



College of Agriculture, Science and Education
P.O. Box 170 Port Antonio, Portland, Jamaica
Telephone: 993-5436 – 8: Fax: 993-5546
Website: www.case.edu.jm

FOR OFFICIAL USE ONLY	
Accept:	_____
Dorm Room #:	_____
Campus:	_____
Reject:	_____
Waiting List:	_____
Official Signature:	_____

DIRECTORATE OF STUDENT AFFAIRS / SERVICES

APPLICATION FORM FOR ON-CAMPUS HOUSING / BOARDING

(N.B. Please read carefully the notes at the back before completing)

PERSONAL INFORMATION

1. SURNAME: _____
2. CHRISTIAN NAME(S): _____
3. MAIDEN NAME (Married females only): _____
4. GENDER: [] MALE [] FEMALE
5. DATE OF BIRTH (DD \ MM \ YYYY): _____
6. MARITAL STATUS: [] MARRIED [] SINGLE [] WIDOW [] WIDOWER
7. NATIONALITY: _____
8. PRESENT ADDRESS: _____
9. TELEPHONE: _____
10. NAME OF PROGRAMME YOU HAVE BEEN ACCEPTED TO PURSUE AT THE COLLEGE:

11. DO YOU HAVE ANY SPECIAL MEDICAL PROBLEM(S)? [] YES (please specify below) [] NO

16. **DECLARATION:** I hereby certify, by my signature below that the information contained in this application is accurate and complete, to the best of my knowledge, and no attempt has been made by me to mislead the institution. I further declare that, if I am granted on-campus housing/boarding, I will abide by all rules, policies and regulations governing on-campus housing / boarding at this institution. I also understand and accept that any breaches of these rules, policies and regulations by me will result in sanctions against me, including my being excluded from on-campus housing / boarding.

NAME: _____

SIGNATURE: _____

DATE: (DD / MM / YYYY): _____

NOTES

- 1 Acceptance for admission to the College is **NOT** a guarantee that on-campus housing / boarding will be available or provided. If your application for on-campus housing / boarding is not successful, you are required to make your **OWN** arrangements for accommodation off-campus at your expense, and commute to classes.
- 2 Complete carefully **ALL** sections of the application form. Incomplete application forms will **NOT** be processed.
- 3 The following documents / items must be submitted with your completed application form:
 - (a) One (1) certified copy of your birth certificate
 - (b) Two (2) certified passport size photographs
 - (c) One (1) copy of your signed letter of acceptance to the College
 - (d) A **non-fundable** processing fee of \$200.00
4. All items that should be certified must be certified by a Justice of the Peace whose official stamp or seal should be affixed.
5. Providing false information, submitting altered documents, or failing to complete all sections of the application form, will **VOID** your application.
6. The cost of on-campus housing / boarding is available from the Office of the Director of Finance (Tel: 993-5457 or e-mail: finance@case.edu.jm). On-campus housing / boarding fees for each semester must be paid in **FULL BEFORE REGISTRATING**. Students who have been assigned on-campus housing / boarding. Please note that fees are payable at any branch of RBTT Bank or the Bank of Nova Scotia, island wide. Vouchers provided by the College must be used for making payments at the Bank. The File and School's copies of the voucher are to be presented at registration. The cost of meals is included in the cost of on-campus housing / boarding.

7. The completed application form and all required documents should be submitted to:

The Residence Hall Manager
c/o the Directorate of Student Affairs / Services
College of Agriculture, Science and Education
P.O. Box 170, Port Antonio
Portland, Jamaica, W.I.