

Faith Hostel

@ Pan Atlantic University



RESIDENCE LIFE

Residential Handbook

*Published by Faith Hall Residence Life
2017 Edition*

Faith Hostel

@ Pan Atlantic University

Operating Company: Clair Ebere Ent. Ltd

Km 52, Lekki-Epe Expressway Eleko, Ibeju

– Lagos.

Tel: 08120404496, 08020906306, 08035326000.

Website: faithhostel.com

Email: faithhall1@faithhostel.com.

FAITH HOSTEL
@ Pan Atlantic University

RESIDENCE LIFE:- RESIDENTIAL HANDBOOK

Table of Contents	1
Welcome to Faith Hostel	3
Mission Statement	4
Resident Housing Agreement	5
Resident Housing Agreement – “TERMS AND CONDITIONS”	5
Required Residence Policy	5
COMMUNITY LIVING EXPECTATIONS	5
Residential Community Philosophy	5
Resident’s Right and Responsibilities	6
Student Code of Conduct	8
AMENITIES	8
- Common Room									
- Study Hall									
- Canteen									
- Shop									
- Visiting Room									
- Laundry (Hand wash) – Private and Commercial									
- Laundry / Drying Cleaning – Commercial									
- Courtyard									
- Gym									
- Internet – WIFI									

Table of Contents:

HOSTEL POLICIES AND PROCEDURES	10
ACCESS	10
ALCOHOL	10
DAMAGES AND VANDALISM	10
DOORS	11
DRUGS	11
FAILURE TO COMPLY WITH RESIDENCE STAFF	11
FIRE ARMS AND WEAPONS	11
FIRE EQUIPMENT	11
FURNITURE	11
INAPPROPRIATE BEHAVIOUR	12
KEYS	12
LIVING WITH ROOMMATES MODIFICATION OR ALTERATIONS TO LIVING	
SPACE NOISE	12
PARKING... .. .	12
VISITORS / GUESTS	12
PERSONAL PROPERTY	13
CHECK IN / CHECK OUT PROCEDURES	13
PROHIBITED ITEMS	13
SMOKING	13
TRASH	13
ROOM ENTRY BY STAFF	13
UNAUTHORISED ENTRY	
LOCKED OUT OF YOUR ROOM	
ROOM TRANSFER PROCEDURE	
IMPORTANT HOSTEL MEMBERS	

WELCOME TO RESIDENCE LIFE AT FAITH HOSTEL

Greetings!

On behalf of Faith Hostel, we would like to welcome you to Faith Hostel, at Pan Atlantic University – Eleko, Ibeju Lekki, Lagos.

The Hostel staff hopes you will consider the hostel “Home Away From Home”. The hostel staff is committed to your comfortable living providing excellent customer service, and providing each resident with the necessary tools to be successful in an ever changing and diverse society.

Researches show that students who live on campus – accommodations within the campus perform very well because they enjoy all the amenities provided to help reach their academic goal, living personal choices and experience in which you will meet students from different places, develop life-long friendship, and establish a connection to our hostel life.

Living in Faith Hostel, you will find that we are “more than just a place to live”. We provide you with facilities and services that will assist you in achieving your academic goal.

This handbook is filled with important information regarding living in Faith Hostel. This has been designed to provide some basic information that you will need to get started.

If you have question, the entire Residence staff is eager to respond to your needs. Please let us know what we can do to assist you.



Mr. Iwu Peter
General Manager



Onwusoba Precious
Company Administrator



Obasi Emmanuel
Hall Manager

RESIDENCE LIFE MISSION STATEMENT

Faith Hostel is committed to providing living environment that is supportive to Pan Atlantic University's academic mission.

We accomplish this by providing state of the Art Study Hall, where students can hang-out-of-class experiences through group studies, and activities essential to students' preparation for life of leadership and success as professionals and citizen in the global economy.

Faith Hostel

@ Pan Atlantic University Km

52, Lekki-Epe Expressway

Eleko, Ibeju – Lagos.

Tel, 08120404496, 08035326000.

Website: faithhostel.com

Email: info@faithhostel.com, faithhall1@faithhostel.com.

THE HOUSING AGREEMENT

The most important part of the contract for the residence halls are the Residence Hall Agreement and the Residence Hall Agreement – Terms and Conditions. The Residence Hall Agreement applies to the entire academic year, while the Residence Hall Agreement – Terms and Conditions are continuously in effect.

