

UNIVERSITY OF CAPE COAST

APPLICATION FORM FOR ACCOMMODATION – SENIOR MEMBERS

NameStaff No.....

Dept.....Mobile No.....

Date of taking up University appointment

Present University Bungalow/Flat No. (if any):.....

Date of occupation of present University accommodation.....

Date of proceeding on study leave From:..... To.....

A. **Status Points** (see overleaf for points)

B. **Service Points**

- i. Applicants will receive 1 point for every month of service to the University.
ii. An approved study leave period with pay earns 1 point every three months.
“Approved Study Leave period” stated here is two or three years” depending on the nature of the course.

C. **Present Accommodation**

- i. Applicants occupying University bungalows/flats off the campus will receive 1 point for every 3 months of stay off campus.
ii. Applicants occupying University bungalows/flats on campus at the time of application will receive 1 point for every 6 months of stay on campus.
iii. Occupants of temporary University accommodation will receive 1 point for every 2 months of stay in the temporary accommodation.
iv. Applicants NOT accommodated by the University will receive 1 point for every month of service within the University.

D. **Family Points**

- A married couple will receive;
(a) two points for marriage.
(b) one point for each child up to a maximum of five.

E. **Duty Points**

Applicants performing special duties (Provosts/Deans/Heads of Departments) will receive 3 points if they have been at post for more than one year.

Note: A married couple within the same staff category may apply together using one application form.

F. **Bungalow/Flat applied for in order of preference**

It is assumed that the applicant is willing to occupy, in order of preference, any bungalow/flat whose number he/she writes down and that he/she is NOT WILLING to occupy any bungalow/flat whose number he/she does not write down.

- (a)..... (b)..... (c).....
(d)..... (e)..... (f).....
(g)..... (h)..... (i).....

Date:

Signature:.....

Large empty rectangular box for application details.

STATUS POINT

Professors	35
Registrar	35
Librarian	35
Finance Officer	35
Director of Development	35
Director of Medical Services	35
Deputy Finance Officer	30
Assoc. Professor	30
Works Maintenance Engineer	30
Deputy Registrar	30
Deputy Librarian	30
Senior Asst. Registrar	25
Senior Lecturer	25
Senior Research Fellow	25
Senior Medical Officer	25
Internal Auditor	25
Senior Accountant	25
Lecturer	20
Medical Officer	20
Estate Officer	20
Research Officer	20
Assistant Registrar	20
Assistant Librarian	20
Accountant	20
Assistant Accountant	18
Assistant Lecturer	18
Assistant Research Fellow	18
Junior Asst. Librarian	18
Junior Asst. Registrar	18
Junior Asst. Accountant	18