



## **Department of Student Affairs**

### **Student Housing and Residence Life**

# **2011**



**General Housing Application Information Handbook 1**

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# 1 CONTACTS

## Student Housing Admissions and Advocacy Services (SHAAS)

### Address:

Student Housing Admissions and Advocacy Services (SHAAS)  
Student Housing and Residence Life (SH&RL)  
Level 3, Kramer Building, Middle Campus  
or  
University of Cape Town  
Private Bag X3  
Rondebosch, 7701

### Reception Hours:

Monday - Friday  
08h00-16h00

Thursdays  
09h30-16h00

Tel: (27.21.) 650 2102 / 2977

Fax: (27.21.) 650 4014

Email: [res@uct.ac.za](mailto:res@uct.ac.za)

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## OTHER IMPORTANT CONTACTS

### Commercial Enterprises

#### Vacation Accommodation

Tel: (27.21.) 650 1049 / 50 / 51 / 52

Fax: (27.21.) 685 2629

Email: [vac-accom@uct.ac.za](mailto:vac-accom@uct.ac.za)

#### Third Tier Office

Tel: (27.21.) 685 0550

Email: [Merle.Jordaan@uct.ac.za](mailto:Merle.Jordaan@uct.ac.za)

### Off-Campus Student Accommodation Services (OCSAS)

Tel (27.21.) 650 4934

Email Address: [ocsas@uct.ac.za](mailto:ocsas@uct.ac.za)

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### Student Financial Aid Office

Tel: (27.21.) 650 5094

Fax: (27.21.) 650 5043

Email: [sfa-finaid@uct.ac.za](mailto:sfa-finaid@uct.ac.za)

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### UCT Admissions Office

Tel: (27.21.) 650 2128 / 2129/ 4556

Fax: (27.21.) 650 5189

Email: [admissions@uct.ac.za](mailto:admissions@uct.ac.za)

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### International Academic Programmes Office

Tel: (27.21.) 650 2822 / 3740

Fax: (27.21.) 650 5667

Email: [int-iapo@uct.ac.za](mailto:int-iapo@uct.ac.za)

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### Fees Office

Tel: (27.21.) 650 1704

Fax: (27.21.) 650 4768

Email: [fnd-fees@uct.ac.za](mailto:fnd-fees@uct.ac.za)

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### UCT Communication and Marketing

Tel: (27.21.) 650 3748 / 3759

Fax : (27.21.) 650 3780

Email : [candice.king@uct.ac.za](mailto:candice.king@uct.ac.za)

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## 1.1 WELCOME

You have applied to study and live at the University of Cape Town. We **thank you** for applying and welcome your application. **Enclosed** is an accommodation offer letter which informs you of residence allocation for 2011.

As a prospective continuing student at UCT or a new accommodation applicant, we would like to inform you of the residence application process. This booklet includes some important details for applicants, parents and sponsors as well as **the rules and conditions which apply, once you have accepted the enclosed accommodation offer.**

## 1.2 INFORMATION

There are several sources of written information on student housing:

- Directions for applicants 2011 issued by the Admissions Office when you first apply to UCT
- The [www.uct.ac.za](http://www.uct.ac.za) website
- The UCT Prospectus (Admissions Office)
- This General Application Information Handbook 1
- Living at UCT booklet **2.1 (Tier 1)**, or **2.2 (Tier 2)** and **2.3 (Tier 3)**
- Welcome / orientation booklet **3.1 (Tier 1)**, or **3.2 (Tier 2)** and **3.3 (Tier 3)** given to you *on arrival* in your designated residence for the year
- Vacation information booklet and application form – booklet **4** available at the CAL office

For accurate and useful information on housing, it is usually advisable (once you have read all available information sent to you), that you direct any further **enquiries** you may have to the Student Housing Admissions and Advocacy Services.

Continuing students will receive information most relevant to the conditions of offer, each time accommodation is offered for a subsequent residence admission year. This booklet should be kept in a safe place and used as a guide.

