



TO: All ZCAS and ZCAS University Students

FROM: Board Secretary

DATE: 2nd July 2026

RESERVATION OF HOSTEL ACCOMMODATION – SEMESTER II OF 2026

The demand for hostel accommodation at ZCAS continues to increase each semester thereby causing a challenge in managing the growing demand for accommodation.

To ensure equitable allocation of hostel accommodation, the online hostel room reservation system implemented in Semester I of 2026, shall be used in Semester II of 2026.

The following guidelines have been put in place for students intending to apply for hostel accommodation:

1. Returning Students (Currently in Hostel Accommodation)

- i. Students who secured hostel accommodation in Semester I of 2026, shall be allowed to retain their current rooms in Semester II of 2026, only if they reserve their room on the online hostel reservation system.
- ii. To qualify for hostel accommodation students should be registered for the following number of courses:
 - (a) Academic Students - At least **four (4)** courses.
 - (b) Professional Students – At least **two (2)** courses.
- iii. A specific date and time will be communicated to all returning students in accommodation, via the student portal as to when the online hostel room reservation system will be open for booking.
- iv. Once a reservation is made and accepted, students will be required to make payment to the bank, using the details provided on the portal.

Note: The online hostel room reservation system will accommodate students on a first come first served basis.

2. **Newly Registered Students in Semester II of 2026 and Returning Students not in Hostel Accommodation**

Newly registered students in semester II of 2026 and non-accommodated returning students requiring hostel accommodation shall be required to make reservations on the online hostel reservation system on dates to be announced before the commencement of Semester II of 2026.

Note: The online hostel room reservation system will accommodate students on a first come first served basis.

3. **Students Who Paid for Hostel Accommodation but were not Accommodated**

- i. Students who deposited accommodation fees in the ZCAS Bank Account last semester /in previous semesters, are hereby requested to process a refund, as the new system requires payment to be made at the time of reserving a room.
- ii. For refunds, please contact **Mr. Peter Chimpindi in Room 1, George Sokota Building.**

Please be guided accordingly.



Jacqueline C. M. Chikwama
BOARD SECRETARY

CC: Executive Director
Director of Finance
Registrar – ZCAS University
ICT Manager
Estates Officer