**HOUSING APPLICATION & ALLOCATION FORM-ALL STUDENTS**

**Revised July 2021**

This application is a request to be considered for student housing at AIU. Because of the limited number of houses, **AIU is not able to guarantee housing to any student**. Therefore, filling it out does not assure the applicant accommodation. Applicants will be considered according to the following priority:

* *Applicants who are not residents of Kenya-* ***must have valid immigration status.***
* *Applicants who are residents of Kenya but do not live in Nairobi & Applicants who reside in Nairobi*.

The houses are provided with beds for all and mattresses for shared rooms but **NO beddings and no kitchen equipment’s . Family houses have to provide mattresses for their house.** Single student accommodations share a kitchen and washroom with other single students of the same gender.

House rent is charged once per semester in advance hence upon allocation of the house by housing committee, student will be required to pay a **deposit equal to one month’s rent** together with the **rent for a full semester (4 months) and insurance medical cover** before the occupancy of the house/ room.

The student is expected to pay half of the semester rent as **commitment fee** 2 weeks before opening date for booking the room and as a sign of commitment to occupy the house. The student will not be assured of any housing if the commitment fee is not paid. For instance, undergraduate pay house rent of total of Ksh. 20,000 per semester for shared rooms. **They will therefore be required to pay Ksh.10, 000 to book the room 2 weeks before opening date.**

To be considered for AIU student housing, please provide the following information:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID/ Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Adm Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program of Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of study: Certificate\_\_\_\_; Diploma\_\_\_; Bachelors\_\_\_; Masters\_\_\_; PhD\_\_\_ Others\_\_\_\_\_\_\_\_

Study Mode: Full-time\_\_\_\_\_\_\_\_\_ Part-time\_\_\_\_\_\_\_\_Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Married, Name of spouse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your spouse live with you at AIU? Fully…...; Regular visits……; Occasional Visit\_\_\_\_; Not at all\_\_

What will your spouse be engaged in during your study period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Ages of children who will be living with you at AIU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If allocated the house, which would be your latest arrival date to AIU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immigration status (Internationals) for the student and family members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a physical handicap or any concern which requires special consideration? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, please Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Students who will be assigned AIU housing **must sign inventory form and Tenancy Agreement with AIU**, which specifies the rent, conditions of tenancy & period of occupying of the house.
* All students will be required to adhere to AIU code of conduct, housing policies, rules and regulations that are published in the Student Handbook (website).
* Houses and rooms are charged different rates as indicated in the fee structure on AIU website:

**Type of House Available:**

\_\_\_Shared rooms -four undergraduates students per room with shared kitchen & washrooms is Ksh.4,000

\_\_\_Shared rooms - two Master students per room with shared kitchen & washroom) is Ksh. 5,120

**\_\_\_**Single room - one PhD or Master student with shared kitchen & washroom- Ksh.8,145 per month

**\_\_\_**Family Accommodation (2 bedroom house) rent is Ksh.16,290.75 per month (NO mattresses).

**………………………………………By Admission Officer …..………………………………………**

The student is enrolled for \_\_\_\_\_\_\_\_ years program starting from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) and ending on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Month & year) after studying for \_\_\_\_\_\_\_\_ Semesters

Confirmation the student details given in the 1st page and Immigration status (Internationals) are as per the admission official records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**…………………………………….By Housing Officer …………………………………………………**

Date the application received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_House Allocation: Yes\_\_\_\_\_\_ No\_\_\_\_\_ Wait\_\_\_\_\_\_\_\_\_\_

House allocation- House No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Size of the house:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End of contract Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hostel Leader- Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hostel Leader House No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Total charge (Rent & Utility): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester Total Rent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**……………………………………By Finance Officer …………………………………………………**

Payment: Semester rent ( four month’s rent) Ksh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment for Medical cover for student and family Ksh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment for Food (Monthly/ semester Meals)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance officer: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**……………………………………….…Hostel Leader …………..…………………………………**

Inventory Form signed & **Keys issued** (Hostel Leader issues the keys & settle the new students)

Signing of the documents (This allocation form, the inventory & copy of the tenancy agreement Form).

All documents returned to the housing officer within 3 days of house allocation.

Tenant Acceptance of the house allocated and signing of the Tenancy agreement with AIU.

Tenant signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Hostel Leader: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_

**…………………………………For Student Affairs Department ……………………………………..**

House application and allocation has followed due process & all 3 documents are complete & signed.

Housing Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_

**Note:**

* Undergraduates are encouraged to pay for food as part of their fees so that they can feed from the university cafeteria throughout the semester.
* This house application & allocation form is filed by the housing officer with copies of signed tenancy agreement, Inventory & Profile Form (Profile Form is signed by 4th week of the semester).