As the applicant (parent or sponsor) you will **communicate** with the university and the respective departments will correspond with you. We in housing will do our best to ensure adequate and timely information. To assist in this process, we request that any matter of importance be put to us **in writing**. You can use either electronic or postal methods. We in turn will use the same method to reply to you.

Always quote your student / applicant number e.g. **ZZZJOB001**, as a **reference**. We will log any matters which require a response as systematically as we can to minimise repetition and duplication of effort.

## 1.3 GOALS

The primary goals that the University has in providing student housing are:

- securing the admission of students of high academic quality who live outside Cape Town to UCT;
- redress by addressing the legacy of racial discrimination and inequality in schools and in the higher education system, and building a diverse student profile that reflects the demographics of South African society;
- contributing to academic retention and throughput by providing a conducive living and learning environment for students in residences;
- Enhancing and facilitating the living and learning experience of students within a diverse student residence community.

## 1.4 CAPACITY

The University of Cape Town has around 24 600 students registered in 2010. Only a total of 5600 students live in UCT residences. Space is **extremely limited** and demand by far exceeds capacity. Approximately two thirds of residence space is occupied by eligible returning students, leaving the remaining space available for new applicants each year.

New applicants are considered for a residence place, once they have been accepted to **study** on a **full time** degree programme at UCT. An accommodation offer is made subject to available capacity at the time you are accepted to study. The number of offers we will make is determined not only by the actual space we have available but also by the fact that we over offer based on past participation rates. From previous experience it is likely that we will reach the maximum offers to be made towards December 2010.

New applicants when offered a place, we require that they **respond in writing** within (and no later than) **21 days from the date of offer**. Offers to which we receive no response within the required time are cancelled and the place is offered to another qualifying applicant.

## 2 OFFERS

The application and residence offer process sequence is set out below. The policy and criteria for admission to university housing assume that a student will initially enter a 1<sup>st</sup> Tier (catering) residence and subsequently move to 2<sup>nd</sup> Tier (senior catering or self-catering) accommodation. All accommodation is managed either by a Warden or a part time Warden. 3<sup>rd</sup> Tier accommodation is essentially for more mature and postgraduate students. 2<sup>nd</sup> and 3<sup>rd</sup> Tier residences are mainly occupied by current students in the system, with limited space for new senior students applying to UCT each year.

The application process for all successful applicants includes the following stages:

- (a) **application** submitted
  - NEW STUDENTS: via the UCT application Form 1 - the closing date is 30 September
  - RETURNING STUDENTS via the Student Housing Admissions and Advocacy Services (SHAAS) Readmission Form – the closing date is 15 August
- (b) An **offer** is made and posted to you along with more information on the residence. You **reply** by the due date. At this point you may submit your room mate matching form where it applies and your selected meal plan option
- (c) When you **sign** into your residence by the indicated date, you will receive information on your new 'home' on arrival, including the residence orientation and welcome events planned

*Note: a penalty applies if you accept an accommodation offer and fail to sign into your residence*
- (d) **Vacation** time requires a separate application and has an additional charge

### An accommodation offer to New Applicants/Returning students

The enclosed letter is an accommodation offer to which you must reply as requested. **Keep the letter that offers you accommodation as a reference** to be used in your **STUDY VISA** and **LOCAL BANK ACCOUNT** applications.

## 2.1 Allocations

The residence allocation processes for new applicants have been reviewed and systematically revised. This has evolved over the years in line with the university's transformation goals. Successful new applicants are allocated to a building, which is notified on the offer letter, based on actual capacity and the specific objective of diversity in the residences. This is a primary goal in the placing of students into residence. A secondary goal will take into account the specific programme and building / faculty proximity such as is the case in Health Sciences. Here specific residences like Clarinus Village and Rochester House are the designated residences to which Health Science degree students are allocated. A further proviso is one which aims to ensure programme organisation, such as Performing Arts, considers the best proximate allocation of those students. The allocation process will also where practically possible, aim to ensure academic advantage is maintained, that is, that no one student of a programme is isolated from fellows pursuing the same or similar degree studies.

