INTRODUCTION
Please read this document and make sure you understand and agree to the terms before you accept. The Accommodation Contract is governed by Bowen University and shall have exclusive jurisdiction to govern any disputes arising from this accommodation contract. If you do not understand any of the terms you should consider taking advice before becoming bound by the Accommodation Contract.

PRINCIPLES OF RESIDENCY
Bowen University views residency in its Halls as a privilege and an opportunity for collegial living, with all that this implies in regard to individual care and concern and mutual respect.

In providing the opportunity to live in a residential hall in one of the University campuses, Bowen intends and expects every new student to be welcomed and supported as part of the Bowen Community as early as possible. We are particularly mindful of the needs of students who may be away from home for the first time and we therefore aim to provide services that will, as much as possible, make you feel at home. The Halls are overseen by the Dean Student Affairs who has responsibility for the coherence of hall life, ensuring that students learn to live together, building community and making best use of the resources available to them. The Dean of Student Affairs works with a team of Hall Warden and Hall Assistants to monitor the academic progress and general welfare of students in Halls as well as oversee the social activities available to resident students. More generally, an extensive range of support services and pastoral care are available to all students.

As a University, Bowen prides itself on the beauty of its campuses and on the strength of its community. It is essential that all resident students realise the importance of respect for others with whom they share their accommodation and also of the spaces that are to become their home. Living in Halls should be a pleasant experience for all. However, this can be jeopardised by excessive noise or anti-social behaviour. We, therefore, have a Code of Student Discipline and any breach of this general principle and/or the Accommodation Contract will result in the involvement of the Dean of Students Affairs who has authority in all such matters. Disciplinary measures will include written warnings and fines and breaches can result in exclusion from Halls or even the University where when deemed justified. We hope that use of disciplinary sanctions will not be necessary and that all students will enjoy a rich and fulfilling experience in our Halls of Residence.

A. THE UNIVERSITY’S OBLIGATIONS – our responsibilities to you
1. The University will provide you with a reasonable standard accommodation where you can live and study with as few problems as possible.
2. We will use our best endeavours to ensure that repairs and cleaning services are carried out promptly and in an efficient manner, as much as possible.
3. We will use our best endeavours to provide adequate lighting and water in the hostels. But the University cannot accept responsibility for the failure of any services in the hostel, which are outside its control.
4. The University reserves the right to enter and search your room, in the interests of safety, health or the maintenance of law and order or to carry out essential repairs or maintenance.

B. THE STUDENT’S OBLIGATIONS – your responsibilities
(a). Health and Safety
1. In order to ensure your health and safety, you should report any defects or repairs needing attention to the Hall Warden and Hall Assistant as quickly as possible.
2. Please do not authorise any contractors to do repairs without written permission from the Hall Warden or you may be held responsible for damages. If additional damage is caused to
the Accommodation due to failure to report defects and repairs promptly, additional charges may be incurred for which you might be held responsible.

3. We have guidelines relating to Health and Safety which are implemented for the general welfare of all our students.

4. Not more than the allocated number of persons should reside in a room and the persons actually occupying the room are those entitled to be in the room.

5. No visitor should be received in the room overnight.

(b). Fire Safety

1. You should familiarise yourself with the fire and safety procedures and the appropriate escape route in the event of a fire outbreak in your Residence. You must abide by all fire or safety regulations and co-operate with the emergency services (including Security and other personnel). You must NOT interfere with any fire or safety appliances. You should be aware that interference with or misuse of fire fighting equipment or alarm systems is a criminal offence and will be treated as such by the University.

2. If any fire extinguisher is discharged without proper cause by you or your visitors you will be liable to pay the cost of refilling the fire extinguisher plus an administrative charge not to exceed N5000.00.

The above does not preclude any other action that the Fire Authority or the University may decide to take.

(c). Security

1. The University will ensure a safe environment, free from any injury, for living and for learning.

2. If your personal belongings and property, including clothing, foodstuff, books and University coursework are not removed from the room by the end of the academic session they will be removed and subsequently disposed of without liability on the part of the University.

3. It is your personal responsibility to take care of belonging and cash, which cash should not exceed N5000 at any time.

(d). Washing Facilities, Furnishing, Cleaning Routines and Other Matters

1. You must not use or install any cooking, drying or refrigeration appliances in the Accommodation which have not been supplied by the University, unless permitted to do so in writing by the University.

2. You must keep your study bedroom clean and tidy.

3. You must ensure that all refuse is safely disposed of on a daily basis and not left to accumulate in the Accommodation.

4. The cleaning of the room is joint responsibility of the residents. It is suggested that a weekly cleaning roster is the best way of ensuring that the Accommodation is kept clean and each student should do his/her fair share and not expect other students to cover for him/her.

