



UNIVERSITY  
of LUSAKA

*Pursuing for Quality Education: Our Driving Force*

## BANK DETAILS

### BANK

Indo-Zambia Bank

### BRANCH

Lusaka Main

### ACCOUNT NAME

UNILUS-ACCOMMODATION  
FEES

### ACCOUNT NUMBER

0012030002029

### SORT CODE

0900001

### SWIFT CODE

INZAZMLX



# BOARDING FACILITIES

**NOW  
OPEN**

**ONLY  
SILVEREST  
CAMPUS  
STUDENTS  
CAN APPLY**

**APPLY via the  
STUDENT  
PORTAL**

## ACCOMMODATION FEES 2025

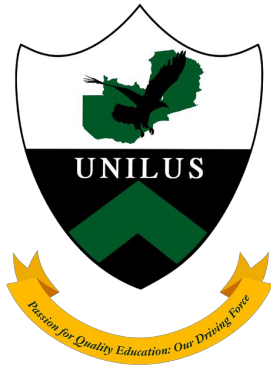
Room Type	Fee per semester (K)
Self-contained single	17,000.00
Self-contained double	12,600.00
Ordinary Double	9,600.00
Ordinary Four	7,020.00
Ordinary Six	6,300.00

**\* Fees are quoted per bedspace \***

## IMPORTANT NOTES

1. You should **only make payment after your application has been accepted** and a room has been allocated to you.
1. These fees apply to both **local and international students**.
2. Mode of payment: All deposits should be made directly to the Bank (**QUOTING YOUR STUDENT NUMBER ONLY**)
3. Terms of payment: **Full payment** before occupying the room.
4. 4. You need to be **fully registered** in order to apply for accommodation.





UNIVERSITY  
*of*  
LUSAKA

## **STUDENT HOUSING AND RESIDENCE POLICY**

Phone: +260 972 381 576

E-mail: [accommodation@unilus.ac.zm](mailto:accommodation@unilus.ac.zm)

Website: [www.unilus.ac.zm](http://www.unilus.ac.zm)

## **INTRODUCTION**

University of Lusaka recognises the need for students to be accommodated on campus. This allows them to study and to participate fully in all aspects of University life. In recognition of this, the University provides eligible students with University accommodation at the Silverest Campus.

This Policy unpacks the student housing and residence requirements of University of Lusaka. It also provides support to students regarding residential matters.

This policy is reviewed annually and may be subject to changes, which are communicated through the University website.

The policy will guide the University in the allocation of bed spaces and rooms at the residence. Furthermore, the policy will guide the students on their conduct and behaviour within the residence.

## **ACCOMMODATION APPLICATION PROCEDURE**

The application and allocation process is managed by the dean of students based on student data received from the admissions office and information submitted through an online accommodation application.

## **APPLICATION PROCEDURE**

Eligible students are to apply for accommodation online on the University website. Prospective students who are eligible to apply for accommodation at the residence will be provided with full

instructions for the online application process. An advert will be posted on the university website and portal to announce the opening of the accommodation applications.

- (a) Full time students under the School of Medicine are eligible to apply for accommodation.
- (b) Eligible applicants are encouraged to apply for accommodation early due to limited spaces.
- (c) Eligible applicants can apply for any room type of their choice ( Single self-contained, shared self-contained, ordinary double or ordinary four).
- (d) Applications will only be considered after the full online process is completed and submitted.

### **ALLOCATION PROCESS**

The room allocation process will be done on a first come, first served basis. The Accommodation Committee will decide on the final allocations of rooms based on the following criteria:

- (a) Date and time of the application
- (b) Priority status
- (c) Availability of room
- (d) Room preference (e.g. self-contained or ordinary room)

Applicants will be contacted by email with the outcome of their accommodation application. A list of room allocations will be posted

on the University website once the selection/screening process has been concluded.

Applicants are expected to accept or decline the offer of a room by the deadline stated in their offer email. The applicant is required to pay for the room as part of the acceptance process. If an applicant fails to complete the acceptance process the room will be reallocated to someone else.