Every effort is made to provide the best possible facilities at a reasonable cost. The residence housing is for an academic session. During official Pan Atlantic University vacation periods, residence halls are closed to residents.

Each residence must sign:

- (1) Residence Hall Agreement
- (2) Residence Hall Agreement – Terms and Conditions

A resident must read and understand the Agreement carefully before signing.

THIS IS A BINDING CONTRACT FOR AN ACADEMIC SESSION/YEAR.

There is no refund after payment.

REQUIRED RESIDENCE POLICY

All students seeking to live in Faith Hostel must be Full-Time Registered Pan Atlantic University students (undergraduates and graduates). During vacation, Part-Time graduate students of Pan Atlantic University are allowed to live in the hostel. The vacation accommodation fees will be determined and made available during application.

COMMUNITY LIVING EXPECTATION:

RESIDENTIAL COMMUNITY PHILOSOPHY

Faith Hostel is committed to providing a high quality residence hall experience where you will have many opportunities to become involved in numerous activities, meet and become friends with people from diverse background, and enrich your academic pursuit at Pan Atlantic University. One of the most rewarding facets of living in the residence hall is the ability to live with people who are different from you. Every person comes from a different background and brings a different set of experiences and expectations for living here in the hostel. Residence Hall rights and responsibilities and policies are intended to give you, your roommate(s) and your neighbours a common set of guidelines by which you can all live and learn together in order to achieve academic success, develop lasting friendships, and continue to build your skills so you are well

prepared for your career after graduation. The hostel supports the academic mission of Pan Atlantic University by creating on-campus living community that fosters personal growth.

Faith Hostel is available to all Pan Atlantic University students regardless of age, disability, ethnicity, marital status, nationality, origin, race and religion.

That being said, living with these in close proximity is not always easy. To live cooperatively, it is critical that residents and staff members develop a mutual respect for each other and committed to specific expectations of behaviour.

The hostel policies and conduct process are based on respect for self, others, community and taking responsibility for one's behaviour. In order to carry on its work of providing accommodation, the hostel staff and students have an obligation to maintain conditions under which the work of the hostel can proceed freely. Therefore, it is the responsibility of each individual to know and abide by the hostel policies and procedures, ensuring we are all in accordance with the highest expectations of quality, integrity and freedom of expressions. Each member of the community shares the responsibility of maintaining an environment conducive to the achievement of the hostels mission.

RESIDENT RIGHTS AND RESPONSIBILITIES

As a member of the community, you are afforded certain individual rights that you and your roommate(s), as well as those living around you, should respect. In addition, these rights carry with them a reciprocal responsibility for you and every member in our community. Responsibilities ensure that roommate(s), floor mates and other community members are afforded the same rights regardless of their gender, race, religion or cultural background to which they belong as well as any beliefs, value or attitudes that may be different from our own. When you uphold your responsibilities, you will be making the residential communities a great place to live where all students can be successful!

To a significant extent, success in the university will depend on your ability to understand and balance the rights and responsibilities you assume while living in the hostel. Staff of the hostel do not assume the role of hostel parent, and you will seldom be told what to do or what not to do, with regard to your personal behaviour. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of yourself, others or the community, or begins to disrupt the legitimate pursuits of others within our residential community.

You have right as well as responsibilities. You can ensure that these rights are honored through thoughtful discussion and open communication with roommates, floor-mates and other community members.

The following is a listing of your "rights" (Things to which you are entitled as a student living in the hostel), as well as your "responsibilities" (what is expected of you as a member of the residential community):

- YOU HAVE THE RIGHT to safe and secure living environment.
- YOU HAVE THE RESPONSIBILITY to keep your living space secured and not to prop doors open. You also have a responsibility to uphold all security policies and procedures. Violations of policies and procedures are prohibited.
- YOU HAVE THE RIGHT to reasonably peaceful and quiet space in which you can sleep and study.
- YOU HAVE THE RESPONSIBILITY to observe quiet hours, to keep your computer and your voice at a reasonable volume in your living environment and to remind others that you expect the same of them.
- YOU HAVE THE RIGHT to privacy and to the fair use of your room, both in terms of space and time.
- YOU HAVE THE RESPONSIBILITY to let your roommate(s) know of your wishes and preference for hours of sleep and study, and to work out any difficulties.
- YOU HAVE THE RIGHT to confront another person's behaviour when it infringes on your rights.
- YOU HAVE THE RESPONSIBILITY to examine your own behaviour when confronted by another and to work towards resolving conflicts.
- YOU HAVE THE RIGHT to know what is acceptable and/or inappropriate behaviour in your living environment.
- YOU HAVE THE RESPONSIBILITY to read the information provided for you by the hostel management. This includes, but is not limited to your Residence Hall Service Agreement, and Residence Hall Service Agreement – Terms and Conditions.

