



BlueCrest College

HOSTEL APPLICATION FORM

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Passport size
Photograph

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Application No::		Date::	
Program Enrolled::		Semester ::	

PERSONAL DETAILS

1. Name: (IN BLOCK CAPITALS) Mr. /Mrs. /Miss. /Rev/Sis.
Surname

.....
First Name *Middle Name(s)*

2. (a) Date and Place of Birth: *(attach a copy of your birth certificate)*

(b) Religious Denomination:.....

3. Nationality Home Town: Region:

4. State any Physical Disability:

5. (a) Present Postal Address:
(Where all correspondence in connection with the application should be sent)

.....

(b) Permanent Home Address:

(c) Phone number:(d) E-mail ID:

(e) Name and address of person to be contacted in emergency cases:
(Including telephone number and e-mail address, if any)

GENERAL HEALTH REPORT

1. a. Any Medical problem / current medication relating to:

- Asthma [] Cardiac Problems []
- Bronchitis [] Hypertension []
- Diabetes [] Psychological / Neuro Concerns []
- None []

b. Are you suffering from any contagious diseases?

- Yes [] No []

c. Are you allergic to any particular medicine?

- Yes [] No []

OCCUPANCY DETAIL

I,, wish to apply for a bed space in the BCC Hostel Complex. I prefer a bed in (*tick as appropriate*)

- | | | |
|-----------------------|----------|--------------------------|
| | GHc | |
| 1. Rent for a Session | 1,200.00 | <input type="checkbox"/> |
| 2. Rent for a Day | 20.00 | <input type="checkbox"/> |
| 3. Rent for a Month | 350.00 | <input type="checkbox"/> |

I intend to stay in the hostel for the complete session

I intend to stay in the hostel for _____ (Days/Month (s))

DECLARATION

I have received and read the "Hostel Rules and Regulations" and undertake to abide by the same during my stay/occupancy in the hostel, I shall be fully responsible for my medical/health care and any other pending hostel dues. Further, I hereby solemnly declare that the given particulars are to the best of my knowledge, genuine and authentic.

.....20.....

.....

Signature of Applicant

FOR OFFICE USE ONLY

Fee Paid:

Receipt Date:

Cashier's Signature & Stamp

HOSTEL RULES AND REGULATIONS

The following are the Rules and Regulations to be adhered to by every resident of the Hostel at all times.

GENERAL:

1. Noise levels must be kept low to allow other hostel occupants to have an opportunity to study or sleep in comfort.
2. Room allotment is not transferable at the discretion of the hostel inmates. Written Application must be made to the Resident Hostel Manager for getting necessary approval.
3. Room Keys must be handed over to the hostel manager when vacating the hostel.
4. Students must sign-out to leave their room keys with the manager and sign-in to take the keys.
5. Students should understand that authorized persons will have access to the room in order to exercise better security to the inmates.
6. Upon vacating the allotted room, the student themselves are responsible for removal of all personal belongings from the room and the management assumes no responsibility for abandoned items.

BEHAVIOUR AND DISCIPLINE:

1. Occupants are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel.
2. Possession, distribution and consumption of alcohol and alcoholic beverages, narcotic drugs in the hostel are not allowed including smoking.
3. Any kind of ragging, harassment of all nature is strictly prohibited.
4. Parties of all nature and occasions, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the Resident Hostel Manager.
5. Damage of Furniture and/or fittings is a very serious offence. Occupants found guilty of committing such an offence shall be penalized with double the values of the damage/loss to be paid on immediate basis and may even be evicted from the hostel depending on the nature of damage.
6. Any disrespect shown towards management of the facility or staff or fellow inmate in any manner is not tolerable.
7. In case of any unacceptable behavior by a room-mate, it must be reported to the resident hostel manager immediately.

Behaviour of any nature as mentioned above can call for disciplinary actions including financial penalty to eviction from the hostel.

UPKEEP OF THE HOSTEL:

1. Assets such as Television, Radio etc. provided in the common rooms must be handled carefully.
2. All Fans, Lights and Electrical appliances must be switched off when not in use. No additional appliances are allowed without the written permission of the hostel management.
3. All clothes must be dried on the lines provided and nowhere else in the hostel.
4. Occupants are responsible for keeping their room clean and tidy at all times. However, janitors shall be provided to ensure the cleaning of common areas in the building.
5. Common hostel furniture must not be moved here and there and no additional furniture is allowed in the room without the permission of the Management.
6. Any damage to the hostel property must be reported immediately to the Resident Hostel Manager. Occupants will be charged for all damages except those caused by normal wear and tear.
7. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
8. The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
9. The hostel management reserves the right to move occupants to other hostel units if there is a necessity.

VISITORS:

1. Visitors including non-students, non-occupants, friends and relatives are not allowed to stay in the hostel after 9:00 PM.
2. All visitors must register in the visitors register available with the security guard and provide all details and documents as requested by Security before entering the hostel.

BOOKING & RENTAL:

1. Timeliness for booking of hostel are stated below. Students who apply for hostel need to make advance bookings as the hostel allocation is done on strictly First Come First Serve basis.
2. A refundable deposit of GHc300 must be paid along with application for Hostel.
3. Occupants are required to pay their rental in advance.
4. Students who have been already allotted the hostel should also abide by the following timelines and payment terms in order to retain their hostel seat to the next session.
5. **OVERSTAY:** Students will be charged GHC20 per day upon over stay of rent period subject to a maximum of GHC350 per month on vacation stay. The hostel management reserves the right to increase the rental to cover the escalation in costs.
6. If an occupant is not interested in renting the hostel for full session, then subject to availability of the hostel, he/she can be allowed to rent for a minimum period of 2 months @ GHc300 per month by paying GHc600 in advance. An overstay charge of GHC20 per day upon over stay of rent period subject to a maximum of GHC350 per month, will apply.

S.No.	Session	Period		Booking Starts	Payment Terms
		From	To		
1	Spring	1 st Feb	30 th June	1st Feb	Rent for the full session shall be payable: i) GHc600 with admission and ii) GHc600 within 60 days or 15 th Apr whichever is earlier.
2	Fall	1 st Sept	30 th Jan	1st Sept.	Rent for the full session shall be payable: i) GHc600 with admission and ii) GHc600 within 60 days or 15 th Nov whichever is earlier.

7. Students can get full Refund of their deposit if they apply for refund within 15 days of making the payment in case the student is not continuing his studies else the booking deposit can be adjusted against their university's fees.

VACATION:

1. Students should apply in writing to the College, 2 weeks in advance, in case they want to vacate the hostel. No portion of hostel rent shall be refunded.
2. Students who are leaving the hostel for the semester break must write a letter to the hostel management stating their interest in retaining the hostel berth and also specify the period they would be out of the hostel.

SECURITY:

1. Occupants are advised to lock all doors at all times for security reason.
2. The hostel management is not responsible for any loss of private property. Occupants are strongly advised to lock all valuables e.g. mobile phones, laptop, watches, money etc. at all times.
3. Occupants are not permitted to change rooms or sleep anywhere other than in their own room.
4. Any occupant, who finds his /her room-mate missing for more than 24 hours, must report to the Resident Hostel Manager immediately.
5. Possession, distribution and use of fire-arms, lethal weapons, contraband drugs, alcohol, toxic and hazardous material is strictly prohibited in the hostel.
6. Pets are not allowed in the hostel.

REVISION OF RULES AND REGULATIONS:

1. The hostel management reserves the right to revise the rules and regulations from time to time and will keep occupants informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.
2. Any complaints, suggestions or enquiries must be made in writing to the hostel management and/or the college authorities and shall be addressed as soon as possible.