### **ALLOCATION OF SHARED ROOMS**

Applicants applying for shared rooms will be allocated bed spaces randomly. The University will not tolerate any prejudice room requests from applicants based on race, religion, nationality, tribe or other forms of discriminatory preferences.

### **CHANGE OF ROOM PROCEDURE**

A resident shall not change or interchange a room with another resident without the knowledge of the University. A resident may apply to change their room type by informing the Accommodation officer, rooms can only be changed at the end of the semester . The Accommodation Committee will only attend to the residents request to change a room depending on the following:

- (a) Reason why the resident wishes to change rooms.
- (b) Availability of room.
- (c) Priority of request.

## **LEASE AGREEMENT**

Successful applicants will be required to further sign a Student Housing and Residence Agreement with the University indicating that they accept to follow the requirements stipulated therein.

## **ELIGIBILITY**

The University reserves the right to offer university accommodation to applicants who meet the following eligibility criteria:

- (a) Have an acceptance letter to study at the University;
- (b) Registered student;
- (c) Have made 50% payment towards their tuition fees;
- (d) Studying full time at the University;
- (e) Have submitted an online application for accommodation by the deadline;
- (f) Able to pay for university accommodation for a full semester.

## **PRIORITY CATEGORIES**

Applicants for accommodation at the residence will be given priority according to their needs. The following categories will be considered when allocating rooms and bed spaces:

## **APPLICANTS WITH DISABILITIES**

Applicants with disabilities will be given first priority. A student with a disability must indicate in their application for accommodation as this would allow the university to identify suitable rooms.

## **INTERNATIONAL STUDENTS**

Foreign students will be given first priority to ensure their safety and security away from home.

## **FEMALE STUDENTS**

Female students will be given priority in line with the National gender policy of 2014 for the education and protection of the female or girl child.

## **NEW STUDENTS**

New students will be given priority for university accommodation and applications must be made by the deadline.

The ranking for priority category will use a point system to select the top priority students for accommodation. The points will be agreed on by the accommodation committee.

## **LATE APPLICANTS**

Applicants are advised to check the University website or contact the Student Counsellors directly to ask for information regarding the availability of University accommodation. Those who apply late will not be considered for University accommodation. Students that were previously accommodated should make their payments on time, as late payment of accommodation fees will result in room being allocated to another student.

## **TYPE OF ACCOMMODATION OFFERED**

The type of accommodation offered by the University are single and shared rooms. The shared rooms will only be occupied by the same gender. Cohabiting at the University of Lusaka is strictly prohibited. Family or couple's accommodation is not available as part of university accommodation. The following are the types of accommodation offered:

- (a) Self contained single room
- (b) Self contained double (shared room)
- (c) Double ordinary (shared room, communal bathrooms)
- (d) Ordinary four people in a room (shared room, communal bathrooms)

## **ACCOMMODATION FEES**

Students who have been allocated a bed space must pay for accommodation in full for the whole semester. Students who decide to move in late will still have to pay the full amount for accommodation. International students who wish to arrive early or extend their stay during vacation period have to pay for accommodation. The accommodation fee for early arrival or extended stay will be determined by the accounts office depending on the number of days to stay in the residence. The accommodation fee is inclusive of utilities; including communal freezers, cookers, microwave ovens, hot water and electricity. The resident will also have access to the University's WIFI/broadband and a parking spot in the residence's car park.



## **ACCOMMODATION TYPE PREFERENCES**

Applicants who do not receive their first or subsequent choices of room due to the limited number of rooms in each type of accommodation may have to settle for the room that the University allocates to them. Once an offer of a room has been made, students cannot transfer to a different room. An applicant rejecting an offer of a place in University accommodation will not be considered for room allocation in future. The Accommodation Committee will use its discretion in some cases and allow students to apply for accommodation after rejecting an accommodation offer.

## **FORFEITURE OF ACCOMMODATION**

The following students will forfeit their accommodation:

- (a) Students who reject an offer of accommodation.
- (b) Students who do not take up the accommodation offer in the first two weeks of opening.
- (c) Students who fail to pay accommodation fees.
- (d) Students who engage in any serious or persistent misconduct in accordance with the University of Lusaka disciplinary conduct.
- (e) Students who move out of the hostel without the knowledge and approval of the university.
- (f) Students who perform poorly academically and are excluded from academic registration.