STUDENT CODE OF CONDUCT

Faith Hostel expects its residents to exhibit and maintain a high standard of conduct given the educational nature of Pan Atlantic University. While the student Handbook contains information about policies and procedures at Faith hostel, the student Code of Conduct specifically covers information related to appropriate conduct and the process of what happens when students allegedly violate hostel policies and procedures.

AMENITIES

Faith Hostel provides residents with access to the following facilities:

- State of the Art Study Room
- Common Room – with 55” TV & DSTV cable
- Canteen – offering both local and intercontinental meals
- Shop/Convenience store
- Laundry – Personal Hand wash
 - Commercial Hand wash (personal and commercial)
 - Commercial Machine wash
 - Dry cleaning (Commercial)
- Visitors’ Room
- Court yard – with seat out chairs and table.
- Gym

TABLE TENNIS

BASKET BALL HOOPS

EVENTS:

- Birthday Celebrations – Monthly
- Tennis – Floor competition
- Basket Ball – Floor Competition

All residents are welcome to participate in these events.

LAUNDRY:

Laundry facility is provided for your convenience. The commercial laundry is charged by load – 8kg/10kg/15kg. Payment is made by purchase of laundry cards from the office (*all payments are made with debit cards*) / POS.

CANTEEN:- There are two options:

- 1) Meal Plan – (optional) – 2 meal or 3 meal plan (discounted) 2) Pay-As- You- Go.

(Payments are made with Debit Cards/POS)

*Note; The canteen utensils – plate, cup, cutleries **shall** not be removed from the canteen.
“REMOVAL **SHALL** BE CONSIDERED AS **THEFT**”

Shop / Convenient Shop:

- Well stocked with
 - Snacks
 - Drinks
 - Personal Hygiene items etc.

BUSINESS OFFICE:

The business office offers the following services:

- Photocopying
- Printing
- Typing / Typing of Project
- Spiral binding
- I.D card printing
- Passport photo

INTERNET:

PAN ATLANTIC PROVIDES INTERNET ACCESS ON CAMPUS – (WIFI)

CABLE:

The common room and visitors room have cable – DSTV

PACKAGE DELIVERY

The hostel does not receive or hold packages from courier services. Purchases from Online stores, **MUST BE RECEIVED BY STUDENT OUTSIDE THE HOSTEL.**

COMMUNITY POLICIES AND PROCEDURES

Rules and regulations are necessary for the smooth functioning of any community.

Here at Faith Hostel we believe that you have the right to an environment in which you can study, socialize, and live comfortably. There are three basic principles involved in achieving this:

- Demonstrate care for yourself
- Demonstrate care and consideration for others
- Respect others and community property

ACCESS

Residents found climbing over a fence, gate or door for any reason, will violate their housing agreement. Any person who is not a resident, found climbing the fence or walking unescorted through the community is criminally trespassing. If you see any suspicious persons around the property or climbing over the fence, please contact the Front Desk or Security.

ALCOHOL:

Alcohol beverages are not permitted anywhere in the hostel – rooms, public places. **STRICTLY PROHIBITED.**

DAMAGES AND VANDALISM

Residents are held judicially accountable and financially liable for vandalism or damages they cause to Faith Hostel property (including, but not limited to, damages caused by adhesives, nails, tack etc).

Residents are not permitted to tamper with repair, replace, paint or adjust equipment, furniture or property which belong to Faith Hostel.

All residents of a living space are held **MUTUALLY LIABLE** for damages to the room once occupancy is established (and that includes – Door, Key, A/C, Water Heater, Fridge, Dressing Mirror, Shaving Mirror, Shaving Light, Shower and Fittings, WC, Tile, Ceiling Tiles, etc).

Any individual resident of a living space is solely liable for damages to the unit when individual responsibility for damage can be clearly established.

Residents are responsible for vandalism or damage done by their guests.