Discretion will be exercised where a strong case exists for a particular placement that would make a significant difference to the well-being of the student concerned, for example, physical disability; specific health problems; the placement of siblings together, affordability (allowing for choice of a double room), etc. Adequate motivation and validation will be necessary to support and substantiate a request, which exceeds the parameters of the process of residence allocation being followed.

We wish parents and applicants to trust that the process being followed is **fair** and **transparent**. Where an applicant is eligible for a residence offer, he or she has been offered a place provided based on capacity. The question of which residence place is offered should not be consequential, as ultimately the successful candidate will be secure and supported in a clean, diverse, academic and development oriented environment of the UCT.

Each residence has **unique** features and amenities. The enclosed residence brochure gives you more information on residences. Residences at UCT are not all located on the main campus, yet provide good

**quality** accommodation, facilities and support programmes and resources to residents. Buildings that are a short distance from the main campus are serviced by a regulated **shuttle** operated for the university community. All residences have similar access control and **security** patrols. Each residence has an established **governance** and **management** structure.

The **letter** offering accommodation specifies the name of the building to which you have been assigned, where possible. However we do over offer, based on the anticipated participation rate. To ensure we are able to meet all allocations, we also make unspecified offers which are an effective residence offer but which initially offers a successful applicant a place in 'transit'.

## 2.2 Transit

Transit accommodation is a form of accommodation utilised at the start of the year when we are still unsure of exactly how many students will take up their offers. Approximately 5-10% of our new students are placed in temporary, dormitory type accommodation **in a residence**, for a transitional period of 2-3 weeks. Transit accommodation is an important contingency ensuring that the available accommodation is maximised to the benefit of new students. Where an applicant is offered transit accommodation, he or she will be notified in writing prior to arriving at the university. These students will participate fully in residence life provided the offer is accepted in time. Applicants should be assured that transit accommodation is secured within our existing complexes and all services, residence rules and security features apply to such an accommodation offer.

When transit students are moved into actual rooms, in our residences, the arrangements are all managed by the student housing staff to ensure as smooth a transition to their 'new' residence as possible. It is also sometimes possible to stay in the same residence in which the person has been in transit. This is again determined by the actual available space as well as all other preceding allocation criteria outlined above.

## 2.3 Lapsed Offers

New applicants who failed to respond to the offer of accommodation within required time their accommodation offer will be cancelled, therefore, they need to make alternative arrangements when coming to UCT. We have very limited accommodation for new applicants and we are unable to reinstate cancelled offers. **Please do not come to UCT until you have alternative accommodation.** Limited private accommodation is available through the Off Campus Accommodation Bureau, a division of Student Housing. See contact details on page 3. Students who fail to secure UCT housing and arrive in Cape Town unprepared face a real crisis. We therefore caution parents and applicants against this.

## 3 WAITING LIST

Students/Applicants whose accommodation offer lapsed or who are unsuccessful in their attempts to secure accommodation may put their name onto a waiting list. You are however not guaranteed accommodation when you put your name onto a waiting list. We will only start to waitlist students who are registered at UCT from the **second week of February 2011**. Very few students on the waiting list are likely to be assisted and usually only in the second quarter (i.e. April) or in the second term (i.e. July) when vacancies arise. The majority of applicants who apply are unsuccessful. We recommend applicants make alternative arrangements too.

Applicants on the waiting list are only considered eligible once they are registered at UCT. Priority is based on a combination of factors. We also try to assist both new and returning students in equal measure where possible.

## 4 LATE ARRIVALS

Students arriving after the last day of signing in must communicate with SHAAS in writing in advance, their residence spaces will be reserved for a period of five days after the last day of signing in. Students who failed to sign in within the agreed date will result in their space being cancelled and they will be liable for fees for duration of the days in which the room has been reserved.

## 5 CONDITIONS

Here is an outline of the conditions of an accommodation offer. To ensure that the University is efficient and effective in its implementation of the residence services, these conditions have been set, based on the policy on admission to student housing for 2011 and will **apply once you accept the accommodation offered:**

All new and returning applicants must read these conditions before accepting an offer of a place in the University's residences. Accepting and signing the letter of offer will be taken as an indication that the conditions have been read, understood and accepted.

