



Aspire, Acquire, Prosper

TO: All ZCAS and ZCAS University Students

FROM: Board Secretary

DATE: 27th October 2025

RESERVATION OF HOSTEL ACCOMMODATION - SEMESTER I OF 2026

As you may be aware, the demand for hostel accommodation At ZCAS continues to increase each semester thereby posing a challenge in managing the growing applications for accommodation. To ensure equitable allocation of hostel accommodation, an online hostel room reservation system, will be used effective Semester I, 2026. This system aims to streamline the hostel room allocation process to ensure transparency.

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 currently in hostel accommodation shall be allowed to retain their current rooms in Semester I of 2026, only if they apply for their room on the new online hostel reservation system.
- ii. For academic students, one must register in at least four (4) courses whereas for professional students in at least two (2) courses, particularly for ACCA, CIMA and CA to qualify for student accommodation.
- 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, the student will be required to make payment, using the online payment system to be provided on the portal.

Note: From Semester II of 2026 onwards, no special consideration will be given to students in hostel accommodation. Every student will be required to make a reservation and compete for hostel accommodation like any other student who would not have been accommodated in Semester I of 2026. *The online hostel room reservation system will accommodate students on a first come first served basis in Semester II of 2026.*

2. 2026 Newly Registered Students and Non-Returning Students Not in Hostel Accommodation

Newly registered students and returning non - accommodated students requiring hostel accommodation shall be required to make their reservations on the online hostel reservation system on dates to be announced before the commencement of semester I of 2026. *The online hostel room reservation system will accommodate students on a first come first served basis.*

3. Students Who Have Paid for Accommodation but not in Hostel Accommodation

- i. Students who deposited accommodation fees in the ZCAS Bank Account this semester/ or in previous semesters are hereby requested to process a refund, as the new system will require payment to be made at the time of reserving a room.
- ii. For refunds, please get in touch **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