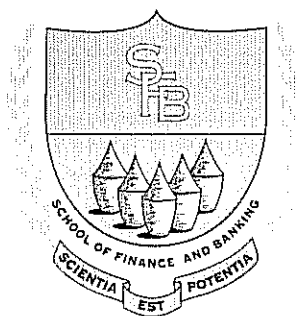


# SCHOOL OF FINANCE AND BANKING

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ECOLE DES HAUTES ETUDES DES FINANCES  
ET DES BANQUES

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## STUDENT HOSTELS

## REGULATIONS

# **SCHOOL OF FINANCE AND BANKING**

## **STUDENT HOSTELS REGULATIONS**

### **1.0 GENERALITIES**

1. These guidelines and regulations are set out to govern life in the school hostels. It explains in detail what may help students know what they can expect and what is expected of them to make their stay pleasant.
2. They apply to all accommodated students
3. The School administration is entitled to final interpretation of the regulations.
4. Regulations may be amended at anytime
5. The regulations come into force on the day they have been approved.

### **2.0 APPLICATION AND ACCEPTANCE OF ACCOMMODATION**

1. A room can be granted only for an academic year. Application for accommodation by continuing students for the next academic year must be made by 30th September.
2. New students will apply for accommodation during their admission process.
3. Hostel management is done by a committee composed by student representatives and the Dean of students' office. The committee will have among other responsibilities: room allocation, maintenance of good order and promotion of a conducive living, monitor and ensure compliance with the regulations, advise and issue instructions to students as necessary for the observance of good conduct and proper running of the hostel, receive and seek solutions to student complaints.
4. The SFB cannot guarantee accommodation for all applicants.
5. Lists of accommodated students are displayed on the student notice boards
6. Accommodation is contingent upon the signing of the Acceptance Form (appendix A).

### **3.0 REGULATIONS**

1. Residents have the right to:
  - a. Live in a safe environment conducive to the educational and social development of the resident student

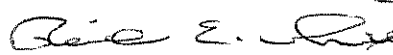
- b. Claim a quality of delivered services
  - c. have visitors within appropriate hours,
  - d. demand penalization of a room-mate for breaking the regulations.
2. Residents have the responsibility to:
- a. follow the law, rules and regulations,
  - b. respect and take care of the hostels and the environment,
  - c. take care of the school property, keep order and cleanliness in rooms, buildings and shared area,
  - d. use things according to that what they had been made for,
  - e. adhere to quiet hours (freedom from noise, particularly during the late night and sleeping hours) from 11 pm to 06 am.
  - f. inform the Administration on everything that is malfunctioning in order to take necessary steps in time.
  - g. to pay the accommodation fee
  - h. to show the id card on the Administration's demand,
  - i. to well manage water and power as well as other materials of common interest by switching the light off whenever the light is not needed, closing water taps after fetching water, making good use of toilets and bathrooms and throwing all litter in the dustbin
  - j. remove their belongings from the rooms and hand in the keys to the accommodation authority at the end of the academic year. The Administration has no responsibility for the belonging left in the room.
  - k. follow clearance procedures when vacating a room
3. All residents are expected to be respectful and responsible members of the communities within hostels. Students are expected to refrain from actions which prevent individuals from having a safe and respectful community living experience. Examples include, but are not limited to the following:
- a. Students must cooperate with School staff acting in performance of their duties; and
  - b. Students must refrain from actions that would interfere with a roommate's right to occupy the room
  - c. Students must refrain from incivility to staff and/or other residents

4. Resident is fully responsible for the materials in the room. Damage of any material or item of furniture in the hostels, buildings and shared area due to carelessness, loss or damage shall be the responsibility of the student. If the perpetrator not found, the Administration may bring to account some or all of the residents.
5. Residents bear financial and disciplinary responsibility for breaking the rules and regulations.
6. Any student who requests and accepts accommodation on campus will be obligated for it that academic year. Request to be removed from the list of accommodated students can be done within a period of three weeks after the displays of lists. After this time limit, the removal from the list will only be possible if the student finds someone eligible who will replace him/her.
7. It is forbidden in hall of residence:
  - a. to use the equipment too loud disturbing other students work and rest,
  - b. to conduct any commercial business activities that hamper the hostel residents
  - c. all forms of misconduct which include but not limited to smoking, alcoholic beverages consumption, sexual misconduct,
  - d. to carry in, distribute and drink any alcohol beverages,
  - e. to produce, carry in, distribute and use drugs, to entry the hostels by any person possessing drugs, dealing, distributing or inducing other to take or buy drugs,
  - f. to throw things into the sanitary equipment that may damage anything,
  - g. subletting of the room and/or provision of accommodation for other persons,
  - h. over-night stay by a non-occupant is prohibited,
  - i. use of electrical appliances other than radio and irons,
  - j. tampering with or altering the normal electrical installations,
  - k. cooking,
  - l. destroying or stealing property of the hostel or other residents,
  - m. giving the room to somebody not entitled to that,
  - n. sharing a bed
  - o. to fail to pay accommodation,
  - p. disturbing hostel tranquility.

8. Accommodation fees are fixed by the School administration. For the Government sponsored students, a determined deposit is made on the SFB account at the beginning of the academic year; the remaining amount will be deducted from a student's monthly bursary. For private students, the payment for accommodation must be made in advance and they will be considered as room beneficiaries after presenting a bank slip of the total payment. However on the applicant's request, payment may be made in two installments at the beginning of each semester (January and June). The delay in payment is liable to a fine of five thousand Rwandan francs for the deadline fixed for each installment.
9. A student who violates this regulation will be subject to disciplinary actions. Disciplinary sanctions include among others, eviction, fines and not being allowed on school accommodation in future.
10. The actions that lead to hostel eviction include but not limited to:
  - a. destroying or stealing property of the hostel or other residents.
  - b. sharing the bed or giving the room to somebody not entitled to that.
  - c. to fail to pay accommodation
  - d. disturbing hostel tranquility
11. Hostel Regulations may be amended at anytime by the School Management.

Approved by the EXCO N° 3 in a meeting held on 23<sup>rd</sup> April 2010

Dr. Reid E. Whitlock, Chairman



Date: ...12 MAY 2010.....



**APPENDIX A**  
**ROOM OCCUPATION ACCEPTANCE FORM**

I ..... (Full name) ID NO.  
....., Telephone n0.....,  
e-mail....., accept the offer of accommodation, receive the  
following materials:

- .....
- .....
- .....
- .....
- .....
- .....
- .....

and agree to abide by the Guidelines and Regulations for hostels.

CLASS .....  
BLOCK..... ROOM .....  
DATE.....  
SIGNATURE .....