

RESIDENCE APPLICATION

Note: Students who live within commuting distance of the College must provide a special written motivation in order to be considered for a place in the Residence. Approval is not usual.

Applicant and guardian must initial each page at the bottom. Last page must be signed in full.

Applying for Academic Year	201	Whole year programme	Semester	1	2	Trimester	1	2	3
Campus	Athlone	City	Crawford	Gardens	Guguletu	Pinelands	Thornton	Wynberg	Other
Residence	City [code 3002]			Crawford [code 4008]			Thornton [code 8004]		

										Official use										
Surname										SREGB-13 /1	Captured									
Title		Mr	Ms	Other:				Initials												
First Names... from ID document																				
Birth Date		D	D	-	M	M	M	-	Y			Y	Y	Y	e.g. 12-DEC-1995		Gender		M	F
RSA ID No.																				
Students with foreign citizenship																				
Passport number		Expiry date				D	D	-	M			M	M	-	Y	Y	Y	Y		
Your Citizenship		i.e. Country that issued your passport																		
Accommodation required from		date				D	D	-	M			M	M	-	Y	Y	Y	Y		
Usual Residential Address Where you live permanently or where you can be contacted												SREGB-13 /AP	Captured							
Flat number and Flat or building name		May not be PO Box																		
Street No. and Street Name																				
Postal Code		Town				Town must match Postal Code														
Phone and email addresses																				
Home landline		Country-code		Area-code		Country-code blank for South Africa														
SA Cell number		0		-																
Additional SA Cell		0																		
Email address																				
Who is paying		Parent	Guardian	Employer	Bursary	DHET bursary*	Loan				SREGB-13 /AN	Captured								
Name of Parent/ Guardian/ Company/ Bursar responsible for payment																				
* Note: College Residences are not linked to the DHET TVET College Bursary Scheme bursary (referred to as the "DHET Bursary" in this form.). The bursary amount does not cover the full cost of staying at a College residence. If you have been granted a DHET bursary and wish to stay in a residence you must pay the shortfall in advance. If you are unable to afford this co-payment you cannot stay at a College residence.																				
Address of person or organisation responsible for payment																				
Flat number and Flat or building name		Also use for PO Box address																		
Street No. and Street Name																				
Country if not South Africa																				
Postal Code		Town				Town must match Postal Code														
Landline		Country-code		Area-code		Country-code blank for South Africa														
Cell phone No.		Country-code		Area-code		Country-code blank for South Africa														
Email address																				
Single rooms are not always available. Do you still wish to apply if you will be required to share a double room?										Y	N									

CONDITIONS

The Residence Application Fee/Damage Deposit fee (please see the fee structure that is applicable for the period for which you are applying) must accompany your application. Payment of the deposit does not guarantee that you will be accepted. It will be refunded if your application is declined but it is not refundable if you cancel your application.

The Residence Application Fee/Damage Deposit is in addition to the Residence Fee. The Residence Application Fee/ Damage Deposit need only be paid annually and will be held in your account (over both semesters or for more than one trimester). It will be refunded, when you complete your studies, less any damages.

The minimum payment due on application is the Residence Application/Damage Deposit plus 50% of the residence fee. If the fees are being paid by DHET, the damage deposit plus the balance which the bursary does not cover must be paid in advance before accommodation will be considered. If sponsored by a company the application must be accompanied by a letter from the company stating that they will be responsible for payment.

GENERAL RESIDENCE RULES

As a part of the College the Residence is a place of learning. It is the duty of each student to keep a peaceful atmosphere so as to avoid infringing on others' right to learn. Failure to keep the rules can lead to immediate expulsion. Boarders are subject to the Student Code of Conduct and Student Disciplinary Procedure of the College and Residence, and must follow the instructions of the Residence Management.

1. ADMISSION TO RESIDENCE

- 1.1 Admission is subject to the approval of Management.
- 1.2 Admission is conditional to a satisfactory academic and financial record, an excellent attendance record, good behavioural patterns, and a proven ability to be socially acceptable to your peers.
- 1.3 All residents must be in possession of a student card.
- 1.4 Resident fees are payable in advance. A receipt for the residence fee plus proof of registration with a student number must be shown to residence staff before a room can be allocated.

2. GENERAL

- 2.1 The behaviour and personal appearance of boarders must be exemplary, and contribute to the good name of the College and Residence. Fighting will lead to Police intervention and expulsion with immediate effect.
- 2.2 Curfew: The residence will be locked at 12:00 midnight Monday to Thursday and Sunday and at 02:00 on Friday and Saturday. No students will be allowed in or out during curfew. Security will be on duty to enforce this rule.
- 2.3 No form of initiation will be permitted at any time.
- 2.4 The distribution of notices and publications, and the establishment of any associations at the Residence, must have the consent of Management.
- 2.5 Students must respect the right of their fellow students to enjoy a quiet learning environment.
- 2.6 Residence boarders are forbidden to bring, sell, use or trade alcoholic drink or drugs. Drunk and disorderly behaviour will result in immediate expulsion.
- 2.7 Police searches may be carried out at random.
- 2.8 No weapons, firearms, or other dangerous articles are allowed on the premises.
- 2.9 No person may climb over the boundary fence/wall or tamper with any locked gates.
- 2.10 Fire-fighting equipment and alarms may not be tampered with.
- 2.11 The Residence is a NO SMOKING zone. This includes hubbly-bubbly pipes, which are not allowed on the premises at any time.
- 2.12 Late night disturbances will lead to disciplinary action/expulsion from the Residence.
- 2.13 No student's baggage will be stored on the premises during holidays.
- 2.14 Any complaints/problems must be lodged with the duty manager.
- 2.15 Do not litter. No rubbish may be thrown from any windows at any time.
- 2.16 If you lose your keys and entry tag you will be charged accordingly.
- 2.17 The emergency fire doors are completely out of bounds and are to be used in emergencies only. You will be disciplined if transgressing this rule
- 2.18 Be on time for classes. Absolutely no bunking or lying about at the residence when you are supposed to be at college.

