

STUDENTS ACCOMMODATION POLICY

2024



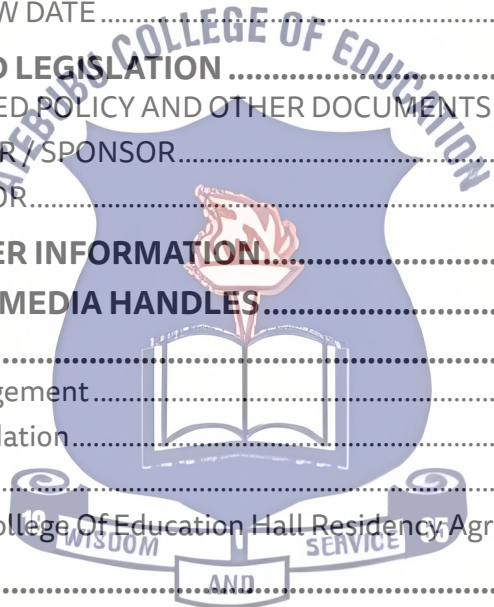
ATEBUBU
COLLEGE OF
EDUCATION



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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong-Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.

MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education’s legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



DEFINITION OF TERMS

1. **Registered Students** are students officially enrolled and attending classes at the college.
2. **Sandwich Students** refers to students participating in a programme that alternates between periods of academic study and practical work experience.
3. **Allocation** refers to the process of assigning rooms or accommodation to students.
4. **Hall Facilities** refers to amenities and resources within the student halls.
5. **Fair Allocation** refers to the process of ensuring that the distribution of accommodation is equitable and impartial.
6. **Annexes** consist of additional buildings or structures connected to the main halls, providing supplementary accommodation space.
7. **Conducive Living Environment** refers to a setting that promotes comfort, safety, and conducive conditions for learning and personal development.
8. **Stakeholders** refers to individuals or groups who have an interest or involvement in student accommodation, including students, staff, administrators, and relevant external parties.

ABBREVIATIONS

- a. **SAP** - Students Accommodation Policy
- b. **ATECOE** - Atebubu College of Education
- c. **UCC** – University of Cape Coast
- d. **UG** - University of Ghana
- e. **KNUST**- Kwame Nkrumah University of Science and Technology
- f. **GTEC** – Ghana Tertiary Education Commission



1.0 PREAMBLE

The Students' Accommodation Policy (SAP) of the Atebubu College of Education is designed to create a comprehensive framework governing student residence on campus. It is based on the Tertiary Education Policy established in the early 2000s, which provides directives for the development and management of student housing across universities and tertiary institutions. This policy also takes into account the National Accreditation Board Laws of 1993, which mandate tertiary institutions to provide sufficient accommodation for their students as part of the accreditation process. The College is committed to ensure a conducive living environment that promotes both academic and personal growth, while fostering a sense of community and responsibility among students. The guidelines laid out here are intended to govern the allocation, usage, and management of student accommodation facilities in a fair, transparent, and efficient manner, in line with the fundamental human rights and freedoms outlined in the 1992 Constitution of Ghana. This policy serves as a reference point for students, staff, and all relevant stakeholders, outlining the standards expected for student accommodation within the College community. It applies to all four halls of the College - Busia, Ghansah, Kofi Anan, and Ampong Yirenkyi - along with their annexes, catering to both male and female students. The overarching goal of this policy document, the Students' Accommodation Policy, is to establish transparent guidelines, procedures, and regulations to ensure the fair allocation and utilization of hall facilities for registered students, sandwich

students, or any other organization seeking accommodation in the College.

To ensure transparency, equity and alignment with the values of Atebubu College of Education, the development of the Students' accommodation policy was made in consultations with following sources:

- i. Legal guidance was sought to confirm that the College's Students Accommodation Policy (SAP) is in harmony with all pertinent laws and regulations.
- ii. The College's previous SAP was revisited and considered in the formulation process.
- iii. The SAP of reputable universities such as UG, UCC, and KNUST were examined for insights and best practices.
- iv. Reference to the 1992 constitution of Ghana was made to ensure adherence to constitutional principles.
- v. The Colleges of Education Act 2012 was consulted to align the policy with the statutory framework.
- vi. Harmonized Statutes for Colleges of Education were consulted in formulating Students' Accommodation Policy.
- vii. The relevance of the Harmonized Scheme of Service for Colleges of Education to the policy was taken into consideration.
- viii. Shaping the SAP also took into account the Harmonized Conditions of Service for Colleges of Education.

