

HOUSING POLICY

GENERAL ISSUES

Trans Africa provides students housing as part of the institution's efforts to enhance the educational experience of its students. By enhancing opportunities for teamwork, enabling closer friendships and serving as a microcosm of a well-ordered community, residential life serves as an important venue for each student's personal growth. However, in order for TAC's housing to serve this purpose, each student must act responsibly and must demonstrate respect for the rights of others. Students must demonstrate integrity, in every sense of the word, in their residential life, as they do in their academic life. Rules and regulations in the student handbook apply to all Trans Africa buildings, including student housing.

Students must note that access to TAC housing is a privilege, not a right, and that the Dean's office can withdraw this privilege at its own discretion and at any time. Students who abuse or lose the housing privileges are not entitled to a refund (or partial refund) of previously paid housing fees.

The rules and regulations described in this document are subject to change and in any event, are not intended to be an exhaustive list. TAC expects students to conduct themselves in a manner compatible with the core values of our institution, rather than an elaborate and exhaustive canon of rules.

ROOM ASSIGNMENT

Trans Africa currently has limited housing space for students. Students who fail to pay their housing deposit before the deadline will forfeit their housing to students on waiting list. Students who decide to forfeit housing allocated during the lottery should notify the office of the Dean of Students or else they will be billed for housing.

Declining Housing Facility

- Refunds for housing will only be permitted if the room can be allocated to another student who pays the full housing fee.
- Any student who qualifies for a refund but has outstanding tuition fees will have the housing refund applied to the tuition bill.

RESIDENCE

Resident Assistants

The Resident Assistants serve to promote a friendly atmosphere of social interaction and create an environment that is conducive to academic study. The Resident Assistants will be expected to set a good example of proper conduct and provide a role model for other students to emulate. Resident assistants when elected/appointed are trained by the Office of the Dean of Students and the administration.

He/ She would also undertake the following responsibilities:

- Resident assistants represent roommates at all times
- Resident assistants take responsibility for everything that goes on in the rooms
- They endeavour to promote a culture of constructive interaction and encourage a sense of social wellbeing.
- They organize and conduct meetings of resident students in order to discuss issues relating to housing policy and promote goodwill among other apartment residents.
- They report all defective or broken appliances such as light switches, faulty wiring and leaking taps immediately to the Caretaker of Apartment Operations.
- They also encourage a culture of cleanliness so as to ensure that a basic standard of overall hygiene is maintained on each floor.
- Resident assistants are to be the last to exit their rooms, latest by 7:30 am

There will be a ranking table structured to run under three main criteria:

- o Cleanliness
- o Timeliness
- o Discipline
- Scores are entered daily and compiled weekly
- Resident assistants and roommates are to have knowledge of their position on the ranking table

HOUSING SET UP

Trans Africa College provides a bed for each occupant. Students are encouraged to bring their own pillows, bedsheets and mosquito nets. The College's Health Centre can recommend (and occasionally may provide) appropriately treated mosquito nets for students who desire them. There are fire extinguishers in each building with standard fire regulations. Residents should provide their own cleaning materials for their bedrooms.

RESTRICTIONS

- Students are not allowed to bring water heaters, refrigerators, microwaves or cookers to the Halls of Residence.
- Trans Africa College has a no-cooking policy which means that students are not allowed to prepare food by baking, frying, grilling, boiling, etc. in any of the rooms.
- Kitchen appliances must not be installed or used in bedrooms. Any violation of this rule represents a safety hazard and will result in sanctions, including the possible loss of housing privileges and fees.

CLEANING

Cleaning is a shared responsibility of Trans Africa College and students.

- The College will clean the common areas of the building - including the reception the reception, halls, stairways, kitchens and bathrooms daily except for weekends.
- Students are responsible for cleaning their rooms. Trans Africa College recommends that roommates come up with a roster where students take turns to clean their rooms over the weekends when cleaners are unavailable.
- For health reasons, each trash can must be lined with the right trash bag before use. To empty the trash can, tie its contents in the

trash bag and deposit the bag in the larger trash containers provided on the grounds of the apartment building. Line the trash can with a new trash bag before reuse.

- To ensure that Trans Africa College's facilities are maintained properly at all times, Resident Assistants and/or other university staff members will inspect each room at the end of each month. We also reserve the right to conduct inspections before students leave for mid-semester break.

GRADING SYSTEM

The Trans Africa College's residence ranking scheme is an initiative established by the school to establish and encourage an orderly and well structured experience in the residential halls. Each room with its room leaders will be involved in a ranking table to be compiled weekly. The table will be displayed on the various notice boards for the various rooms to know where they stand. The criteria for this scheme will be **Timeliness, Cleanliness** and **Discipline**. At the end of the semester an award ceremony will be held to celebrate the winning room and to award its occupants accordingly. The grading system is as follows:

Timeliness

Dropping of keys: Before 7:30am = 50/50

From 7:31 am - 7:45 am = 40/50

From 7:46 am - 8:00 am = 30/50

From 8:01 am - 8:15 am = 20/50

From 8:16 am - 8:30 am = 10/50

From 8:31 am onwards = 0

Cleanliness

- There will be general cleaning by roommates of respective rooms on Saturdays. After which an inspection would be done to grade the cleanliness of the rooms.

Discipline

- Under no circumstance should anybody go to their rooms between the period of 7:30am and 2:00pm
- Noise making is strictly prohibited at all times on campus

PUBLIC NUISANCE

Each student is encouraged to respect the rights and privileges of roommate and floor mates. Examples of actions that can constitute a nuisance to others include playing unduly loud music; hosting frequent visitors and therefore intruding on the space of your roommates; consistently leaving dirty dishes in shared areas. Students who consistently prove to be public nuisance will erode their future chances of gaining access to College housing.