



ST. LOUIS AFRICAN UNIVERSITY

REPUBLIC OF BENIN

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HOSTEL REQUIREMENTS, RULES & REGULATIONS

REQUIRED ITEMS

- ✓ MATTRESS
- ✓ MOSQUITO NET
- ✓ PLASTIC BUCKET
- ✓ TOUCHLIGHT & BATTERIES
- ✓ HANGERS
- ✓ READING LAMP
- ✓ LAPTOP
- ✓ INSECTICIDE

ITEM PROHIBITED FROM SAINT LOUIS AFRICAN UNIVERSITY HOSTEL

1. ALCOHOLIC DRINKS
2. HAZARDOUS CHEMICALS
3. GUNS OR BULLETS
4. HARD DRUGS SUCH AS COCAINE, INDIAN HEMP, HEROIN, CIGARETTE AND OTHER ILLICITDRUGS

BEHAVIOUR & DISCIPLINE

1. Students are expected to display good behavior
2. Fighting or any kind of physical violence is NOT allowed within the hostel and University premises.
3. Vandalism is a very serious offence. Student found committing such an offence will be evicted from hostel. The cost of making good any item vandalized will be charged accordingly.
4. Dissemination of pornographic material (hard/soft copies) in the hostel are STRICTLY prohibited.
5. Possession of weapon(s) or any items considered dangerous which can be used to cause injuries/bodily harm is NOT allowed in the hostel.
6. Students found causing embarrassment; unsolicited compliment regarding a person figure, dressing, makeup; send sexually tainted jokes, rumours & comments; verbal advances & suggestion of a lewd &sexual nature; spreading

false rumours with a view to tarnishing other's reputation will be evicted from hostel.

7. Smoking is NOT allowed in the hostel complex/campus area at any time. Possession and/or consumption of alcoholic beverage in the hostel area is NOT allowed.
8. Parties/other social gatherings in the hostel complex is NOT permitted without prior consent of the Chief Warden.
9. It is the responsibility of the students to keep the Chief Warden informed, if they intend to stay away from the hostel, even if it is just for one (1) night. However, they must inform their parents/guardians of their whereabouts.
10. Students are prohibited from climbing over the fence or wall to get in/out of the hostel complex. They must use the authorized entrances & exits.
11. Hostel should be a place where people can have the best possible conditions for studying & have adequate rest. As such due consideration must be accorded to other students and occupants at all times. Sounds of door slams is highly prohibited, voice and noise level must be kept very low to allow others the opportunity to study/sleep in comfort. Televisions, radios, Hi-Fi, mobile phones sets must be switched off or volume toned down after 9.30pm. These rules are intended to ensure a conducive environment, students who violate this rule would be evicted from hostel without refund of fees.
12. All students resident in the school hostel are expected to be inside the school premises by 10:00pm, non-school hostel residents are expected to leave the school premises latest by 7:00pm.
13. Accommodating non-hostel resident student or non-student is highly prohibited. Students risk being evicted without refund of fee if caught.

CHECK-IN SCHEDULE: EVERYDAY – 10:00am to 5:00pm

- If under any circumstance students were to check-in before/after the working hours (9am-5pm, Monday-Friday), a three (3) days Written/Call notice should be sent to the Chief Warden prior to the arrival for necessary arrangement.
- Students who arrive before/after the working hours without prior consent of Chief Warden will NOT be attended to.
- Students are strongly encouraged NOT to check-in before the specified check-in date.
- The hostel management do NOT guarantee the availability of accommodations should students come in before the specified check-in date.
- Assignment of rooms is at the discretion of the hostel management, requests for rooms/particular type of roommate by students will NOT be entertained.

CHECK-OUT

- Students are to check-out all their personal belongings & vacate the room latest by 12.00 noon on the specified check-out date.
- Hostel management reserves the rights to vacate the room without prior consent of students by transferring all their personal belongings to the store room should students FAIL to comply before 12.00noon.
- The hostel management is NOT liable for any damages & loss of items during the transfer process. If temporary storage is required, students must pack their belongings in boxes, label them with name & I.D no. and be solely responsible for transferring the belongings to the storage venue.
- The hostel management is NOT liable for any damages & loss of items stored in the said venue.

HOSTEL KEYS

- A key will be given to each room and the key must be submitted at the end of the semester or whenever students vacate a room.
- Students are expected to be solely responsible for the keys & are NOT allowed to lend the keys to anybody under any circumstances.
- Students are also NOT allowed to make any duplication of the keys without notifying the hostel management.
- Should there be any damage/loss of keys, students should immediately report to the hostel management.

UPKEEP OF THE HOSTEL

- Students are responsible for keeping their rooms and Kitchen clean & tidy at all times. A penalty will be imposed for the excessively dirty & unhygienic rooms.
- Cooking is NOT allowed in the room.
- Any damage/loss of hostel property must be reported immediately to the school authority. Student will be charged for any missing/damage properties
- The hostel management reserve the right to make spot-checks on the hostel bedrooms without having to give prior notice to the students.
- Students whose standard of housekeeping is NOT acceptable will be asked to rectify the situation. Should there be no improvement, the bedroom/unit concern will be cleaned by the cleaning staff & the charges incurred will be billed to the students. Housekeeping standard is in view of Administrative officer whose decision will be final & NOT subjected to debate.
- Handyman & contractors may enter rooms as & when necessary in the course of their duty under the directive of the warden. However, every effort will be made to respect the privacy & dignity of the students.