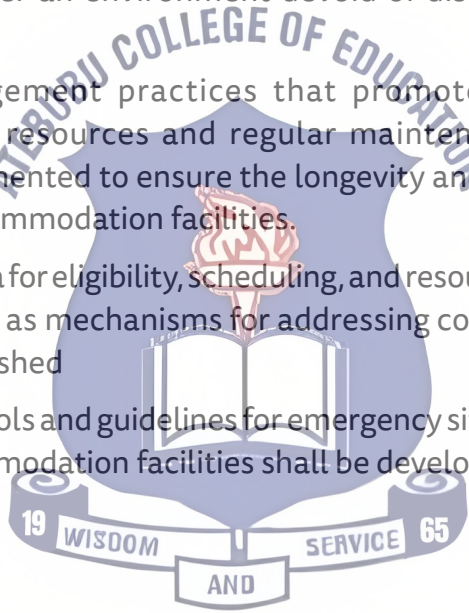
2.0 POLICY GOAL

The overarching goal of SAP is to establish transparent guidelines, procedures and regulations to ensure the fair allocation and utilization of hall facilities for registered students, sandwich students, or any other organization seeking accommodation in the College.



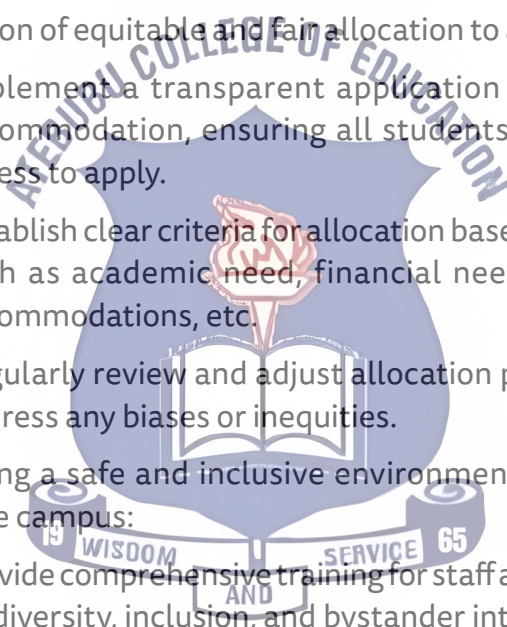
3.0 GUIDING PRINCIPLES

- i. There shall be transparency and impartiality in the hall/ room allocation process.
- ii. The College shall prioritise safety, respect and diversity to foster an environment devoid of discrimination or harm.
- iii. Management practices that promote responsible use of resources and regular maintenance shall be implemented to ensure the longevity and functionality of accommodation facilities.
- iv. Criteria for eligibility, scheduling, and resource allocation, as well as mechanisms for addressing conflicts shall be established
- v. Protocols and guidelines for emergency situations within accommodation facilities shall be developed.



4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies for the SAP are as follows:

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- i. Provision of equitable and fair allocation to all students:
 - Implement a transparent application process for accommodation, ensuring all students have equal access to apply.
 - Establish clear criteria for allocation based on factors such as academic need, financial need, disability accommodations, etc.
 - Regularly review and adjust allocation processes to address any biases or inequities.
 - ii. Ensuring a safe and inclusive environment within the College campus:
 - Provide comprehensive training for staff and students on diversity, inclusion, and bystander intervention.
 - Implement robust campus security measures, including surveillance, well-lit pathways, and emergency call boxes.
 - Foster a culture of respect and tolerance through educational programs and awareness campaigns.

- Establish a reporting system for incidents of harassment, discrimination, or violence, with clear procedures for investigation and resolution.
- iii. Establish guidelines for the efficient and sustainable management of accommodation facilities to ensure their proper upkeep and functionality:
- Develop a maintenance schedule for regular inspections and repairs of accommodation facilities.
 - Implement eco-friendly practices for energy conservation, waste management and water usage.
 - Provide training for staff and residents on proper facility management and maintenance procedures.
 - Encourage resident involvement in community clean-up and improvement projects.
- iv. Provide a framework for collaboration with student organizations or external entities requesting the use of accommodation facilities for specific events or purposes:
- Develop a formal application process for requesting facility use, including criteria for approval.
 - Establish guidelines for event planning and management to ensure the safety and well-being of residents.
 - Require external entities to provide proof of insurance and agree to abide by campus rules and regulations.
 - Maintain open communication channels between facility management and requesting organizations to address any concerns or issues.