## **VACATION PERIOD**

Students are required to vacate the rooms during vacation to allow for maintenance and renovation of the rooms. Before vacating the room, the accommodated students must fill in the vacating slip and leave it with the Accommodation Officer when handing over the keys. Access to the rooms during vacation is strictly prohibited. International students who wish to stay during vacation period must notify the University a month before the vacation period and are expected to pay for accommodation during vacation.

## **CHECKING OUT**

- Students check out by returning the keys and signing in the check-out book and filling in the student housing and residence clearance form.
- Failure to check out properly will attract a penalty fee of K500.
- When checking out students are expected to move out with all their belongings and nothing shall be left in the rooms.
- Students who wish to leave their belongings at the residence during vacation can make use of the University's storage facility at a fee.

## **CODE OF CONDUCT**

### **BEHAVIOUR**

All students are required to maintain good behaviour in the hostels. They are expected to behave courteously and fairly with everyone both inside and outside the hostels.

### **VISITORS**

Visitation is on Saturday and Sunday from 08:00 hours to 18:00 hours. The visitors have to sign the visitors' book at the gate and are not allowed to enter the hostels. Visitation will take place in the cafeteria and other common areas. Overnight visitors are not allowed and visitors should park their vehicles outside the University premises.

### **DRUGS AND ALCOHOL**

Smoking and consumption of alcoholic drinks or narcotics drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in an intoxicated state and should not possess such substances.

### **CLOSING TIME**

The campus closing time for residents is 22:00 hours on weekdays and 24:00 hours on weekends. Residents are not allowed to come into the University after 22:00 hours on weekdays and 24:00 hours on weekends.

## **SHARING A ROOM**

Students sharing a room have to be respectful towards one another and respect one another's property. Students sharing a room have equal rights and benefits. The University expects students to live in harmony and any grievance or dispute that may arise between the roommates has to be reported to the Accommodation Officer. Where a dispute cannot be resolved by the matron it will be referred to the student counsellors for resolution.

## **SQUATTING, SUBLETTING AND CO-HABITING**

Residents are not allowed to sublet their room or bed space or allow squatters in the room. Residents are prohibited from co-habiting or allowing a gender of the opposite sex in their room.

## **APPLIANCES**

The University allows students to come with a pressing iron, kettle and a small fridge (one fridge per room). Accommodated students are not allowed to come with TVs, radios, washing machines, microwaves, panini presses, hot plates etc.

## **CLEANLINESS**

Accommodated students are expected to clean their own rooms, wash their clothes and wash their kitchen utensils. Students were accommodated in self-contained rooms to clean their own toilet and shower. Inspection of rooms will be done every two weeks to ensure the rooms are kept clean. The resident must ensure the furniture and fittings in the rooms are maintained and kept clean.

## **DAMAGE TO RESIDENCE PROPERTY**

Residents who cause any damage to the property within the residence will be charged an amount equivalent to the cost of repair or replacement of the damaged property. The walls of the residence must not be defaced. Drilling and hammering nails in the wall is prohibited. Any damage or soiling of the wall will result in the resident being charged for the cost of repainting the walls.

## **FIGHTING AND BULLYING**

Fighting and bullying is strictly prohibited. Any student found wanting risks expulsion from the University.

## **ENGAGING UNIVERSITY EMPLOYEES AND OUTSIDERS FOR SERVICES**

Students are not allowed to engage University staff or outsiders to clean the rooms, wash clothes, wash plates and to dress their hair within the University premises.

## **COOKING**

Students are to cook their meals in the common kitchen area or purchase their meals from the University Cafeteria. Cooking in rooms is strictly forbidden. If a student is found cooking in the room the stove will be confiscated and the student will lose the bed space.

## **QUIET TIME**

To promote mental health and encourage good study habits the university will enforce a quiet time from 22:00 hours to 05:00 hours.

During the quiet time students are not expected to make any noise. During the exam period the students are expected to observe 24hours quiet time in the student residence.