Both new and returning applicants will be required to submit an **annual written application** for consideration for housing. The SHAAS will not make a firm offer of accommodation unless the applicant has been made a firm offer of an academic place for the year of admission.

Any **breach** of the following conditions may lead to the University either cancelling or withdrawing the Student Housing offer.

### 5.1 Eligibility

Places are restricted to students and applicants who:

- (a) Have not registered previously as students at UCT but have been admitted to a programme of studies in 2011 by a faculty;
- (b) Are registered at UCT in 2010 and are entitled in terms of UCT's academic rules to register for a programme of studies in 2011;
- (c) Have registered at UCT in the past, but who are not registered at UCT in 2010, who have been admitted to a programme of studies in 2011 by a faculty and have not exceeded the maximum number of years permitted to live in residence;
- (d) Are previously disadvantaged (African, Coloured, Chinese or Indian) applicants or students residing in the greater Cape Town area, who have attended schools that have been identified as being disadvantaged by the Department of Education; and/or are applicants or students of outstanding academic merit.
- (e) Priority is given to applicants who normally reside outside the Cape Town City Council area, or previously disadvantaged (African, Coloured, Chinese or Indian) applicants or students residing in the greater Cape Town area, who have attended schools that have been identified as being disadvantaged by the Department of Education; and/or are applicants or students of outstanding academic merit. (The number of beds reserved for this purpose for applicants should not be more than 10% of the total beds allocated for new entry students.)

### 5.2 General Provisions

- 5.2.1** Students placed in student housing by the Student Housing Admissions and Advocacy Services (SHAAS) will be subject to the University's general residence rules (in **UCT Handbook 3 – "General Rules and Policies"**) and to the specific rules applying to their residence, house or flat. Students must ensure that they understand and conform to these rules. Students who do not conform to these rules are liable to be excluded from the residences.
- 5.2.2** Free-standing houses and flats (3rd Tier accommodation) into which students are placed by the SHAAS are considered to be part of the Student Housing system. Students in 3rd Tier accommodation are subject to the general residence rules and to any special rules drawn up for those houses and flats.
- 5.2.3** An offer of a place in a residence, house or flat is for one academic year only. Students who wish to return in a subsequent year will have to reapply for admission during July – 15 August each year. The closing date is 15 August each year. Late applications will NOT be considered. Applications will be subjected to eligibility criteria and procedures determined by the University Council.
- 5.2.4** Students may not give any person permission to stay in or use their room under any circumstances not approved by the Warden. Students in residences, houses or flats are not permitted to sublet the room or flat allocated to them nor can any other person share the room unless that person has been

allocated to the same space by the Warden. Dependants (e.g. spouse or children) may not occupy the student's allocated room for any period of time except in the case of designated family accommodation.

**5.2.5** Students who entered the UCT residence system for the first time as undergraduates, may be permitted to remain in residence for a maximum of degree duration (i.e. the normal length of the degree for which the student is registered) for undergraduate and postgraduate studies. They are only guaranteed a place in a first tier residence for a maximum of two years. Students who are elected to the house committee or appointed as sub-wardens, however, may remain in a first tier residence during their year(s) of office and/or appointment for a maximum of four years. A number of students applying for readmission to their first tier residence for a third or fourth year may be readmitted to that residence based on their role and contribution to the residence concerned, as recommended by the warden.

**5.2.6** Students who enter the UCT residence system for the first time as postgraduates are permitted to remain in residence for a maximum of 3 years.

**5.2.7** Students who complete all the requirements of a degree or diploma while in the UCT student housing system will not be eligible for student housing if:

- (a) they register for or intend registering for any further undergraduate degree or diploma;
- (b) having completed an honours degree, or postgraduate bachelor's degree or postgraduate diploma, they register for or intend registering for a further honours degree or postgraduate bachelor's degree or postgraduate diploma;
- (c) Students who, having entered the UCT residence system earlier and who following an absence, return to the residence system in 2011 to undertake programmes of consecutive studies will be subject to the conditions set out above.
- (d) If too many students wish to return to residences, then preference will be given to applicants who by the end of 2010 would have spent less than 4 years in UCT student housing.