- v. Outline procedures for addressing conflicts or disputes arising within the accommodation premises, promoting a harmonious living environment:
- Implement a mediation process facilitated by trained staff or resident advisors to resolve conflicts peacefully.
 - Establish clear guidelines for acceptable behaviour and consequences for violations.
 - Provide resources for conflict resolution workshops and communication skills training.
 - Encourage open dialogue and mutual respect among residents through community-building activities.
- iv. Develop protocols and guidelines for emergency situations within accommodation facilities, prioritizing the safety and well-being of all residents:
- Create an emergency response plan outlining procedures for evacuation, sheltering, and communication in various scenarios.
 - Conduct regular drills and training exercises to ensure all residents and staff are familiar with emergency protocols.
 - Establish a chain of command and designate specific roles and responsibilities for staff during emergencies.
 - Maintain emergency supplies, such as first aid kits, flashlights, and emergency food and water, in accessible locations throughout the facilities.

5.0 SUPPORTING PROCEDURE

5.1. CONDITIONS OF ALLOTMENT

- i. Upon admission, each student must submit a fully filled personal data form and a hall residency agreement to the assigned hall. Any modifications to the parent/guardian's address or telephone number must be communicated in writing to the hall tutor at any given time.
- ii. The hall management will generally provide minimum furniture (beds, table, chairs) and other fittings (wardrobe, ceiling fans with regulator and electrical fittings) for each room.
- iii. Rooms once allotted to a student for an academic year will not be changed except on special situations. A student's room assigned to him/her may only be changed on health grounds with a medical report from a professional physician.
- iv. If the status of any student changes during the period of stay in the hall, he/she is required to inform the hall tutor in writing immediately and should vacate the hall.
- v. The students are entitled for accommodation in the hall as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is

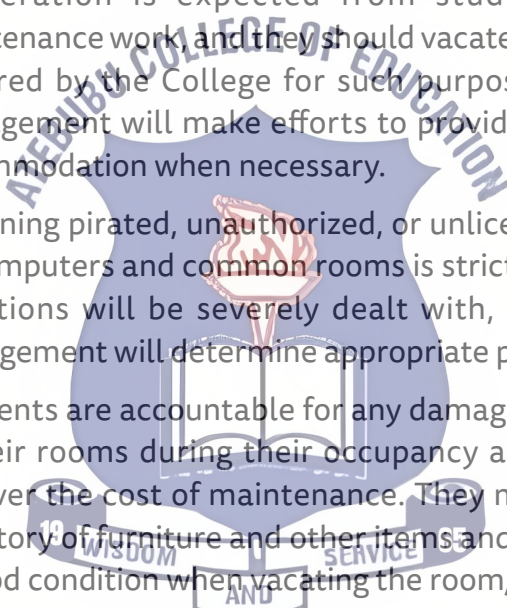
removed from the College will automatically cease to be a member of the hall.

- vi. Before vacating the rooms, the students should fill up the room vacating slip in duplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. Any other personal locks must be removed while vacating the room.
- vii. Pregnant students in their third trimester or nursing mothers shall not be allowed to stay in the hall due to their health conditions.
- viii. A student who engages in any form of criminalities in and around the halls or harbours a criminal would be expelled from the halls.
- ix. Students on vacation must carry their bags and luggage along.

5.2. CODE OF CONDUCT

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities. The lists are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

- i. All residents must adhere to expected standards of conduct, requiring students to demonstrate courteous and fair behaviour, both within and outside the campus premises.
- ii. Residents are obligated to carry their College-issued valid Identity cards at all times.