### **STUDENT ACCOMMODATION OFFENCES**

<b>S/ N</b>	<b>DESCRIPT ION</b>	<b>DEFINITI ON</b>	<b>TYPE</b>	<b>CHARGE</b>	<b>PUNISHME NT</b>
1	Loud Music	Playing loud or offensive music	Disruptive Behaviour	Disturbing the peace	1st offence Warning 2nd offence suspension
2	Fighting	Assaulting a member of staff or student	Disruptive Behaviour	Assault	Expulsion
3	Bullying	Unfair influence advantage on another students	Disruptive Behaviour	Unfair influence	1st Warning 2nd Suspension
4	Discrimination	Unfair treatment based on	Antisocial behaviour	Discrimination	1st offence Suspension 2nd Offence

		sex, tribe, r nationally or race			Expulsion
5	Squatting	Illegally providing or procuring accommoda tion outside regulations	Defraudi ng the Universit y	Squatting	Fine equivalent 1 semesters accommodatio n fees and expulsion
6	Cohabiting	Sharing a residence meant for a single occupant.  This also includes sharing residence meant for a single occupant with another	Defraudi ng the Universit y	Cohabiting	Fine equivalent to 1 semester accommodatio n fees and expulsion

		person of the opposite sex			
7	Subletting	Leasing a bed space to another student	Dishonesty	Subletting	Fine of one semester accommodation fees and loss of accommodation
8	Drug abuse	Drinking and smoking in the residence and outside. Selling of drugs in the University premises is strictly prohibited	Drug abuse	Drunkenness and intoxication.	Expulsion
9	Theft	Obtaining property ,	Stealing	Theft	Expulsion and criminal



		materials or monies which belong to other students or staff with permission			prosecution
10	Unlawful possession of key or other access to residence	Get access to a room or residence to which you have no lawful right	Trespassing	Trespassing	Fined and expelled
11	Selling Goods	Trade without appropriate permission	Trading without permission	Trading	Fine and suspension
12	Partying	Holding a party in the residences without permission	Partying illegally	Partying	Suspension from residence

13	Pets	Keep a pet in the residence	Illegally keeping a pet in the residence	Illegal keeping of a pet	Fine and suspension
14	Damage to property	Damage or defacing of property in the residence	Destroying or defacing University Property	Damaging University Property	Replacement Fine and suspension

## **ACCOMMODATION STRUCTURE**

### **Accommodation Officer**

The Accommodation Officer will be responsible for the administrative management of the residences

- (a) Ensure the hostels are clean.
- (b) Identify faults in the hostels.
- (c) Manage the keys for the rooms.
- (d) Help students settle in the rooms.

### **Hall Representatives**

The hall representatives will assist the Accommodation Officer to manage the hall of the residence

- (a) Report all faults to the Accommodation Officer.
- (b) Focal person for the students in the residence.
- (c) Ensure students follow the hostel rules.

## **SAFETY AND SECURITY**

Fire risks must be avoided at all times. Inflammable substances should not be kept in the residence and any electric appliances such as pressing irons, kettles should not be left plugged in when not in use. Food that is being cooked should not be left unattended.

In case of a fire, Students should:

- (a) Evacuate the building via the nearest exit and not use elevators
- (b) Proceed to the designated fire assembly point.
- (c) Report the fire to the matron and/or security.
- (d) Await instructions from the campus security and only re-enter the building.

Students have an obligation to fellow residents to do nothing that puts them at risk or jeopardises their safety and security. The University will not take responsibility for any loss of personal property.

## **COVID -19 SAFETY GUIDELINES**

The University of Lusaka adheres to COVID-19 guidelines and we encourage our students to follow the covid-19 guidelines while they are in the hostels. The guidelines include:

- (a) Social distancing of more than 1 meter apart per person in any given space.
- (b) Wearing of face masks in public places.
- (c) Washing of hands regularly with soap and water or use of hand sanitizer.

## **FURTHER INFORMATION**

If further information or clarification on a decision is required then students should in the first instance contact the student counsellors by email at [counsellor@unilus.ac.zm](mailto:counsellor@unilus.ac.zm) or the Accommodation Officer at [accommodation@unilus.ac.zm](mailto:accommodation@unilus.ac.zm) . Applicants are also encouraged to read the rules and regulations of the University.