



PROLINE FILM ACADEMY

“ L e a r n S o m e t h i n g & D o S o m e t h i n g ”

Proline Film Academy, Katwe Road, Kampala:
P.o. Box: 71083 Kampala, Uganda - (East Africa)
Tel : +256 774 189999
+256 758 199999
Email: info@prolinefilmacademy.com
www.prolinefilmacademy.com

Accommodation Application Form

Personal Information:

- 1: Enrollment in an academic program does not inherently guarantee residency within any of PFA's accommodations. To be considered for housing, the accommodation application must be submitted via email to info@prolinefilmacademy.com. It is imperative to apply in a timely manner, considering the limited availability of spaces on our campus.
- 2: The following process should be followed to be admitted / occupy a residence room:
- 3: Upon a successful evaluation of the student's residence application, the student will be issued a residence occupancy offer letter via email. The letter will stipulate the requirement for the student to remit a deposit equivalent to three months' occupancy fees within a period of seven working days.
- 4: The student is required to furnish the Residence Office with proof of payment and an acceptance form within three working days, thereby affirming their acknowledgment and acceptance of the allocated residence space.
- 5: Following the upfront payment for the initial three months, the student will proceed to make monthly payments toward the outstanding residence fee for the entirety of the semester.
- 6: Upon receipt of payments, whether conducted through banking channels or at our Kampala branch, the Residence Office will proceed to allocate accommodations to the respective students.
- 7: In the event that a student opts not to pursue residence placement, it is incumbent upon the student to formally communicate this decision to the Residence Office via email at info@prolinefilmacademy.com.
- 8: Should a student decide to discontinue residence occupancy post-allocation, it is requisite for them to complete a formal decline form. This step is necessary to facilitate Proline Film Academy in processing a refund accordingly.
- 9: In the event of full occupancy in the residences, waiting lists will be meticulously maintained. Students on these lists will be promptly notified, either via email or telephone, upon the availability of a room.
- 10: Submission of the Residence Deposit payment proof, amounting to **Ugandan Shillings 1,500,000/=**, is imperative to accompany the application form. This step is essential for the Residence Office to initiate the processing of your application.
- 11: The payment of the residence deposit does not serve as confirmation of a successful application. If offered accommodation and accepted, failure to occupy the assigned room will result in the forfeiture of the entire deposit. It is crucial that the proof of payment includes your PFA student number as the reference. If payment is made through our Kampala branch, the reservation process will commence promptly.
- 12: Important Consideration:
Due to a significantly high demand for accommodation, it is strongly advised that you submit your application at the earliest opportunity. Allocation of accommodation follows a “first come, first served” basis.

PFA Student number: _____

The PFA Residence Application checklist:	
Proof of Payment - Deposit of the 3months = UGX: 1,500,000/=	<input type="checkbox"/>
Proof of sponsorship letter (if you are a sponsored student).	<input type="checkbox"/>
Proof Of Enrolment	<input type="checkbox"/>
Signed last page – Conditions of Residency	<input type="checkbox"/>
PFA Student Registration Number	<input type="checkbox"/>

**In order for your application to be processed ALL questions must be answered.
Please write in CLEAR block letters only.**

A: PERSONAL PARTICULARS

1: First Name:

Middle Name:

Last Name:

Gender: Male: Female:

Date of Birth: -----/-----/-----

Nationality:

Contact Information:

Email:

Phone Number:

Permanent Address:

Emergency Contact:

Name:

Relationship:

Phone Number:

Email:

PFA Student number: _____

Academic Details:

Program Enrolled:

- 1. Advanced Acting for Film & Television -----
- 2. Advanced 3D Animations & Compositing -----
- 3. Advanced Wedding Photography -----
- 4. Advanced Color Grading (Davinci Resolve.) -----
- 5. Advanced Video Editing & Sound Recording -----
- 6. Advanced Compositing for Tv Broadcast -----
- 7. Advanced Still Photography & Compositing -----
- 8. Advanced Compositing & Special Effects for film -----
- 9. Advanced Web Designing & S.E.O Fundamentals -----
- 10. Advanced Camera & Lighting Techniques -----
- 11. Advanced Acting for Film & Television -----
- 12. Digital Marketing for Entrepreneurs -----
- 13. Advanced Graphic Design for Print -----
- 14. Drone Cinematography & Photography -----
- 15. Advanced Artificial Intelligence -----

Medical Information:

Medical Conditions or Allergies (if any):

Please specify any medical conditions or allergies that the academy should be aware of for your safety and well-being.

