



THE INTERNATIONAL UNIVERSITY OF MANAGEMENT

Windhoek - Namibia

Global hub for Management Science and Information Technology



STUDENT NUMBER

CAMPUS ACCOMMODATION APPLICATION FORM 2017

How to complete the form:

1. Please write in **BLOCK LETTERS**.
2. One (1) passport-size colour photograph.
3. All monthly payments should be made via cash or bank draft.

Institution				
New Applicant		Continuing Resident		Room

SECTION 1: PERSONAL DETAILS

Title:	Mr		Ms		Other (specify)																
Surname																					
First Names																					
Write your names below IN THE ORDER you wish them to appear on the University's records and on your final certificate.																					
Date of Birth	d	d	m	m	y	y	y	y	Namibian ID Number											Gender	Male
																					Female
Home Language											Home Town										

If a Namibian Citizen, choose the region of origin below:													
Erongo		Hardap		Karas		Kavango East		Kavango West		Khomas		Kunene	
Ohangwena		Omaheke		Omusati		Oshana		Oshikoto		Otjozondjupa		Zambezi	

If not a Namibian Citizen, please provide the following details:												
Country of Origin		Passport Number		Expiry Date	d	d	m	m	y	y	y	y
Type of Permit		Permit Number		Expiry Date	d	d	m	m	y	y	y	y

SECTION 2: CONTACT DETAILS

Postal Address	
Residential Address	
Cell Number	
Email	
Telephone Home	
Telephone Work	

SECTION 3: HEALTH AND EXAMINATION ARRANGEMENTS

Do you suffer from any disabilities? If yes, please specify below.	Yes	No
Based on you disability do you have special needs? If yes, please specify below	Yes	No
Do you suffer from any serious illness? If yes, please give details of the nature, severity, date and duration of the illness.	Yes	No

SECTION 4: APPLICANTS NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

Please supply the details of someone who can be contacted in case of an emergency.								
What is your relationship to the person?	Mother		Father		Spouse		Guardian	
What is their title:	Mr		Ms		Other			
Their ID Number?				Their cell number				
Their Postal Address								
Their Home Address								
Their occupation					Their employer			
Their Employers Address								

SECTION 5: FUNDING

Provide full name and address of person/sponsor/guardian/company etc. who will be responsible for your tuition fees and other incidentals.	
Full Name or Name of Organisation	
Postal Address	
Email Address	
Cell Number	
Telephone Number	

SECTION 6: CHECK LIST

Please read the following carefully before sending your application to us. To ensure your application is complete please tick the checklist below of items you must attach to this form:

Tick		Item
	1.	Certified copies of your ID/Passport or Birth Certificate
	2.	One recent passport photo
	3.	Certified copies of your academic certificate(s)/results.
	4.	Certified copy of proof of registration
	5.	Applicable to successful applicants <ul style="list-style-type: none">• Breakage fee of N\$ 750.00• Semester Deposit as per fee structure
	6.	NSFAF Details: <ul style="list-style-type: none">• Attach a copy of the award letter• Reference number• Year awarded

SECTION 7: GENERAL CONDITIONS FOR ACCOMMODATION BOOKING

1. Rooms are allocated on a first-come-first-serve-basis.
2. Booking confirmations by payment equivalent to one (1) month deposit and pro-rated rent up to the end of the month must be received by the Finance and Accounts Division of the University, failing which the University will not be able to guarantee the accommodation requested. Thereafter, rent must be paid on a calendar month basis on or before the 7th day of each month.
3. All applicants are required to sign a tenancy agreement for a minimum period of one (1) academic year (12 months).

SECTION 8: RULES AND REGULATIONS FOR IUM FEMALE RESIDENCE

Please take note that any resident of the IUM hostel found in breach of any of the regulations below, such a student may be expelled from the residence immediately and shall forfeit any fees paid.