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- iii. Maintenance of cleanliness and hygiene is essential in rooms, common areas, and surroundings. Posting notices on walls or scribbling on them is strictly prohibited.
 - iv. Students are personally responsible for the upkeep of their allocated rooms, halls, and the surrounding environment. Routine maintenance requests should be communicated to the Estate office through the hall tutor.
 - v. Cooperation is expected from students during maintenance work, and they should vacate rooms when required by the College for such purposes. The hall management will make efforts to provide alternative accommodation when necessary.
 - vi. Screening pirated, unauthorized, or unlicensed movies on computers and common rooms is strictly forbidden. Violations will be severely dealt with, and the hall management will determine appropriate punishments.
 - vii. Residents are accountable for any damage to property in their rooms during their occupancy and are liable to cover the cost of maintenance. They must fill in an inventory of furniture and other items and return them in good condition when vacating the room/hall.
 - viii. Costs incurred due to damage or loss of hall property will be recovered from the responsible students, if identified, or from all hall residents, as decided by the hall tutor.
 - ix. Residents are prohibited from moving furniture from its allotted place or causing damage. Additional items belonging to the hall must be handed over to the hall tutor, or a penal rent will be charged if not complied with.

- x. Residents are not allowed to remove fittings from other rooms and install them in their own. Violations will result in signing the hall Upkeep Undertaking form, with the Hall Management Committee determining costs and fines proportional to the damage.
- xi. Employing unauthorized persons for personal tasks in the halls such as washing clothes is not allowed.
- xii. Subletting or trading rooms to other students is strictly prohibited.
- xiii. Ragging of students admitted to the College is totally banned. Any violation of this by the students will be dealt with very severely. Offenders shall receive any of the following punishment after committees' investigation;
 - i. Withholding results.
 - ii. Debarring from representing the institution in any regional, national or international meeting, tournament, youth festival, etc.
 - iii. Suspension/ expulsion from the hall.
 - iv. Cancellation of admission.
 - v. Rustication from the institution for period ranging from one to four semesters
 - vi. Expulsion from the institution and consequent debarring from admission to any other College for a specified period.
- a. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

5.3. USE OF APPLIANCES

Violations of this Unacceptable Use Policy may result in disciplinary actions, legal consequences, or loss of access to college resources. Consequences may include but are not limited to:

- i. The use of electrical appliances such as;
 - a. Microwave
 - b. rice cooker
 - c. immersion heaters/kettle
 - d. electric stove
 - e. juice maker/blender
 - f. toaster
 - g. washing machine
 - h. electric hair dryer
 - i. electric sewing machine
 - j. photocopier/printer/scanner

and any other unapproved electrical appliances is prohibited. Private cooking in the halls/student's room is strictly prohibited. Such appliances, if found will be confiscated and a fine will also be imposed. iii.

Disciplinary actions in accordance with college policies and procedures.

- ii. The uses of audio systems or personal TV which may cause inconvenience to other occupants are not allowed.
- iii. When the students go out of their room they should switch off all the electrical / electronic appliances, and

keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

5.4. COLLECTIVE RESPONSIBILITIES

- i. General damage to the hall property will be a collective responsibility of all the residents.
- ii. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- iii. Residents will be personally responsible for the safety of their belongings.
- iv. Residents are required to obey all traffic rules inside the campus.
- v. Residents are duty bound to report to the hall prefect/hall tutor in case they notice any unwanted incident or undesirable activity going on in the hall or on the campus.
- vi. Residents are required to park the cycles or motorbikes only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- vii. Students should not arrange any functions or meeting within the halls or outside or within the campus without specific permission of the concerned authorities.
- viii. Students should not arrange for any picnic outside without specific permission of the Dean of students affairs.
- ix. Residents are required to be conscious of the environment in which they live by keeping it clean,

healthy and presentable. Students should not throw litter indiscriminately

- x. The residents of the halls are responsible for the safe keeping of their personal belongings. They are advised to keep under lock, all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- xi. Any case of theft should be reported promptly to the Security officer on duty or the hall tutor.
- xii. The jurisdiction of ATECOE is confined to the campus. If any student creates law and order problems outside the campus, they are answerable to the police.
- xiii. When students go out they should plan to return to the campus before 10:00 p.m.
- xiv. No mob action/instant justice should be taken against a suspected criminal, rather they should report to the hall tutor.
- xv. Incidences that happened in the College must be addressed in the College before it is sent to the police.

5.5. COURTESY / QUIET HOURS

Residents have a fundamental right to study, rest, and have a degree of uninterrupted privacy within each room. Therefore, it is the responsibility of each resident to maintain an atmosphere that is considerate of others and conducive to learning. While minimum quiet hours are established by the College for each residence hall, courtesy and consideration are expected at all times.