3. SLEEPING QUARTERS

- 3.1 Boarders must provide their own bedding, e.g. pillows, sheets, blankets, duvets.
- 3.2 Boarders are not permitted to cook or prepare food in their rooms.

- 3.3 Students must obtain consent before using any electrical appliances in their rooms.
- 3.4 Boarders will be held directly responsible for any wilful damage caused in the Residence/rooms.
- 3.5 No photos, pictures, posters or any other item may be hung or attached to the walls.
- 3.6 No nails, screws, drawing pins, etc., may be driven into walls or doors of rooms, or any College property.
- 3.7 Radios and other sound producing equipment may not be audible outside your room. Switch off your lights/computers/music when you leave your room.
- 3.8 Boarders are expected to keep their rooms clean and tidy at all times, and wash their bedding regularly. Room inspection will take place at random. Rubbish must be emptied into bins outside the Residence entrance.
- 3.9 No VISITORS are allowed to remain at the Residence or Campus grounds overnight. (No women are allowed in the men's section and vice versa.)
- 3.10 Showers, washbasins, toilets are to be kept clean and tidy after use.
- 3.11 No swopping of rooms is permitted.
- 3.12 Silence must be maintained after 22:30 and visitors must leave.

4. PERSONAL POSSESSIONS

- 4.1 The College will under no circumstances be held responsible for any loss or damage to clothing/ property/ possessions/ cell phones/ laptops belonging to a student.
- 4.2 No personal possessions will be stored on the premises during holidays.
- 4.3 Make sure your cupboard has a lock.

5. LAUNDRY

Washing machines and tumble dryers are available for students to do their personal laundry. Buy your own washing powder and detergents please.

- 5.1 The laundry rooms must be kept clean at all times.
- 5.2 Do not overload the machines with heavy items or sit on the machines.
- 5.3 The laundry facilities are for Residence use only and not for family or friends.

6. VISITORS

- 6.1 Visitors may under no circumstances remain at the Residence or on campus grounds overnight. They must vacate the premises by 22:30. Failure to adhere to this may lead to disciplinary action.
- 6.2 Boarders are not permitted to receive visitors of the opposite sex in their bedrooms.
- 6.3 Meals are not available to visitors.
- 6.4 Non-resident students (e.g. friends from campus) or visitors from outside the College are not permitted in the residence during college break times or free periods. It is a security breach.
- 6.5 You may not lend your key to anyone.
- 6.6 NO VISITORS DURING EXAM PERIOD.

7. SICKNESS

- 7.1 Students are responsible for their own medical costs.
- 7.2 In the event of illness the Duty Manager must be informed immediately.
- 7.3 Should you not be able to attend College due to illness, the duty manager must be informed.
- 7.4 If you do not have medical aid and find yourself in an emergency situation, an ambulance will be called to take you to the nearest provincial Hospital.

8. KITCHEN / DINING HALL

- 8.1 Week-End meals must be booked in advance.
- 8.2 The kitchen does not cater for any extraordinary dietary requirements.
- 8.3 Please advise kitchen staff if you will be away for meals during the week.
- 8.4 Boarders are to report for meals punctually.
- 8.5 Proper dining hall etiquette must be practiced at all times.
- 8.6 Boarders must be neatly dressed for meals. Bare feet strictly forbidden.
- 8.7 Students are not allowed in the kitchen.

MEAL TIMES

Meals are at set times, according to the Residence House Rules.

9. HOLIDAYS / BOOKING OUT

- 9.1 You must vacate the premises the day after your last exam/practical class. Management will know the date of your last exam and will give you a date of departure. You have to book out on that specific day and no later. Foreign students must ensure that your return trip is booked as soon as the exam time-table is available, as you will not be able to stay at the Residence longer than one day after your last exam.
- 9.2 The Residence closes for the holiday periods and all students are to vacate the Residence the day the College closes for the Academic holiday. No students will be allowed to stay in the Residence during this period. (All Trimester breaks for trimester students, December break for other courses.)

10. RESIDENCE HOUSE-RULES

- 10.1 You are required to read and comply with house rules issued by the Residence Superintendent of your residence. These may be posted in a prominent place or issued to each student.
- 10.2 You are to follow the instructions given you by any member of staff at the residence, regardless of rank.
- 10.3 Note that any of the rules in this application may be varied by the Residence House Rules at the sole discretion of the Residence Superintendent, including curfew times, which may differ between residences.

CONTRAVENTION OF RULES

If Residence Rules are broken, disciplinary action will be taken which may lead to your expulsion from the Residence and might lead to expulsion from the College as well, depending on the severity. **If any of these rules are not acceptable to you then do not submit an application for residence.**

Your number one priority while you are here is to study and pass your course. If your performance is unsatisfactory, intervention will take place.

LEGAL AGREEMENT

I/We the undersigned applicant and guardian (if applicable) agree to all the foregoing rules as a precondition for consideration for accommodation at a College Residence and declare that all information provided is in full and correct.

			Initial
Signature of applicant	Date of application	Signature of Guardian <i>[If applicant not yet 18 years]</i>	
1. As witness to above signature		1. As witness to above signature	
2. As witness to above signature		2. As witness to above signature	

This legal agreement shall be valid, notwithstanding the signatures not taking place simultaneously.

Acceptance on behalf of College [official use only]

			Initial
Signature of College officer	Date of application	Name of officer [print]	
Date:		STUDENT NUMBER	
Type of room	Single	Shared	
Room number			