- The hostel management reserves the right to move students to other room if there is a necessity.
- Students are expected to pay for the costs involved in cleaning; repairing/repainting of their room if they are not maintained in the conditions they were in at the beginning of the check-in.
- Posters, notes/pictures can NOT be pasted on wall. Cellophane tape/glue will damage the walls resulting in penalties.
- There must be NO nails, pins/screws knocked into the walls, wardrobe frame or doors of the rooms.
- For safety reason, residents are NOT allowed to use candles & other flammable materials in the rooms. Burning of joss sticks/incense on religious grounds is NOT allowed inside the rooms.
- Female residents must dispose of their sanitary pads into the sanitary bins provided. Students caught throwing sanitary pads into toilet bowls will pay for the cost of repairs

RESTRICTION TO THE USE OF ELECTRICAL APPLIANCE:

Approved items for all students

- a) Iron
- b) Hair Dryer
- c) Toaster
- d) Personal Computer/Laptop
- e) Alarm Clock
- f) Study Table Lamp
- g) Batteries Charger

Prohibited items for all students

- a) Hot Plate
- b) Microwave
- c) Home Theatre System
- d) Washing Machine
- e) Exercise Machine
- f) Music Instrument – Piano / Organ / Drums
- g) The hostel management reserves the right to take necessary action it deems fit in the event that food items produces uncomfortable odor. This may include confiscation of items.

VISITORS/GUESTS ARE ALLOWED TO VISIT THE STUDENTS DURING VISITING HOURS AS FOLLOWS:

Weekdays - 4.00pm to 7.00pm

Weekends & Public Holidays – 10.00am to 8.00pm

- ❖ It is the duty of the students to inform his/her visitor(s) of the visiting hours & to advise him/her/them to leave no later than the stated time above.
- ❖ Visitors including parents are NOT allowed to stay overnight in the hostel rooms without the prior consent of the school authority.

SECURITY & SAFETY

- ❖ It shall be the responsibility of the students to lock all doors at all times for the protection of their property & that of their roommates.
- ❖ Entrance doors & room door must always be closed and locked after entering/leaving the room.
- ❖ Students are solely responsible for the safety of their own valuables. Room doors must be closed when students are not inside the room.
- ❖ The hostel management shall not under any circumstances be responsible for any damage, loss/theft of any property, money & other items belonging to the students and/or their visitors and any personal injuries suffered by the students or their visitors/guests howsoever caused.
- ❖ Students are discouraged from having valuable items/large amounts of cash when leaving campus premises.
- ❖ Students are NOT permitted to change rooms or sleep anywhere other in their own room without the consent of the hostel management.
- ❖ Any student, who finds his/her roommate(s) missing for more than 24 hours, must report to the warden immediately. This is to enable the hostel management take immediate action if any untoward incident had taken place. Students' co-operation is very much appreciated.

PETS: NO pets are allowed inside the hostel.

MAINTANANCE & REPAIRS

- ❖ Students are requested to fill up the SLAUB Hostel Maintenance form (SLAUBHMF) in the management office in case repair works are needed.
- ❖ If a maintenance staff has found that a student has deliberately damaged an item for fixture within the room then he/she will be charged accordingly.
- ❖ The hostel management reserves the right to revise the Rules & Regulations from time to time and will keep the students informed of any changes in the forms of memorandum & notices on the notice boards.
- ❖ A students residing at any of the hostel under the purview of (SLAUBH) is governed by the rules & regulations herein mentioned.
- ❖ Students found breaking any hostel rules at any of the hostel(s) under the purview of (SLAUBHM) are liable to be EVICTED from hostel within 24 hours. The equivalent of 90% of the term's rental will be forfeited from the hostel deposit.

- ❖ Students who obstruct/prevent an officer, worker or any person authorized by the school authority from entering their room stands the risk of being evicted from the hostel within 24hrs. The equivalent of 90% of the term's rental will be forfeited from the hostel deposit.

ALL STUDENTS MUST BE INSIDE SLAUB HOSTEL BY 10.00PM DAILY EXCEPT THE SCHOOL AUTHORITY HAS BEEN NOTIFIED AND PERMISSION GRANTED WITH A WRITTEN EVIDENCE AND CONSENT FROM SLAUBHM AND PARENT/GARDIAN.

- ❖ Failure to vacate the room at the end of the semester to pay compensation based on the number of days overstayed).
- ❖ Student caught or suspected to be involved in criminal activities, stealing, black mailing, drug deals or intake and sexual harassment stand the risk of being evicted from the hostel and expulsion from the University.
- ❖ To foster religious tolerance and healthy co-habiting, no student is allowed to make hate speech on any religion.
- ❖ Students are not allowed to carry out experiments with hazardous/flammable chemicals in the room/ hostel.
- ❖ Students are responsible for offenses committed by their visitors. .
- ❖ Disobeying valid directives/requests made by any Officer/staff of SLAUB authorized to do so within the campus or hostel may attract disciplinary actions such as evicting the hostel, counseling or inviting Parents/Guardian.

REPEATED OFFENCE WILL CAUSE AN EVICTION.