.....

Special Dietary Requirements:

If you have specific dietary requirements, please provide details.

.....

B: CONTACT DETAILS

Emergency and Health Insurance:

Health Insurance Information:

Insurance Provider:

Policy Number:

Emergency Contact Number:.....

Additional Information:

How did you hear about Proline Film Academy?

Do you require any special accommodations or assistance?

PFA Student number: _____

D: PARENT / SPONSORSHIP & AGENT DETAILS

Permanent Home Address:

Post Code:..... / Country:

Phone (Home): Personal Email:

Note:

Offers for accommodation are issued by email, so applicants must provide a current and reliable email address.

Government: Private:

Name: Phone:

Sponsor / Agent/ Parent Email:

Accommodation date: _____ / _____ / _____

Have you ever lived at Proline Film Academy Residential? Yes: No:

Note:

You should be reminded that the price charge does not include electricity and water that is being used by the student, these are charged seperately accordingly:

E: ACCOMMODATION PREFERENCES

Residence	Bed	Meals: Breakfast, Lunch, Dinner	Total Fees Per Months
Shared Room - each Person:	UGX: 200,000/=	UGX: 300,000/=	UGX: 500,000/=
Single Room	UGX: 400,000/=	UGX: 300,000/=	UGX: 700,000/=

F: COURSE DETAILS

Course Name: Faculty / School Branch

Course Status: (Please Tick)

Morning Session - **9:00am to 2:00pm**

Evening Session - **2:00pm to 8:00pm**

Full year Diploma Student

Short Course Student(3months)

G: ACCEPTANCE OF CONDITIONS

I hereby acknowledge and understand that the assessment and consideration of my application are subject to the condition of my continuous enrollment as a student at Proline Film Academy, unless otherwise determined by the administrative decisions of PFA. I willingly grant permission for an authorized representative of Proline Film Academy Residence to access and review my academic records, recognizing that such access is pertinent to my tenure in residence.

This consent extends to the necessary scrutiny required for administrative and residence-related purposes.

Accommodation eligibility is contingent upon students having accepted their offers of admission to Proline Film Academy and having settled the full residence fees prior to the commencement of the academic year. It is important to note that an offer of accommodation is not assured. Given the higher volume of accommodation applications in comparison to available spaces, selections are made through a discerning process.

A mandatory residence application deposit of **Ugandan Shillings 1,500,000/=** is required alongside the submission of your residence application form.

Important Considerations:

In the event that accommodation is offered and accepted but not utilized, the entire deposit of Ugandan Shillings 1,500,000/=, designated for the first three months, will be forfeited.

Declining the accommodation offer will result in forfeiture of only the **Ugandan Shillings 300,000/=** administrative fee.

Throughout the academic year, there exists substantial demand among students for on-campus accommodation. Upon a successful allocation, I comprehend and acknowledge that Proline Film Academy Residence has extended an offer for accommodation under the stipulation that my status remains that of a full-time student. In the event of discontinuation of enrollment, completion of studies with a pending graduation, or awaiting re-enrollment, it is imperative that I promptly notify the Residence Office department. Failure to adhere to this requirement may necessitate vacating the assigned room.

Declaration:

I hereby declare that the information provided in this application form is true and accurate to the best of my knowledge. I understand that providing false information may result in the cancellation of my accommodation request.

Applicant's Signature: _____ Date: _____

Submission Instructions:

Please submit the completed form along with any supporting documents to the Proline Film Academy's Accommodation Office. You can submit the form via email to **info@prolinefilmacademy.com** or in person at the academy's administrative office.

For any inquiries regarding accommodation, please contact the Accommodation Office at **info@prolinefilmacademy.com**

Thank you for choosing Proline Film Academy. We look forward to welcoming you to our community!