1. Admission is open to full –time students only. Preference is given to students residing outside Windhoek.
2. False or incorrect information on the application will invalidate your application
3. Successful applicants will be informed in writing or by e-mail or via the IUM website. Accommodation will have to be taken up by the date stipulated in the confirmation letter or the space will be allocated to a student on the waiting list.
4. Residence will be valid for one year only. Residents must reapply for re-admission annually before the closing date for applications or they will forfeit their place.
5. Resident students will be required to vacate hostel within 3 days on completion of the semester examinations. All personal belongings must be removed from the rooms.
6. No resident will be allowed to stay in the hostel during university holidays.
7. During residence in the hostel, students will be under the management of the designated hostel superintendent who will in turn report to IUM management
8. Smoking and consuming of alcohol or the usage and possessing of illegal drugs is strictly forbidden on the IUM hostel premises.
9. Carrying of dangerous items such as knives, guns, teargas etc is strictly prohibited in the hostel.
10. Cooking is strictly forbidden in the rooms or any area around the hostel block.
11. No visitors are allowed in rooms. Visitors may be received between 09h00 and 23h00 in the reception area.
12. Resident students should be in their respective hostels by 23h00 during week days and 00h 30 weekends. In order to come in later than the stipulated time, a student should acquire prior permission from the hostel superintendent according to the prescriptive rules and regulations.
13. Any case of illness or accident should be reported to the Hostel superintendent immediately.
14. No functions of any nature or meetings should take place in the hostel or on the premises without prior written permission from the hostel superintendent.
15. No posters or notices should be put up on the Notice boards or anywhere in the building without prior written permission from the hostel superintendent or hostel committee.
16. Residents are not allowed to perform any kind of physical sport activities anywhere in and around the hostel building.
17. Every resident should keep her allocated room and the common areas clean and neat at all times. Proper care should be taken of furnishings and fittings. Any breakage due to abuse or negligence will be recovered from culprits and action may be taken which can include expulsion from the hostel.
18. No nails, screws or any such objects should be drilled into walls, doors or furniture. Damage caused in this way shall be punishable. Residents should not attempt any repair work, instead any maintenance problems should be reported to the Hostel Superintendent immediately.

19. All matters relating to disputes between or among students and complaints regarding catering, cleaning and security issues should be reported to the Hostel Superintendent.
20. When leaving the room, Resident students should switch off all lights, fans, air-conditioning or any electrical appliances, to conserve power and to prevent fire.
21. Resident students should take full responsibility for their property and belongings. The Hostel authorities and the university shall not take responsibility for loss or damage to resident's belongings and properties. Residents are responsible for their own padlocks and should at all times take care of their keys.
22. All facilities including but not limited to telephones, television sets, microwave ovens, internet etc. will be discontinued if abused.
23. Music or the use of any other audio-visual equipment should not at any time interfere with the rights of fellow residents to an environment conducive to study and rest.
24. Before leaving the Residence, students must pay all dues and must hand over all keys and other relevant materials should be handed over to the Hostel Superintendent.
25. Money once paid shall not be refunded once a period of 45 days lapses. 50% refund can be made within 45 days from date to occupancy. Request for refund made after 45 days shall not be honoured.

SECTION 9: DECLARATION TO BE SIGNED

NOTE: I confirm and agree that I have read the Rules and Regulations and shall abide with the said Hostel Rules and Regulations. In the event I fail to make payments for two (2) consecutive months, I hereby agree that the University can terminate my accommodation contract and request me to vacate the hostel premises immediately. I agree that I will not take any action against the University in the event the above action is taken against me as a result of default in payment.

I declare that the information provided above is true and correct

SIGNATURE OF APPLICANT		DATE	
SIGNATURE OF GUARDIAN (if applicant is under 21 years of age)		DATE	

Our Bank details are as follows:

Bank Name: Bank Windhoek
 Beneficiary Name: IUM-Book Fund
 Branch Name: Kudu Branch, Windhoek
 Branch Code: 482172
 Account Number: 3000338051

FOR OFFICIAL USE

New Applicant		Continuing Resident		Room	
Check-in Date		Amount Paid	N\$		
Residence		Floor			
Student number				Year	
Signature-Finance				Date	
Signature- DOS				Date	
Signature-Hostel superintendent				Date	