

UGANDA CHRISTIAN UNIVERSITY

To: All Resident Staff with Quarters

From: The Deputy Vice Chancellor (F&A)

Copy: Vice Chancellor
Deputy Vice Chancellors
University Bursar

Date: August 12, 2004

Re: **University Housing**

I am following up our discussion on 10.08.04 regarding the University owned staff quarters.

I want to thank you for attending that meeting and for your helpful comments in the discussion. After due consideration of the issues raised in the meeting, the following have been resolved by management:-

1. That indeed all students housed in staff quarters to pay rent shall pay the full board fees as stipulated by the University, namely Shs400,000/= as of now.
2. The University shall remit a net amount of Shs100,000/= per semester per student housed in staff quarters to the resident staff in question.
3. As said earlier, family members may indeed be housed in the staff quarters at the resident staff's discretion without paying rent. However, any other student housed in the quarters must pay.
4. Where staff desire to help a needy student they must arrange this with the University (which owns them) management.

Having said that, all other provisions of the policy are as they were communicated to you earlier.

I wish to appeal to you to display cooperation in the implementation of this policy.

Thank you.

POLICY ON QUARTERS

This policy will go into effect with the new fiscal year on 1 July 2004.

On-campus housing for staff may or may not include quarters. These quarters are property of Uganda Christian University, and staff members have no right to demand such quarters to be provided.

Residents may offer quarters to family members or help (paid by them). They may also choose to let out the quarters to students. Residents are not allowed to rent out the quarters on their own.

If they house family members or paid help, they are responsible to see that quarters are kept in good condition. The University may be called on for major renovations.

If they let out quarters to students, the following provisions apply:

- The quarters are considered University housing. The Dean of Students will inspect the quarters and determine the number of students it can accommodate. He will also order any necessary repairs (at University expense) to bring quarters up to standard.
- The Dean of Students will assign occupants, with the concurrence of the staff residents.
- Students will be charged full room-and-board fees and will take feeding in the Dining Hall. They will pay fees to the Bursar as if they were in institutional Halls of Residence and will report any needs and problems to the Dean of Students.
- The University will reimburse staff members Ush 80,000 per student per semester for use of the quarters.
- Students must abide by the University calendar. It may be, however, that they may be housed for third semester courses.

Because the University is short of student housing at present, we urge staff to consider letting out quarters.

SN

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