



NORTHERN TECHNICAL COLLEGE

MEMORANDUM

NORTEC/2019

TO : All Students

CC : Principal, TM, HRAM, FM, HODs, HRO, NSU

FROM : Student Affairs Officer / Accommodation Committee

DATE : 27 March 2019

SUBJECT: PROCEDURE FOR TERM II 2019 ACCOMMODATION

Management would like to inform you on the accommodation process and requirements for Term II May 2019 which will be followed as indicated below;

- (I) The students that had rooms in the Term I of 2019 will be eligible to pay for **accommodation and tuition** fees by 10 May 2019. After 10 May 2019, if you do not pay for accommodation, you will forfeit the bed space. You shall then be expected to apply for accommodation by obtaining the accommodation form from Student Affairs Office.
- (II) The Students that were not accommodated in Term I of 2019 are requested to apply for accommodation by obtaining the form from Student Affairs Office. You shall be required to check with Student Affairs Office on 13 May 2019 if your application is successful.
- (III) It is important to note that accommodation is limited. The students that want to access this facility are hereby requested to make payments of the tuition and accommodation fees in time.

The total bed spaces available to be applied for are **175 (153 male and 22 female)**, immediately they are filled no further application shall be considered.

You are all requested to adhere to the above procedure to secure accommodation. In case you need clarification, you can inquire from the Students Affairs Office.

F M Muziya (Mr.)