



ENVILLE POLYTECHNIC
STUDENT AFFAIRS DEPARTMENT
APPLICATION FOR HOSTEL ACCOMMODATION

Enville Polytechnic is under no obligation to provide all students with hostel accommodation. Allocation of bed space is therefore a Privilege NOT a Right; and on first-come-first-served basis. A pre-condition for acquiring hostel accommodation is for the applicant to undertake to comply with all regulations and consent to any disciplinary action warranted by breach of the rules and regulations attached. Please complete the application form below as an agreement to comply with the Hostel rules and regulations.

APPLICATION FORM (TO BE COMPLETED IN DUPLICATE)

STUDENT PARTICULARS:

Surname:

Other Names:

Department: Date of Birth:

Residential Address:

.....

Postal Address:

Place of Birth: State of Origin:

L.G.A: Blood Group:

State known illness (if any):

GSM No(s):

E-mail(s): 1) 2).....

HOSTEL ACCOMMODATION FEES: Only students who indicate and have made payments will be allocated bed spaces.

Hostel Accommodation – **₦60, 000**

Hostel Maintenance - **₦10, 000**

Total = ₦70, 000 (₦35,000 per semester)

FOR OFFICE USE ONLY

Application Approved / Not Approved Payment

Receipt No: Amount Paid: Date:

Block: Room:

Approval of Head of Students Affairs: Date:



ENVILLE POLYTECHNIC
STUDENT AFFAIRS DEPARTMENT

HOSTEL ALLOCATION UNDERTAKING & AGREEMENT FORM
(To be completed by Parent/Guardian of the Student)

PARTICULARS OF APPLICANT

Name:

Registration No: Programme:

Session: Block: Room No:

GSM No: Year:

PARTICULARS OF PARENT/GUARDIAN

Name of Parents/Guardian: Father:

Mother:

Address:

.....

Name of Guardian:

Occupation of Father:

Occupation of Mother:

Occupation of Guardian:

GSM No(s): Father, Mother, Guardian

Contact Address:

Father:

Mother:

Contact address of Guardian:

RULES & REGULATIONS GUIDING THE ALLOCATION OF ACCOMMODATION

1.0 GENERAL BEHAVIOUR AND DISCIPLINE

- a) The hostel accommodation is not a right to students but a privilege. Students should therefore not take it for granted that they must be provided with accommodation as there is limited space.
- b) Only students duly registered for the session are eligible for allocation of bed space. Any student found occupying a bed space illegally or squatting at any point in time would be ejected and made to face disciplinary action.
- c) Room allocation once made cannot be changed and no student given a bed space shall allow another person to share or utilize the space without the authority of the Head of Students' Affairs.
- d) Students should not lease, sublet or enter into any form of agreement, trading or exchange of the bed space allocated to them.
- e) Bed space allocated to a student must be occupied immediately. Any allocated bed space found unoccupied for a period of four (4) weeks from the date of allocation and without any authorized permission to the contrary from the Director of Student's Affairs shall be revoked.
- f) Female students that are nursing mothers are not permitted to reside with their babies in the hostel.
- g) Bed, mattress and any other facility provided to student must be put into good use for which they are meant. Enville Institute reserves the right to eject any student from the hostel without the refund of any hostel fees paid. Students are advised to handle with utmost care all hostel facilities provided to them to avoid damages / destruction.
- h) The cost of the repairs of any damages caused to facilities provided in individual rooms of the hostel shall be surcharged to all occupants of the room. These damages include damage to the wall, the door, the windows, the floor, the lighting systems, others not specified but provided for conducive living in the hostel.
- i) The cost of the repairs of damages caused to all shared facilities such as the kitchen, wash room, reading/sitting room, doors and windows etc. shall be surcharged to all the students in that hostel.
- j) Possession, sale, distribution or consumption of alcoholic beverages, tobacco, contraband drugs, and toxic/ hazardous materials is strictly forbidden in the hostel and the Institute at large. Attention is particularly drawn to the penalty contained in Decree 2 of 1984 of the Federal Republic of Nigeria which attracts legal prosecution.