DOORS

Residents are not permitted to alter or add any additional locks, chains or latches to their unit or bathroom doors.

Stickers are not to be placed on resident doors.

DRUGS

Faith Hostel prohibits the use, or possession, or sales of drugs or narcotics. Drugs as narcotics are defined as barbiturates, hallucinogens, amphetamines, marijuana, or other narcotics. Any student involved in the sale, use or possession of non-prescription drug will be subject to disciplinary action in addition to possible immediate removed from the hostel without refunds.

FAILURE TO COMPLY WITH RESIDENT STAFF

Residents and guests must cooperate and comply with both management and staff.

Member's request upmost cooperation in the performance of their duties.

This includes but not limited to Hostel Assistants, Securities, Janitor, and Cleaners.

FIRE ARMS AND WEAPONS

The possession, keeping and or use of firearm or dangerous weapon, or look alike are not permitted at Faith Hostel. Such weapons include but not limited to: bows and arrows, slingshots, darts, knives, BB guns or pistols, rifles and martial art implements.

Residents are requested to report the possession/storage of weapons by other residents to the security and Front Desk.

FIRE EQUIPMENT

Tampering with smoke detectors, fire alarms, and fire extinguishers is prohibited.

FURNITURE

Room furniture is not to be interchanged, removed or transferred among other rooms or public areas: Common Room furniture are not to be moved.

INAPPROPRIATE BEHAVIOUR

Behaviour or conducts that are disruptive to other community living are prohibited.

These include, but not limited to the following:

- Inappropriate calls or requests of fellow residents and / or residential staff.
- Disorderly conduct that is disruptive or may cause personal or physical injury to themselves or others including but not limited to: physical alterations, bouncing balls on the

floor/hallways, profanity in the hallways, preventing others from studying or sleeping, playing indoor/outdoor sports inside the building.

- Squatting of outsiders is illegal and prohibited. Offenders would lose their space and without refund.

KEYS

Keys are issued to assigned occupant(s) of a living space.

Lost or missing keys must be reported to the Front Desk and A charge for Lost key will be applied.

All keys must be surrendered to the hostel upon the Termination of Agreement.

NOISE

Residents are expected to keep their noise level down. Since the purpose of attending a university is to study, it is expected that there are students studying/reading at all times in their room and study hall.

The quiet time is observed at the following times:

11pm – 7am (Residents sleeping)

PARKING

There is very limited parking space in the hostel. However, there is ample parking space around provided by the University.

VISITORS / GUESTS

Visitors are not allowed in the rooms, study hall and common room.

All Visitors / guests are received in the visitor's room.

Visitors are allowed in the canteen shop and laundry. VISITORS MUST SIGN IN and display the visitor's card at All times. Resident is responsible for the behaviour of his visitor(s) / guests.

PERSONAL PROPERTY

Residents are responsible for their personal belonging and therefore should take care to safeguard them.

TO HELP individual protect their VALUABLES, FAITH HOSTEL provided SAFE for each individual. The student can change and determine the CODE.

ROOM ENTRY BY STAFF

Hostel staff, housekeeping, security, maintenance personnel may enter rooms to fulfil their daily duties, in case of emergencies or in cases of reasonable suspicion of activity endangering the individual or community or in cases where there is suspicion of policy violation.

CHECK IN / OUT PROCEDURE

Check In:- To be allocated space, student must provide the followings:

- Signed Application Forms
- Evidence of Payment
- Signed Residence Hall Service Agreement
- Signed Residence Hall Service Agreement – “Terms & Conditions”
- Pan Atlantic University’s I.D. card or Letter of Admission

Move-In:- Students will receive Room Report – (Room Furniture / Equipment List).

- Students will sign the Report after checking the inventories.

Check Out – At check-out students must schedule a check out time. All student will sign the room report. If there are Damages or Loses, the Real Time cost of such damages/loses will be deducted from the Caution Deposit.

SMOKING is not permitted in the rooms, common rooms, or anywhere in the hostel at any time. Faith Hostel is A SMOKE FREE ENVIRONMENT. Smoking is STRICTLY PROHIBITED

CLEANING

The cleaning of the rooms is done by Faith Hostel weekly.

TOILET PAPERS

Faith Hostel provides each resident with a toilet roll bi-weekly.

TRASH PICK UP

Faith Hostel pick-up trash and provide new trash liner/bag weekly.