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ZAMBIA CENTRE FOR ACCOUNTANCY STUDIES

TO : All ZCAS & ZCAS University Students

FROM : Acting Board Secretary

DATE : 5th January 2025

HOSTEL ACCOMMODATION RESERVATION AND BOOKING SCHEDULE FOR SEMESTER I OF 2026

Following the guidelines on reservation of hostel accommodation communicated by the Board Secretary on 27th October 2025, this communication is a further guidance on reservation and booking schedule for accommodation. The guidelines are as follows:

1. All students who were accommodated during **Semester 2 of 2025** will be given an opportunity to retain the rooms they were occupying. To facilitate this process, a **room retention booking period** has been provided during which eligible students must confirm their room allocations. The retention booking period for currently accommodated returning students is **12th to 18th January 2026**.
2. **All accommodation bookings and payment confirmations shall strictly be processed through the online Accommodation System accessible on 12th January 2026 on the Student Information System (SIS).**
3. Students who **fail to book and pay for their rooms within the retention period** will automatically **forfeit their room allocations**, and the rooms will be released into the general booking pool.
4. The **general booking period** to all unaccommodated students for all **unoccupied rooms** will commence on **19th January 2026** and will close on **23rd January 2026**. General bookings will also be conducted online via the Accommodation System and will be processed on a **first-come, first-served basis**.
5. Students are advised that for both the retention and general booking periods, **advance payments do not confer any preferential treatment or priority**. Room allocations will only be confirmed once a booking is successfully completed and payment is duly recorded on the Accommodation System within the applicable booking period.
6. **To qualify for student accommodation, an academic student must register in at least four (4) courses whereas a professional student must register in at least two (2) courses, particularly for ACCA, CIMA and CA Zambia.**
7. All returning students who were accommodated in **Semester 2 of 2025** are further reminded that any outstanding accommodation related debts have been posted to their student accounts and should be paid together with accommodation fees to successfully retain their rooms.

Please be guided accordingly.

A handwritten signature in blue ink, appearing to read 'M. Mvula'.

Makani Mvula (Mr.)
ACTING BOARD SECRETARY

cc. Executive Director
Director of Finance
Registrar - ZCAS University
ICT Manager
Estates Officer