- k) Possession, sale, distribution or use of any form of firearms, explosive devices including knockouts or any other harmful material is strictly forbidden in the hostels. Violation of this provision shall attract legal prosecution by the State as the student will be handed over to the police.
- l) Physical combat or any form of physical assault on any personality is not permitted. This includes any form of fighting. Violation of this attracts revoking of bed space, forfeiture of fees paid, and expulsion from Enville Institute and/or legal prosecution.
- m) Cultism and cult-related activities are strictly forbidden. Violation attracts summary dismissal from the Institute and the culprit being handed over to the police.
- n) Parties, Socials and/or Political gatherings are not permitted in the hostel.
- o) Pasting of posters, bills, flyers or any form of writing or defacing the hostel is not permitted.
- p) Television, radio and all other electronics brought into the hostel by the student(s) must be regulated. Noise level should be kept low at all times to allow others their right to comfort.
- q) Students are not permitted to undertake any form of hawking or trading in the hostel.
- r) Engaging Enville Institute personnel or any neighbor in the vicinity of the hostel into any verbal assault is punishable by automatic loss of bed space with no refunds of fees paid.
- s) Any activity that is not in the interest of the academic and welfare pursuit of the students is not permitted.
- t) Any strange or unaccepted behavior of a room-mate must be reported to the Director of Student Affairs immediately.

2.0 HOSTEL MAINTENANCE

- a) All electrical appliances must be switched off when not in use.
- b) Furniture, electronics, and all other facilities provided must not be transferred to any other location other than where they were positioned.
- c) Cooking inside the room, use of boiling rings and hotplate is strictly forbidden. Students must use the kitchenettes provided each hall or any other place approved by the Institute. Violation of this provision attracts seizure of cooking utensils and/or revoking of bed space

- d) Students are responsible for keeping their rooms, common rooms, lavatories, and the surrounding clean and tidy at all times. Refuse must be disposed of appropriately to the designated locations.
- e) Washing of clothes and other materials must be done in the laundry or any place designated near the surface tanks provided outside the Hostel.
- f) Bathing or defecating outside designated toilets is strictly forbidden. Violation attracts loss of bed space and forfeiture of fees paid.
- g) Students residing in each hall must participate in any organized sanitation exercise under the supervision of the hall governor.
- h) The Hall Supervisor reserves the right to make spot checks in the hostel without prior notice to the students. However, the right to privacy and dignity of the students should not be violated.
- i) Enville Institute Authority reserves the right to relocate student to other hostel block whenever the need arises.

3.0 SECURITY

- a) Students are advised to lock their valuables in the spaces provided in the rooms. The Institute will not accept any responsibility for any loss or damage to student's property within and outside the rooms of residence.
- b) All personal properties considered especially valuable must be registered with the Director of students Affairs before taking them into the hostel.
- c) Students vacating the rooms must remove all their personal properties and hand over keys to the hostel supervisor before departing on each vacation.
- d) All students must be in their rooms not later than 8:00pm. Any student with a peculiar case that would warrant his/her late return must obtain a written permission from the Hostel Supervisor.
- e) Any student who observed his room-mate is missing for some time should report immediately to the School Authorities. This is to enable the authorities take appropriate actions to avert untoward incident.
- f) Students' visiting hours are between 10:00am and 8:00pm daily.
- g) Male visitors (including the Institute's students) are **NOT ALLOWED** into the female hostel and female visitors (including the Institute's students) are **NOT ALLOWED** into the male hostel.

- h) Visitors are not permitted to be accommodated into the hostel for any period of time.
- i) Pets or any kind of animals are not allowed in the hostel.
- j) Violation of above provisions may lead to surcharge, ejection from the hostel, revoking of bed space, suspension or dismissal from the Institute or legal prosecution or both.

**DECLARATION / ATTESTATION OF ACCEPTANCE TO RULES AND REGULATIONS
GUIDING THE HOSTEL**

I do hereby declare that I have read
and understood all the rules and regulations listed and will abide by them and any other
that may be added by the Institute.

Student's Signature..... Date.....

ATTESTATION

It is in agreement with all the above conditions that I

Parent/Guardian of

Registration No certify that my ward will respect and
comply with the Institute's rules and regulations governing the allotment of
accommodation. Any act of indiscipline, rudeness, deviation and non-conformity to the
established rules and regulations would render the offer Null and Void.

Parent/Guardian Signature Date

WITNESS:

Name of witness

Address

Mobile No

Signature Date