5.6. COURTESY / QUIET HOURS

Designated quiet hours in the halls are Sunday-Thursday, 10:00 p.m. to 7:00 a.m.; Friday and Saturday, 10:00 p.m. to 9:00 a.m. During these times:

- i. Noise must not disturb students in adjacent rooms, and headphones/ear-buds are strongly encouraged for those who choose to listen to music beyond the stated level.
- ii. Stereos, TVs, radios, etc., may not be played so as to be disruptive to any room occupant.
- iii. Hall lounges should be used during quiet hours to socialize so that activities do not disturb others.
- iv. Twenty-four-hour quiet hours are in effect at all times during finals periods and reading days, beginning at 10:00 p.m. on the last day of classes.
- v. For violation of quiet hours during finals, students may be asked to leave the hall immediately.

5.7. COURTESY / CONSIDERATION / COMMUNICATION

- i. Students are expected to respect the rights of other students, and individuals bothered by noise are expected to take the initiative to communicate with noisy fellow residents just as noisy residents are expected to respond with courtesy.
- ii. Students should curtail at all times social or recreational activities that infringe on others' rights without being asked.

5.8. RIGHTS OF HALL MANAGEMENT

- i. A breach of afore mentioned rules will invite an enquiry that will be conducted by the Hall Management. If the student is found guilty, then the Hall Management will take disciplinary action that it deems fit. Depending on the case, the Management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hall
- ii. The Hall Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the notice boards.
- iii. The hall management/the College reserves the right to inspect the rooms and the facilities as a whole at all times with or without presence of residents.
- iv. The rooms will be inspected before recess and residents will be liable for cost of maintenance beyond ordinary wear and tear.
- v. The decision of the College shall be final and binding on all residents of the halls.
- vi. The College shall carry out regular maintenance to ensure that each room within the halls is habitable.
- vii. Incidences of breach of regulation may results in an immediate revocation of residential status.
- viii. Failure to report breach of regulation by roommates to the hall management/the College shall be considered an act of collusion and may result in an immediate revocation of residential status of all occupants in the room.
- ix. Invasion of hall facilities by visitors between 10 .00pm and 6.00 am is prohibited.

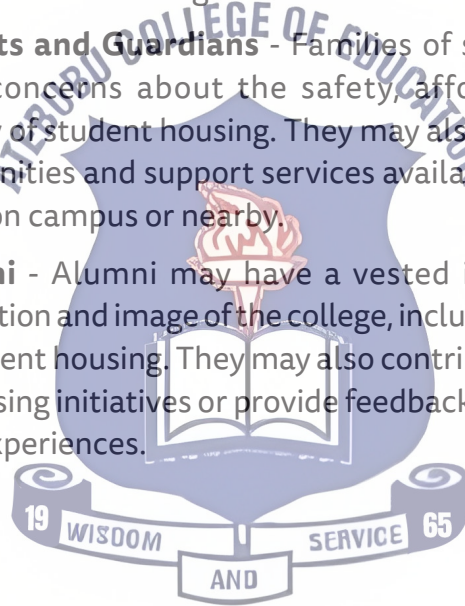
6.0 STAKEHOLDERS

6.1 INTERNAL STAKEHOLDERS

- a. **Students** - They are involved in the housing application process
- b. **Staff** - They provide support for students living on-campus and collaborate with residential advisors for student welfare.
- c. **Academic Board** - The board manages the day-to-day operations of college accommodation facilities and ensures compliance with safety, security, and hygiene standards.
- d. **Hall Management** - They facilitate communication between residents and College administration.
- e. **Accommodation and Housing Committee** - The committee allocates rooms and resources fairly and transparently to students and addresses concerns and grievances related to accommodation.
- f. **College Governing Council** - It oversees the overall governance and strategic direction of the college accommodation policy

6.2 EXTERNAL STAKEHOLDERS

- a. **Local Community** - The community surrounding the college may have concerns about the impact of student housing on local property values, noise levels, traffic, and overall quality of life.
- b. **Local Government** - Municipal authorities are interested in ensuring that student housing meets local zoning and safety regulations. They may also be concerned with issues like traffic congestion and waste management.
- c. **Parents and Guardians** - Families of students often have concerns about the safety, affordability, and quality of student housing. They may also be interested in amenities and support services available to students living on campus or nearby.
- d. **Alumni** - Alumni may have a vested interest in the reputation and image of the college, including the quality of student housing. They may also contribute financially to housing initiatives or provide feedback based on their own experiences.



