

Guidelines for Allocation of Hostel Accommodation

1. Purpose

These guidelines provide a fair, transparent, and efficient framework for the allocation of hostel accommodation to trainees of the Kenya School of TVET (KSTVET). The objective is to ensure equitable access to available hostel facilities while promoting a safe, conducive, and disciplined living environment.

2. Scope

These guidelines apply to all trainees enrolled in full-time and holiday programmes at KSTVET who apply for hostel accommodation.

3. General Principles

Hostel allocation shall be guided by the following principles:

- Fairness and transparency.
- Equity and non-discrimination.
- Priority based on need and institutional considerations.
- Efficient utilization of available hostel space.
- Compliance with KSTVET rules and regulations.

4. Eligibility for Hostel Accommodation

A trainee shall be eligible for hostel accommodation if they:

- Are duly admitted and registered as a full-time trainee at KSTVET.
- Have applied for hostel accommodation within the stipulated application period.
- Reported by 5:00 p.m. on the reporting date to facilitate hostel allocation.
- Agree to comply with hostel rules and regulations.

5. Application Procedure

1. All trainees seeking hostel accommodation must apply and secure a hostel bed through the KSTVET hostel application portal:
<https://kttc.mycampuscura.com/Campuscura/TenantID=kttc#login;TenantID=kttc;Apply=false>. On the booking date as from communicated booking time
2. On the reporting date, collect the key from the House keeper
3. Pay the required fees

1. 6. Criteria for Allocation

Where hostel demand exceeds available capacity, allocation shall be based on the following priority criteria:

6.1 First Priority

- Trainees with disabilities or special accommodation needs.
- Trainees with documented medical conditions requiring on-campus accommodation.

10. Duration of Allocation

- Hostel accommodation shall be allocated for one academic term or semester.
- Renewal of accommodation shall be subject to:
 - Availability of space.
 - Settlement of all financial obligations.
 - Satisfactory disciplinary record.

11. Conditions for Retention of Hostel Accommodation

A trainee shall retain hostel accommodation only if they:

- Observe hostel rules and regulations.
- Maintain cleanliness and proper use of hostel facilities.
- Respect the rights of fellow residents.
- Avoid activities that endanger safety or security.

12. Withdrawal of Hostel Accommodation

The institution may withdraw hostel accommodation where a trainee:

- Provides false information during application.
- Fails to pay hostel fees.
- Is suspended or discontinued from the institution.
- Commits serious disciplinary offences.
- Damages hostel property.
- Engages in illegal, immoral, or disruptive conduct.

13. Waiting List

Applicants who are not allocated accommodation shall be placed on a waiting list in order of priority. Vacancies arising during the term shall be filled from the waiting list.

14. Appeals

A trainee who is dissatisfied with the hostel allocation decision may submit a written appeal to the Dean of Students within seven (7) days of the publication of allocation results.

The appeal shall:

- State the grounds for appeal.
- Provide supporting documentation where applicable.

- Be determined within fourteen (7) days.

The decision of the Hostel Allocation Committee on appeal shall be final.

15. Hostel Vacating Procedures

At the end of the allocation period, trainees shall:

- Vacate the hostel within the period specified by the institution.
- Return all issued keys.
- Clear with the Hostel Administration.
- Settle any outstanding charges for damages or losses.

16. Review of the Guidelines

These guidelines shall be reviewed periodically by KSTVET to ensure alignment with institutional policies, government regulations, and the changing accommodation needs of trainees.