ASTON PRESTON HALL OF RESIDENCE

PROCEDURES REGARDING CHECKING-IN AND CHECKING-OUT OF STUDENTS

All students taking up residence in hall must be properly checked-in. Upon the completion of tenure in hall, the check-out procedures must be observed.

Checking-In

1. A student who is approved to reside in hall is initially processed by the Administrative Office (SSDM/Administrative Secretary/Resident Advisors):
    1.1. Checks regarding registration status is made
    1.2. Checks regarding payment is made
    1.3. He/She is briefed on the hall's/university regulations
    1.4. He/She is given a Hall Charter
    1.5. He/She is given a contract to sign
    1.6. He/She is assigned a room
2. A written confirmation of the student acceptance along with his/her assigned room is sent from the SSDM to the Office of the Operation Supervisor.
3. The student is directed to complete processing at the Operation Supervisor's Office
4. The student will be accompanied to his/her room by the Operation Supervisor or his/her nominee.
5. In the presence of the student, the Operation Supervisor or his/her nominee, by using a checklist will:
    5.1. check all items of furniture and fixtures in the room and common areas
    5.2. inspect the current state/condition of all items of furniture and fixtures in the room and common areas
    5.3. inspect the state of the wall and floor areas of the room and common areas
6. The student will verify the checklist and sign same
7. The student returns with Operation Supervisor or his nominee to the Operation Supervisor's Office where he/she is given a key for the assigned room
8. The student will print his/her personal data in Log Book and the code of the key assigned.

Checking-Out

1. A written approval releasing a student from the hall during the academic year is sent from the Student Services & Development Manager to the Operation Supervisor's Office.

2. If it is the end of the academic year, the student is required to inform the Student Services and Development Manager or his/her nominee of the date and time when he/she will be vacating the hall

3. He/She, after 1 or 2 above, will proceed to the Operation Supervisor's Office to complete the check-out process.

4. The Operation Supervisor or his/her nominee will retrieve the room checklist of the student (done when the student checked-in) and accompany student to the assigned room

5. In the presence of the student, the Operation Supervisor or his/her nominee, against the original checklist, will:

    5.1 check all items of furniture and fixtures in the room and common areas

    5.2 Inspect the current state/condition of all items of furniture and fixtures in the room and common areas

    5.3 Inspect the state of the wall and floor areas of the room and common areas

6. Upon satisfaction of both the student and the Operation Supervisors or his/her nominee, the students will again sign said checklist

7. The student will return to the Operation Supervisor's Office where he/she will return his/her key, and sign out in the Log Book

8. Should furniture or fixture be missing from the student's room or furniture or fixture be seen to be vandalised, referred to **Procedures Regarding Vandalism/Damage of Hall Property/Facility**