7.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal and the Academic Board shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.



8.0 STATUS

Draft, revisions and approval of the policy shall be enforced by the College Governing Council. The implementation of the latest version of this policy supersedes all previous versions of this policy.

8.1. APPROVAL BODY

The College Governing Council

8.2. INITIATING BODY

The Academic Board

8.3. EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

8.4. REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)

9.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

9.1. RELATED POLICY AND OTHER DOCUMENTS

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

9.2. OWNER / SPONSOR

College Principal

9.3. AUTHOR

College Governing Council



10.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

principal@atecoe.edu.gh



12.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe_official
- iii. Instagram-@atecoe_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



ANNEXES

HALL MANAGEMENT

The following officers constitute the Hall Management Committee (HMC):

- i. Students affairs officer
- ii. Hall tutors
- iii. Deputy hall tutors
- iv. Estate officer
- v. Hall presidents

Each hall is managed by a Hall tutor, hall prefects and the estate officer. The students can approach any of the above officers for help, guidance and grievance redress through a proper channel.

ACCOMMODATION

- i. According to regulations, hall accommodation is accessible to all students at ATECOE exclusively during active semesters. There is no entitlement to occupy a room during breaks; however, permission may be granted upon request for students engaged in coursework, projects, hall-related activities, or College work.
- ii. Hall lodging is open to sandwich students affiliated with the College, subject to a fee determined by the Hall management or College. Sandwich students are

required to promptly vacate their assigned halls upon the conclusion of their cohort session.

- iii. Upon request, hall accommodation may be extended to churches or other organizations for a restricted duration, specifically during College recess. These entities will be obligated to cover room rent, establishment charges, and any additional fees determined by the College.

RAGGING

Ragging constitutes any of the following acts:

- a. Any behaviour by a student or students, whether expressed verbally or in writing or through actions, that involves teasing, treating, or handling a fresher or any other student rudely.
- b. Engaging in rowdy or undisciplined activities by any student or students that cause or are likely to cause annoyance, hardship, physical or psychological harm, or instil fear or apprehension in any fresher or another student.
- c. Requesting any student to perform an act that leads to feelings of shame, torment, or embarrassment, negatively affecting the physical or psychological well-being of such a fresher or any other student.
- d. Any action by a senior student that hinders, disrupts, or disturbs the regular academic activities of another student or a fresher.
- e. Utilizing the services of a fresher or any other student to complete academic tasks assigned to an individual or a group of students.

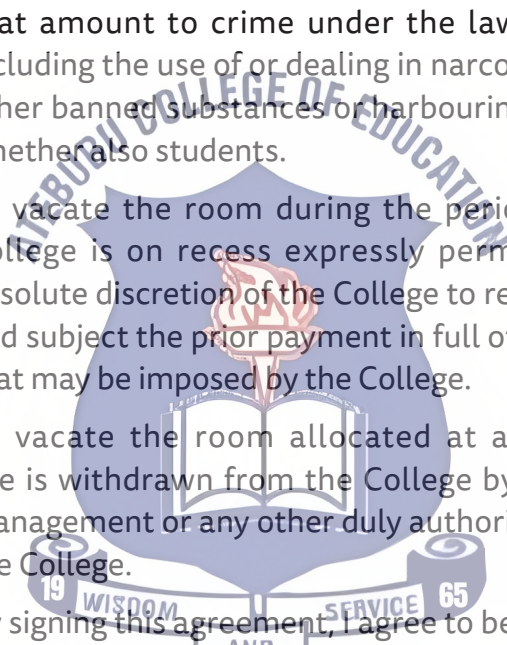
- f. Engaging in financial extortion or imposing forceful expenditure burdens on a fresher or any other student by students.
- g. Committing any form of physical abuse, including sexual abuse, homosexual assaults, stripping, compelling obscene and lewd acts, gestures, causing bodily harm, or posing any other health risk.
- h. Engaging in abusive behaviour through spoken words, emails, posts, or public insults, which may involve deriving perverted pleasure, vicarious or sadistic thrill from actively or passively contributing to the discomfort of a fresher or any other student.
- i. Engaging in any act that adversely affects the mental health and self-confidence of a fresher or any other student, with or without the intent to derive sadistic pleasure, or to display power, authority, or superiority by a student over a fresher or any other student.



