



Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

ACCOMMODATION SECTION

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Our Ref. CU/ACCS/NOTC/007/24

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NOTICE TO NEW AND CONTINUING STUDENTS

SUBJECT: HOSTEL BOOKING PROCEDURE FOR SEPTEMBER-DECEMBER 2024.

University Hostels are available for booking on a first-come, first-served basis for the upcoming semester (Sept-Dec 2024).

PROCEDURE FOR PAYMENT AND ONLINE HOSTEL BOOKING.

Payment Via e-Citizen.

1. Log in to the [Student Portal] (<https://portal.chuka.ac.ke/>) with your registration number (username) and "student" (password).
2. Click "Hostel Booking" to view available rooms and charges.
3. Navigate to "Personal Profile/Dashboard".
4. Click "Make Payment" and follow these steps:
 - Select "Application for student hostel".
 - Enter the amount and click "Pay Now".
 - Choose payment mode (Mpesa/BANK).
 - Enter the phone number and initiate payment.
 - Complete the payment via Mpesa on your phone.
 - If issues arise, use Paybill Business Number 222222 with the generated reference number.
 - Payment confirmation will reflect on the student's fee statement.

Hostel Booking

1. Return to "Personal Profile/Dashboard" and complete the booking process.
2. Print three copies of the room invoice and present them to the hostel office on the reporting date.

The Hostel categories are as indicated in table 1.

Table 1. Categories of hostels and their charges.

S/ N o	Hostels Categories	Hostel Name	Charges per Semester	Charges per Academic Year

1.	Male students Hostel category 1	Muthaiga Male	Ksh. 12000/=	22,000/=
2.	Male students Hostel category 2	Western, Eastern A. & Eastern B.	Kshs. 4000/=	8,000/=
3.	Female students Hostel category 1	Muthaiga Female	Kshs. 12000/=	22,000/=
4.	Females students Hostel category 2	Ladies A. & Ladies B.	Kshs. 4000/=	8,000/=

Please note: Students are encouraged to book for one academic year since the rooms are very competitive. (Optional).

For both of the Category 1 (male and female hostels), a discount of Kshs. 2,000/= is guaranteed for students who pay for one Academic year that runs for two (2) semesters.

ABOUT OUR HOSTELS

Our hostels feature modern infrastructure, safety, and convenience, including:

- Lifts, WIFI, kitchenettes, wardrobes, study tables, hot showers, TVs, DSTV, and indoor recreation facilities.
- Priority booking for students with special needs via the Dean of Students office.
- Drug-free zones with 24-hour surveillance, located in a serene environment conducive to learning.

NB: Free luggage storage for students reserving accommodation for the next semester.

For assistance, contact the Accommodation Office at 020-2361086.

HOSTEL PAYMENT PROCEDURE

Step 1

The screenshot shows the CHUKA portal interface. On the left is a navigation menu with options like Personal Profile, Academic, Financial, and Accommodation. The main area displays a student's profile for Jane Simon, ID No. AB25/32421/24, and her fee payment details. Under 'Academic Information', it shows she is a Bachelor of Public Health student with 10 attempted units and 0 registered units. Under 'Fee Payment', the 'Total Bill' is 275,400.00, 'Total Paid' is 170,000.00, and the 'Fee Balance' is 105,400.00. The 'Total Bill' is circled in red.

Step 2

The screenshot shows the 'Make Payment' modal. It prompts the user to 'Kindly select service and key in the Amount You would like to pay'. There is a 'Select Service' dropdown menu currently showing '--Select Service--'. Below it is a text input field for the amount, with '1000' entered. At the bottom is a green 'Pay Now' button and a 'Close' button.

Step 3

Make Payment



Kindly select service and key in the Amount You would like to pay

Select Service:

Application for student Hostel



12000



Pay Now

Close

Step 4

VPKLDMP

KES 12,000.00

Select Payment Mode

Pesaflo Direct	Consolidated Bank
EQUITY BANK	I&M Bank
Airtel Money	Kenya Commercial Bank
Co-operative Bank (KES)	RTGS
National Bank	Absa Bank
JamboPay	Diamond Trust Bank
Stanbic Bank	Family Bank
Family Bank	Debit/Credit/Prepaid Card
Mpesa	

Step 5

Pay Using M-PESA

KES 12,000

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **VPKLDMP**
5. Enter the amount **12000.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel

Complete

HOSTEL BOOKING PROCEDURE

Step 1: Use your credentials to log in

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Use your credentials to log in

Step 2: Confirm your details and click on the menu bar to show the Hostel booking button

Step 3: Confirm charges on Table 1 above and select a hostel of your choice, click on **Available room** to continue

Step 4: Click on the **room space** to select the room

Room	Room Cost	Status	Action
MA-F 1	12,000.00	Partially Occupied	Room Space
MA-F 10	12,000.00	Partially Occupied	Room Space
MA-F 100	12,000.00	Vaccant	Room Space
MA-F 101	12,000.00	Vaccant	Room Space
MA-F 102	12,000.00	Vaccant	Room Space
MA-F 103	12,000.00	Vaccant	Room Space
MA-F	12,000.00	Vaccant	Room Space

Step 5: Click on book space on bed number

Space	Space Cost	Status	Action
MA-F 1-3	12,000.00	Vaccant	Book Space
MA-F 1-4	12,000.00	Vaccant	Book Space

Step 6: Confirm booking by clicking on the “Yes book it”

Step 7: Print three (3) Hostel Invoices and present them to the accommodation office on



The screenshot displays a web interface with a green header bar containing a white menu icon. Below the header, the title 'Booked Space Details' is centered. A yellow button labeled 'Print Hostel Invoice' is positioned above a list of booking details. The details are presented in a table format with a light blue background.

You have booked this hostel	
Student No:	DBS16/525
Semester:	SEM3-22/2
Hostel Booked:	FA_00003
Room Number:	MA-F 1
Space Number:	MA-F 1-3
Accommodation Fee:	12,000.00

