



NORTHERN TECHNICAL COLLEGE

MEMORANDUM

SAO / 2020

TO : All Students
From : Student Affairs Officer /Accommodation Committee
Cc : Principal, TM, HRAM, FM, HODS, AO, NSU
Date : 1 December 2020

SUBJECT : PROCEDURE FOR TERM I 2021 - ACCOMMODATION

Management would like to inform you on the accommodation process and requirements for Term I January 2021 which will be followed as indicated below:-

- (I) The students that had room in January to March 2020 will be eligible to pay for **Accommodation and Tuition** fees by 11 January 2021 once the list is out and you confirm the name is on the list. If you do not pay by the stipulated date you will forfeit the bed space. You shall then be expected to apply for accommodation by obtaining the accommodation form from the Student Affairs Office.
- (II) The students that were not accommodated in Term I 2020 are requested to apply for accommodation by obtaining the accommodation form from the Student Affairs Office. You shall be required to check with Student Affairs on 15 January 2021 if your application is successful.
- (III) It is important to note that accommodation is limited. All students that want to access this facility are hereby requested to make payments of Tuition and Accommodation fees.

All students are requested to adhere to the above procedure. In case you need clarification you can inquire from the Student Affairs Office.

B. Munthali.