ATEBUBU COLLEGE OF EDUCATION HALL RESIDENCY AGREEMENT

This Residency Agreement is entered into.....day of
in the year.....between the Atebubu College of Education acting
per the students affairs officer or any duly authorized officer, on
one part referred to as the College and
admitted to the Atebubu College of Education as student on
the other part

1. In consideration of theHall Residents admission to the College and the payment of residential dues herein stipulated , and due observance of the conditions herein contained , the College admits him/her into room number..... for the period ofSemester(s) or.....Academic years(s).....
2. The hall resident hereby agrees to the following conditions;
 - a. To use the room allocated to me for residential purpose only.
 - b. To observe any rules and regulation that may be put in place from time to by the College.
 - c. To accord the person the College may put in charge of the facility the tremendous respect and comply with the directives given from time to time.
 - d. Not to make alteration to the facility, whether of a temporary or permanent nature.

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- e. Not to engage in any act that will deface the facility, such as fiction pictures or photographs on the facility walls.
 - f. Not to allow any unauthorized person(s) to live the room assigned.
 - g. Not sublet or trade the room to any person.
 - h. Not to engage in any activity in and around the facility that amount to crime under the laws of Ghana, including the use of or dealing in narcotic drugs and other banned substances or harbouring any person whether also students.
 - i. To vacate the room during the period when the College is on recess expressly permitted at the absolute discretion of the College to remain therein and subject the prior payment in full of any user fee that may be imposed by the College.
 - j. To vacate the room allocated at any time he/ she is withdrawn from the College by the College Management or any other duly authorized officer of the College.
 - k. By signing this agreement, I agree to be bound by its terms and that failure will mean or imply a waiver of the right to take action.

3. The hall resident further agrees that;

- a. The College reserves the right to inspect the rooms and the facilities as a whole at all times whether in the presence of the hall residents as far as practicable or expedient the College shall endeavour to give prior notice of such inspection to the hall residents.

- b. Rooms will be inspected before recess and occupants will be liable for cost of repair of the room that exceeds ordinary wear and tear.
- c. No collective decision taken by the hall residents supersede this agreement.
- d. The decision of the College shall be the final and binding on the hall residents allocated a room in the facility.
- e. The College shall ensure that the facility and its constituents are maintained in reasonable conditions at all times and that complains are brought to its attention by the hall resident are properly attended to
- f. Breach of these regulations may result in immediate revocation of residential status.
- g. Failure to report breach of any these regulations by roommates to the College shall be considered an act of an act of collusion and may result in immediate revocation of residential status of all occupants of the room.
- h. Where residential status of a resident is revoked, any rent that is due shall be fully paid and resident shall forfeit any fee paid in advance.
- i. No visitor(s) shall be allowed into the facility between the times of 10:00 midnight and 6:00 am. Hall prefects/tutors are mandated to use their discretion

to protect residents and College properties at all times and have the right to refuse entry to visitors to the hall of residence.

4. Use of Appliances

- a. The following may be used in the halls
 - i. Students would be allowed to use electricity in the halls to power their light, radio, pressing irons and mobile phones. The use of the following appliances is, however, prohibited
 - a. Microwave
 - b. rice cooker
 - c. immersion heaters/kettle
 - d. electric stove
 - e. juice maker/blender
 - f. toaster
 - g. washing machine
 - h. electric hair dryer
 - i. electric sewing machine
 - j. photocopier/printer/scanner
 - k. Air-conditioners of all types
 - l. Any unapproved electrical appliances
- b. Th Cooking: Cooking/heating of food of any form, in and around the room is prohibited.

Students found using any banned appliance or cooking in the room will lose their residential status. This act could also attract a penalty.

5. Students Declaration

I agree to abide by these rules and regulation so long as I continue to stay in the College hall

Signature of Hall Residents.....

Date..... Index Number.....

Level..... Nationality.....

Tel No.

Name of parent / Guardian.....

Occupation..... Tel No.....

6. Declaration of underlying medical problem(s) (If any)

.....
.....
.....
.....

For The registration official

Name of official.....

Amount Ghc.....

Signature..... Date.....



APPENDIX B

ROOM VACATING SLIP

Name

Index no..... Hall.....

Room No..... Mattress no.....

Destination..... Parent/Guardian no.....

Student's signature.....

The registration official

Name of official.....

Amount Gh¢.....

Signature..... Date.....

