



HOSTEL-ROOM ALLOTMENT FORM

ISLAMIC UNIVERSITY OF KENYA -Kisaju Campus

Affix
Photograph

NOTE: Please read the guidelines given below for filling and submission of form.

1. STUDENT'S DATA:

Name: _____ Class: _____
Gender: _____ Discipline: _____
Date of Birth: _____ Semester: _____
CNIC: No: _____ Merit No: _____
E-mail: _____ Registration No: _____
Cell Phone No: _____ County: _____
Permanent Home Address: _____
Temporary Home Address: _____

2. PARENTS' DATA:

Father / Guardian Name: _____
Occupation: _____ CNIC NO: _____
Cell Phone No: _____ E-mail: _____

3. MEDICAL RECORD:

- a. Are you having any medical history? Yes/No _____
b. If yes, specify the disease you are suffering from _____ (Attach Medical Reports/Prescription)
c. Any medicine being used regularly. _____ Blood Group: _____

Date: _____

Student (Signature) _____

(For Office Use)

Hostel Room-Rent Receipt No. _____ Ksh. _____ Date _____

Hostel Allotted: _____ Room No: _____ Date: _____

Accounts Officer (Name & Signature) _____ Date _____

Hostel Warden/ Matron (Signature): _____

1. Undertaking for Hostel Facility by the Student: -

I, _____, son/daughter of _____, hereby solemnly affirm and undertake that:

- i. I will follow all the rules, regulations, orders, guidelines, circulars, etc. set by the institution, including any updates or changes that may be introduced;
- ii. The institution reserves the right to take disciplinary action or impose penalties if I am found guilty of misconduct, indiscipline, disobedience, malpractice, or any behavior that may harm the reputation or interests of the institution, whether inside or outside the campus.
- iii. In the event that I am found guilty, the institution may terminate my stay in the hostel or even in the institution, and I will not be entitled to any refund of fees paid, including admission, hostel, or any other charges.
- iv. I will also be responsible for paying any pending fees, dues, or penalties;
- v. I shall not possess, use or deal with any kind of material including alcohol, drugs of any kind, tobacco, cigarettes etc.;
- vi. I shall not possess, use or assist the use of any kind of weapons including sticks, rods, firework or any such material and on being found guilty, the Institution may take any disciplinary action against me;
- vii. I shall be liable to pay for any damage caused by me to the property of the Institution either alone or jointly with others and face disciplinary action;
- viii. The Management have the full authority for the inspection of the room, bags, almirahs or any of my personal belongings at any time;
- ix. I shall not allow any unauthorized person to enter or stay in my room;
- x. I shall not misuse electricity;
- xi. When I go on leave, I will hand over the room key to the supervisor-Hostel;
- xii. The management reserves the right to frame, amend, or withdraw any provisions, including hostel timings. Any such amendments will be effective and binding on all concerned, as decided by the management from time to time.

GUIDELINES**2. Complete and submit the Hostel-Room Allotment Form as per the provided guidelines.**

- a) Rooms will be allotted on a **first-come, first-served** basis.
- b) Room allocation will be canceled if the room is not occupied within one week of allotment.
- c) The **original, completed** Hostel Allotment Form, along with the **paid copy of the Hostel Rent receipt** and a **copy of the student's CNIC**, must be submitted to the **Hostel Supervisor** upon joining the hostel.
- d) Incomplete forms will not be entertained.

Date _____

Student (Signature) _____