**5.2.8** The parent or guardian must sign the letter of acceptance of applicants under the age of 18 years. Subsequent readmission accommodation offer letters of returning students are delivered to the residence, for acceptance and signature.

**5.2.9** Students in their first undergraduate year of study are not permitted to park a motor vehicle on any part of the University's property. Limited parking for students other than first year is available in the residences. Application for parking to be made at the Traffic Administration, Upper Campus or e-mail [traffic@bremner.uct.ac.za](mailto:traffic@bremner.uct.ac.za)

### **5.3 Length of the Residence year**

*N.B.: Kindly refer to the dates which apply to the Tier in which you have been offered accommodation in 2010. Once you accept the accommodation offer, the residence fee for the respective tier is applicable.*

#### **5.3.1 First Tier accommodation (catering)**

Baxter Hall, Carinus House, Clarendon House, College House, Forest Hills G, Fuller Hall, Glendower Residence, Graça Machel Hall, Kilindini (as College House annexe), Kopano, Leo Marquard Hall, Rochester House, Smuts Hall, Tugwell Hall, University House, Varietas.

The residence year for all students in 1<sup>st</sup> Tier accommodation is as follows:

**First semester:** Students in these residences may move into their assigned accommodation on Tuesday, **01 February 2011** and stay until no later than **72 hours** after their last scheduled examination during June 2011. However all catering residences close at 10h00 on **Saturday 11 June 2011**. Students are not required to move during the short April vacation.

**Health Sciences** students follow a different academic year pattern (dates vary from other faculties) and will need to apply for vacation accommodation if living in one of the above residences. An additional vacation fee will be charged to the student's fee account.

**Second semester:** All 1<sup>st</sup> Tier residences re-open on **Sunday 17 July 2011** when students return and will be required to vacate their rooms within **72 hours** after their last scheduled examination in October / November 2011. All catering residences close on **Friday 18 November 2011**. Students are not required to move during the short September vacation.

### **5.3.2 Second Tier accommodation (Catering or self-catering)**

(a) For all second-tier residences, excluding Medical Residence, Forest Hill E Block and Mill Court:

Students in these residences may move into their assigned accommodation on Tuesday, **01 February 2011**. Except with the permission of the warden, a student must vacate and clear his or her room and leave the residence no later than **72 hours** after his or her last scheduled exam during October / November 2011. All second tier residences will close at 10h00 on **Friday, 18 November 2011**. Students are not required to move during the short April/September vacations.

Forest Hills B, Forest Hills C, Forest Hills D, Groote Schuur Flats, Groote Schuur Residence, Liesbeeck Gardens and The Woolsack.

(b) For Medical Residence, Forest Hill E Block and Mill Court:

Students may move into their assigned accommodation on Wednesday, **05 January 2011**. Except with the permission of the warden, a student must vacate and clear his or her room and leave the residence no later than **72 hours** after his or her last scheduled exam during October / November 2011. All second tier residences will close at 10h00 on **Friday, 18 November 2011**.

### **5.3.3 Third Tier accommodation (self-catering)**

Students will not be required to move during the vacations.

The following residences open on **Tuesday, 1 February 2011** and close on **Thursday, 15 December 2011**:

Amalinda House, Cadbol, TB Davie, Edwin Hart, Forest Hills F, Linkoping, North Grange, Rondeberg, Woodbine Road, Avenue Road and Inglewood.

The family residence JP Duminy Court (for married postgraduate students and those with dependants), opens on **Saturday, 15 January 2011** and closes on **Thursday, 15 December 2011**.

