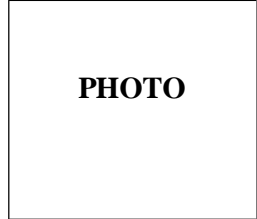




**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF WATER AND IRRIGATION**  
**WATER INSTITUTE**



**ACCOMODATION APPLICATION FORM**  
**2017/2018**  
 (Use capital letters only to fill in the space provided )



**A: PERSONAL PARTICULARS:**

1. STUDENT'S NAME:.....
2. REGISTRATION NUMBER (FOR CONTINUING STUDENTS).....
3. PRIVATE/GOVERNMENT SPONSORED: .....
4. NAME OF SPONSOR:.....
5. LEADER (WADEMISO): YES/NO
6. IF YES POSITION:.....
7. COURSE..... YEAR OF STUDY:.....
8. PLACE OF BIRTH:.....
9. HOME PLACE:.....
10. HOME ADDRESS:  
 PHYSICAL ADDRESS:.....  
 POSTAL ADDRESS:.....  
 TELEPHONE:.....
11. Do you have any physical disability, or any special health problem? (Tick)
 

<b>YES</b>	<b>NO</b>
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If yes please explain:.....  
 .....  
 .....

B: NEXT OF KIN IN CASE OF EMERGENCY (Parent/Guardian/Husband/Wife)

**FIRST NEXT OF KIN**

1. NAME:.....

RELATIONSHIP:.....

2. AREA OF DOMICILE:

REGION.....DISTRICT:.....

WARD: ..... VILLAGE/STREET: .....

3. OCCUPATION: .....

4. CONTACTS:

PHYSICAL ADDRESS: .....

POSTAL ADDRESS: .....

TELEPHONE:.....

**SECOND NEXT OF KIN:**

1. NAME: .....

2. RELATIONSHIP: .....

3. AREA OF DOMICILE: .....

4. REGION: ..... DISTRICT: .....

5. WARD: ..... VILLAGE/STREET: .....

6. OCCUPATION: .....

7. CONTACTS: .....

PHYSICAL ADDRESS: .....

POSTAL ADDRESS: .....

TELEPHONE.....

C: FOR OFFICIAL USE ONLY:

1. ROOM ALLOCATED

ROOM NO.

BLOCK:

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**AUTHORISING OFFICER:**

SIGNATURE: .....

NAME: .....

POSITION: .....

**FOR: DEAN OF STUDENTS**

**(STAMP)**

## **HOSTEL RULES AND REGULATIONS**

1. The Hostel contract duration is meant to last for **ONE ACADEMIC YEAR ONLY**.
2. Student must pay Hostel fee in full before they can be given room keys. Hostel fee for this Academic year is **Tshs.200,000/=** .
3. Student must return hostel keys within five days after the end of each semester examination. Failure to return keys the deposited amount will not be refunded.
4. Musical appliances which make noise and disturb others are not allowed in the hostel rooms. Every student should make sure that the hostel is calm for studies. Student using musical appliance to disturb other in the hostel shall be expelled.
5. The student is not allowed to change room without prior consultation with the Office of the Dean of Students.
6. Cooking in the hostels is strictly prohibited. Any kind of cooker should not be used in the hostels.
7. Any property other than bag items should get written permit from the Dean of Student before it is brought to the Institute hostels. The Institute guards will have powers to bar any students from bringing property of such sort to the Institute premises if they have no permit.
8. Student is required to keep his/her room clean and tidy. Posting notes and poster on hostel room walls is not allowed.
9. Any repair needs must be reported to Estate Manager.
10. It is obligation of each student staying in the hostel to keep his/her hostel payment receipt and contract document to the end of his/her stay.
11. Smoking and alcohol drinking is not allowed in the rooms and/or around hostels. Any reported case of a student smoking and taking alcohol drinks in and around hostels shall lead to expulsion from the hostels.
12. Students are expected to be in their own Halls of Residence by 24.00-hrs midnight. Beyond this time, the guards shall refuse entry to that student, and shall report the incidence to the Dean of students. A student refused entry because of late coming shall be considered to have spent a night outside. Spending a night outside the room implies the student does not need the accommodation permanently, so he shall be deprived of the accommodation, unless he had permission by the Dean of Students to stay out until late or to stay away for the whole night.
13. Resident students shall be responsible for any damage or loss of properly in their hostel rooms as well as in the corridors, stairs, etc. If the person who caused the damage or loss cannot be identified, then the cost of replacement or damage shall be borne by residents of the entire floor or block .Where the person who caused loss or damage is known, that person shall be made to compensate for the whole damage. If he does not compensate it will lead to dismissal.

14. Students must report to the Dean of Students without delay, any damage to equipment or furniture in their rooms, whether accidental or otherwise. Failure to do so shall result in all occupants of that room or hostel to compensate for the damage or loss.
15. Every student staying in the hostel must have his/her hostel identity card when entering or leaving the hostel blocks. Guards shall have power to bar student from entering the hostel if he/she does not show Hostel ID.
16. Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places.
17. Student shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately.
18. Each room shall be allocated by the appropriate authority, permitting an unauthorized occupant to live in a hostel room is prohibited.
19. Access to hostel room: Students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staffs required to enter into a hostel room occupied by a student should:
  - (i) Identify himself or herself by stating his/her name and position and showing his identification card.
  - (ii) State reasons for requiring access.
20. Denial access, where access into a hostel is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall require to:
  - (i) Be accompanied by a security officer and a student representative. For the purpose of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.
  - (ii) Make a written report of the incident and submit to the appropriate authority.

NB:/ Submission deadline is on 6/10/2017

**DECLARATION:**

I..... a student of the Water Development and Management Institute declares that I have read the **HOSTEL RULES AND REGULATIONS** and will abide to them.

Applicant's Signature: .....

Date: .....