited item when practical, an administrative fine of K500 and referral to the disciplinary

process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

3. The following items are prohibited in University housing:
 1. Air conditioners of any kind (unless authorized by the Resident Engineer and Deans).
 2. Appliances with an exposed heating element or coil (e.g. coffee makers with hot plates, panini grills). Drink makers with an internal heating element are permitted in all housing areas.
 3. Ammunition of any kind.
 4. Extension cords or multi-plug adapters without a plug. Power strips with built in surge protection are permissible. However, power strips, even with surge protectors, cannot be strung together or plugged into one another.
 5. Halogen lamps, decorative string lighting or oil lamps.
 6. Incense or incense paraphernalia.
 7. Candles of any kind.
 8. Flammable or combustible liquids or gases.
 9. Motorcycles, Bicycles, engines, engine parts, lubricants and fuels.
 10. Fireworks, explosives, flammable liquids, paint thinners, combustible materials.
 11. Live trees or wreaths from live foliage.
 12. University or private property not authorized to be in the student's possession.
 13. Pets or animals including lab specimens.
 14. Swimming pools.
 15. Dart boards.
 16. Weapons of any kind (e.g. firearms, swords, knives other than kitchen knives).
 17. Paintball guns, air rifles, bb guns, catapults, arrows and any other sporting equipment, toy or device which may cause injury or which a reasonable person may believe is a weapon.
 18. Illegal drugs or drug paraphernalia.
 19. All University residential facilities are smoke free. Smoking, including the use of any e-cigarette or vaporizing device is strictly prohibited in all residential facilities and is not consistent with the Christian values of the insitution.
 20. The consumption of liquor in any of its forms is strictly prohibited and goes against the philosophy and ethos of the University.
 21. University housing facilities are not public areas of the campus. Postings of notices are limited to those approved and posted by staff. Only postings directly related to University programs or services, or postings sponsored by officially affiliated organizations with the approval stamp from the Public Relations office are permitted.

22. Day Scholars shall not be allowed to use the University boarding facilities. If they are found using hostel facilities illegally, they shall be liable to a fine to be determined by Management.
23. Swapping of bed spaces is prohibited. Each student shall maintain the mattress that is attached to his/her bed, the mattress and bed shall be coded in accordance with the University coding system.
24. Conducting unauthorized business in whatever form in the hostels is prohibited.
25. Vandalism of University property is strictly prohibited. Offenders will be charged the applicable fines.
26. Defacing official University notices is not permitted.
27. Graffiti writings on University infrastructure is not allowed.

9. TELEVISION AND DECODERS

- a) Televisions and decoders are University property and are a privilege for all students. Due to the influence TV programs exert on a person's life, these facilities should be used responsibly and with care.
- b) Watching non Christian movies or music which do not contribute to the spiritual nourishment of a person from Friday sunset and whole day Sabbath until sunset shall be strictly prohibited.
- c) The Television shall be switched off on Mondays and Wednesdays during convocation times (17:00-18:00hrs).

10. MAINTENANCE SERVICES

1. Routine maintenance requests should be submitted to the Resident Assistants who will in turn notify the responsible Deans.
2. Work order requests will be addressed by the appropriate personnel as quickly as possible.
3. Students are responsible for general cleanliness of the residences.
4. If a condition exists which presents an immediate health hazard, a report should be made to the Health Committee of the University through the Deans without delay.

11. AMENDMENTS

- a) This student housing policy shall be subject to amendments as deemed necessary from time to time by the University.