## 5.4 Room allocations, withdrawals and cancellations

*Note each building structure and design is unique and results in differential styles, dimensions and shape which are complex to standardise. Be assured of the best quality of service and living and learning arrangements in all of UCT residences.*

**5.4.1** The **SHAAS Office** is responsible for allocating students to specific residences, houses and flats. These allocations are determined by the Student Housing Admissions Policy framework, implemented under the guidance of the Student Housing Admissions Committee (SHAC) and approved by the Admission and Progression Committee (APC).

**5.4.2** Allocations to specific **rooms** within the residence are managed by the **Warden** or by his / her nominee within the residence. While returning students are able to select a room during the readmission process, choice is subject to internal demand, capacity and students signing in as designated. Rooms are not reserved irrevocably at any time. It is envisaged that approximately 50% of undergraduate students new to UCT will be placed in shared rooms in the first year in residence.

### **5.4.3 Withdrawal from residence:**

Students must complete the 'notice of withdrawal from residence' form available in each residence. The fees liability of students who withdraw from a residence, house or flat during the academic year are set out in Handbook no. 3 "General Rules and Policies". Students must acquaint themselves with the details set out in this handbook. An extract is enclosed below. It is imperative that students, parents / guardians and sponsors note this policy and practice which is aimed specifically at optimising student occupancy for the residence year.

### **5.4.4 Cancellation of offers:**

The University will cancel the offer made to any new or returning applicant who:

- owes more than R400 in outstanding fees for a preceding academic year by 21 January of the application year;
- is academically excluded;
- has a residence offer yet fails to sign into residence by Saturday 5 February 2011, or
- signs into residence but fails to complete academic registration by Friday 27 February 2011.

## 5.5 Financial liability

**5.5.1 Fees:** Students in residences, houses or flats in 2011 will be required to pay an annual residence fee as well as a meal plan fee (where applicable) and such amenities and laundry levies as may be defined by the University Council. The full amount due will depend on the residence, house or flat to which a student is eventually allocated. Fees are charged from the opening date of the respective residence. A student is liable for the applicable fees, when an accommodation offer has been accepted.

**5.5.2 Fees for 2011** will only be finalised in November 2010 but an average cost (based on 2010 rates) for a 1st Tier residence is R26, 900 for a single room and R11, 700 for three meals a day. The 2nd and 3rd Tier shared accommodation costs R23, 400 on average for a single room. Family and bachelor accommodation costs proportionately more. An estimated increase of 10-12.5% for 2010 can be budgeted for.

An **initial** (part payment) amount for residence fees (R11, 000 in the case of self-catering or R16, 000 in the case of catering) must be paid to the University by **Friday 4 February 2011** or prior to registration in the case of non South African students eligible for local fees, as determined by the University's Finance Department and the balance by 30 June 2011.

Failure to meet the set payment requirements could result in the student facing **de-registration**. Students should ensure that they are acquainted with the rules for fee payments. Students, who will be moving into student accommodation, must adhere to the payment schedule stipulated by the University's Fee Office. Information on this can be obtained from the Fees Office.

**5.5.3 Damages:** Students are responsible for damage caused to the furniture, fittings or fabric of their rooms and of all other parts of the residence, house or flat. The cost of making good any damage for which a student is responsible will be charged to his/her fee account at the standard rates stipulated by the maintenance department.

**5.5.4 Insurance Cover:** The University will not under any circumstances accept responsibility for any loss or damage to students' possessions, and does not offer or sponsor any insurance plan for students. Students or their parents are urged to take out their own insurance, particularly for computers, expensive equipment and any valuable items brought to the residence.

## 5.6 Housekeeping

**5.6.1 Meal Plans:** Applicants offered a place in a catering residence must indicate when returning their letter of acceptance (reply form) what their chosen meal plan is for 2011. Applicants can choose between breakfast, lunch and dinner (plan 1), lunch and dinner (plan 2), breakfast and dinner (plan 3), or breakfast, lunch and dinner Monday to Friday only (plan 4). Where an applicant fails to choose, the maximum of 21 meals per week (plan 1) will default and be charged. The meal plan selected may not be changed during the semester but changes are possible at midyear. Please note that the University does not cater for special diets.