(e). Maintenance and Repair

1. You must report to the University any damage or loss to the Accommodation or fixtures and fittings, equipment, furniture or floor coverings including the common parts of the Residence, the building or University property.

2. You must take care when hanging posters or pictures not to mark the walls. Please use the notice board/pin board provided. You must NOT drill holes in the walls to erect shelving or otherwise without written permission from the Hall Warden.

3. Ensure that no damage is caused to the Accommodation.

4. You must not attempt to alter, add to, or in any way interfere with the construction, arrangement or services of the Accommodation, including external fixtures or fittings, locks, door or window closures or electrical fittings.

5. You are not permitted to erect aerials or satellite dishes in the Accommodation.
6. You must not attempt to cover or block any ventilation grilles, or install any other lock on the doors.

(f). Residence Fees and Contractual Relationship

1. The absence of a signed contract does not materially affect the relationship between the Student and the University. A contract is formed by the making of an offer and the student accepting the offer. The act of accepting and signing for the keys to their Accommodation and moving in proves the existence of a contractual relationship and does not have to be evidenced by a signed contract. You will still be bound by the provisions of this contract without signing it should you sign for keys and move in.

2. Except otherwise granted approval, you must vacate the hall of residence latest by 12 noon on the day after the session ends. Otherwise you will be billed as may be decided by the University.

3. The University reserves the right to change the location of your Accommodation and in accepting our offer of accommodation you agree that you will move when requested from one room to another in the same hall or to another hall of Residence.

4. You will be required to vacate the Accommodation if you withdraw from your studies and cease to be a registered student OR in the event that you are formally excluded from the University for whatever reason OR in the event that you are granted a formal leave of absence from the University (upon receipt of the University’s notice to vacate) OR if you commit serious or persistent breaches of this contract. In such cases you will be required to pay full fees for the academic year.

5. The University shall not be liable in damages and you shall not have the right to terminate this Contract for any delay or default in performance of the obligations under this Contract if such delay or default is caused by reasons beyond the University’s control including, but not limited to, war, national emergency, terrorism, government restrictions, acts of God, industrial action, unforeseen closure of the University and/or unavailability of key personnel provided that the University gives you notice of the reasons for such delay or default and uses reasonable endeavours to confirm when the Contract is likely to resume.

6. Remove and dispose any waste from your room upon vacating the room or going on holiday. The university will surcharge the resident in each room, if cleaners are deployed to clean any waste in such room or in front of the corridor.

(g). Anti Social Behaviour and Disciplinary Procedures

1. You must NOT keep, bring, use or allow the following into the Residence or the Accommodation:
   a. any unlawful drugs or other such substances including any controlled drugs.
   b. firearms, airguns, combat knives or other dangerous weapons of any sort
   c. gaming machines, pool tables, juke boxes or similar such items
   d. road signs, traffic cones, or the like such as any emblem, symbol or insignia of any secret society, cult or a banned organisation.

2. You must not use the Accommodation for any other means other than your own private residential use.

3. You must not gamble, sell any product or purchase any product in the Residence.

4. You must not breed, keep pets or other animals in your Accommodation.

5. You must ensure that no disturbance, inconvenience, nuisance or annoyance is caused to any other resident(s) in the Residence or the neighbouring vicinity by any form of antisocial behaviour by you or your authorised guests in the Accommodation. You must keep noise to a minimum, both during the daytime and particularly at night i.e. between the hours of 23.00hr and 06.00hr.

6. You must comply with the University’s rules, the full details which are in the Student Information Handbook.
7. The University reserves the right to terminate this Contract if your health or behaviour poses a serious risk to others in the Residence or for any serious or persistent breach of your obligations under this contract.

8. You must not play or allow to be played ball games inside any part of the Residence nor on any landscaped areas adjoining the Residence.

9. You must comply with the University’s Guidelines on Race, Religious and Sex Discrimination.

10. You must comply with the “General Conditions of Use of Computing and Network Facilities” when using any computers and/or computer network and Internet connections in the Accommodation.

11. You must not to put up any sign, poster, banner, advertisement or recyclable materials in the window of the Accommodation so as to be visible from the outside.

12. Vandalising any university property will be taken seriously and such students or group of students involved may be asked to face disciplinary action. In a case where students fail to identify the offender all the students in the said Hall will be punished and will have to pay for the repair.

I attested that I have read this contract and I understand that the points listed in this contract bind me. Therefore I pledge to abide by every rule pertaining to the Hall of Residence

Name..................................................................................................................

Student Number................................................................................................

Hall of Residence..................................................................................................

Signature.............................................................................................................

Date.....................................................................................................................

Guardian/Parent as Witness

Name..................................................................................................................

Signature.............................................................................................................

Date.....................................................................................................................
To be detached and kept in each student’s file.

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Student Number

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