**5.6.2** Students **are not permitted to** heat, prepare food or cook in their rooms.

**5.6.3** Centralised **laundry** facilities are available in most residences and are managed by the House Committee. A system of compulsory laundry levies or a coin or token system is employed. Where the house, residence or flat does not contain laundry facilities, the residents are required to make their own laundry arrangements.

**5.6.4 Furnishings and Equipment:** All rooms are curtained and equipped with basic furniture such as a single bed, wardrobe, desk and a chair. Self-catering units contain a fridge and a stove. The University does not provide kitchen and dining utensils for those who live in self-catering facilities. Students in self-catering units need their own cooking and cleaning equipment. The University does not provide bedding. All students bring their own blankets, pillows, linen, towels, etc.

**5.6.5** Limited **housekeeping** services are provided in all junior and senior catering residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean. Electrical cleaning equipment (polishers and vacuum cleaners), chemicals, mops, buckets, brooms, etc. are available from the Residence Facilities Officer.

**5.6.6** Housekeeping services **are not provided** in flats and free standing houses. Only the public areas such as entrance foyers and passages, etc. of the complexes are cleaned by University appointed staff. Students in flats and houses are required to clean their own rooms as well as the common areas within the unit.

**5.6.7** In the **Woolsack housekeeping services** are provided for all public areas, including the bathrooms and kitchens. Students are required to clean their own rooms.

**5.6.8** Students may not keep **pets** in any University residence, house or flat.

## 6 WITHDRAWAL FROM RESIDENCE

All cancellations of student accommodation must be made in writing on the prescribed notice of withdrawal form, and delivered to the Student Accommodation Office in person, or sent by registered mail. It is important that students and parents/guardians or sponsors note that the policy and practice of Student Housing is aimed specifically at keeping residences full throughout the academic year. Following, for your information, is an extract from the **General Rules and Policies 2011 Book 3**:

### 6.1 Annual residence fee

*Rule 14* - For the purposes of determining the penalties and refunds referred to in the rules which follow, the annual residence fee shall be deemed to be the sum of room and catering overhead charges and meal option charges. The annual residence fee for these purposes **does not** include **amenities or damage or laundry levies**.

## 6.2 Cancellation of residence reservations

*Rule 15.2* – An applicant who does not enter a residence and who cancels his / her residence reservation after the date on which he or she was due to register for a course of study shall be liable for 30% of the annual residence fee unless the Director, Student Housing is satisfied that the applicant cancelled the reservation for good reasons.

*Rule 15.3* - A returning student who accepts an offer of readmission to residence may cancel his / her acceptance without penalty on or before 15 January.

*Rule 15.4* - A returning student who accepts an offer of readmission and cancels his / her acceptance after 15 January shall be liable for a portion of the annual residence fee as follows:

- (a) for cancellation after 15 January but before 01 February: R500;
- (b) for cancellation on or after 01 February but before 05 February: R1000;
- (c) for cancellation after 05 February where the student does not take up his / her residence place: 30% of the annual residence fee.

*Rule 15.5* - The Director, Student Housing may waive all or part of the fee for which a student who cancels his / her acceptance after 15 January shall be liable.

## 6.3 Withdrawal after the start of the academic year

*Rule 16.1* - Any student, who enters residence and withdraws during the first semester, shall be liable for the full annual residence fee unless he/she satisfies the requirements in the case of R16.2 below.

*Rule 16.2* - A student, who cancels his /her University registration during, or at the end of, the first semester, shall be eligible for a fee rebate equivalent to 40% of the annual residence fee (excluding levies).

*Rule 16.3* - Any student completing his/her studies at the end of the first semester shall be eligible for a rebate equivalent to 40% of the annual fee (excluding levies).

*Rule 16.4* - A postgraduate student who is required for the purposes of his/her research to move out of Cape Town shall be eligible for a rebate on a pro-rata basis.

*Rule 16.5* - Any student not eligible for a fee rebate in the case of R16.1 and R16.2 above, may be granted a rebate on the full annual residence fee:

- (a) if the Director of Student Housing, after consulting the Warden, is satisfied that the student has a valid reason for leaving residence, and if the University is able to let the room to a student of the University's choice who is not in residence at that time;
- (b) if the Director of Student Housing, after consulting the Warden, is satisfied that there is an emergency or other compelling reason for the student to leave residence;

*Rule 16.6* - In the case of

- (a) above, the student shall be liable for a cancellation fee of R150, and a pro-rata share of the full annual residence fee shall apply until the date on which the replacement student moves in.
- (b) above, the rebate on the full annual fee shall be determined by the Director of Student Housing based on the circumstances of the case.

*Rule 16.7* - Any student who does not return to residence at the beginning of the second semester, or who withdraws during the second semester shall be liable for the full annual residence fee.

*Rule 16.8* - Any student who enters residence for the first time during the second semester and who withdraws from residence shall be liable for the full fee for that semester. The Director of Student Housing may, however, exercise his/her discretion in approving a rebate under the conditions described in *Rule 16.5* (a) and (b) above."

## 7 OTHER STUDENT HOUSING SERVICES

### 7.1 Vacation Accommodation:

Students who require accommodation, for academic reasons, prior to the opening of their specified residence should contact: The Manager, Vacation Office, Grotto Mews, Grotto Road, Rondebosch, 7701 or e-mail: [vac-accor@uct.ac.za](mailto:vac-accor@uct.ac.za) You will be charged an additional rate applicable to your booking.

Vacation accommodation is defined as the residence period that falls *outside* the official student residence year.

- *Summer period:* Generally last week of November through to first week in February of the following year;
- *Winter period:* Generally mid June to the last week of July applicable to first tier residences and occupants of those residences;
- *Medical students* who are in Medical Residence (catering), Forest Hill E Block and Mill Court, ( both self-catering), have an extended residence year;
- *Tier 3 residences* where students are not required to move out over the mid-year break.

#### 7.1.1 Vacation period tariffs:

These are agreed to by the Student Housing and Residence Life and are adjusted annually to run from the beginning of the Summer break to the end of the Winter break the following year.

Payment of vacation accommodation fees: the following payment methods are applicable:

#### 7.1.2 Academic reasons:

Where a student needs to stay on in a vacation residence and *submits a letter from his/her academic department* as proof of this, then the vacation charges will be billed to the student's fee account.

#### 7.1.3 Personal reasons:

Where a student wishes to stay for private reasons, or is unable to submit a letter from the faculty or department supporting his/her accommodation request, then *personal rates and conditions of payment shall apply*. Personal rates are *higher* than academic rates, and must be paid upfront in full *prior* to moving into residence. *No cash will be accepted*. Payment by debit/credit card or direct bank transfer only.

Personal rates will also apply where a student *elects to stay in residence for a period longer than 10 days* when returning to residence in January to write *supplementary/deferred exams*.

#### 7.1.4 Centre for Open Learning (COL) courses:

Students will *only be permitted to stay in a university residence* over the vacation periods (Summer/Winter term) where the student *has no outstanding fee debt* owing to the University.

### 7.2 Off Campus Student Accommodation Services:

Students who require alternative accommodation off-campus may contact: The Manager, Off-Campus Student Accommodation Office, Ground Floor, Mill Court Residence, Forest Hill Complex, University of Cape Town, Rondebosch, 7701 or e-mail: [ocsas@uct.ac.za](mailto:ocsas@uct.ac.za)

The Off-Campus Student Accommodation Services (OCSAS) office provides the following assistance to students, who for whatever reason(s) are unable to be accommodated in a University residence:

- (a) A list of private rooms, flats/houses available for letting as *an electronic website* where landlords are able to advertise their accommodation and students can view what is on offer. This list is updated once a week
- (b) The student enters into a legal / contract / arrangement with the landlord offering private accommodation to students and the OCSAS office *cannot be held liable*. Students are therefore advised take *the necessary precautions before signing* any agreement with the landlord. The OCSAS website can be found on <http://cal.uct.ac.za> go to: *Find Accommodation*.

## 8 GENERAL

### 8.1 Administration of the residences

The Student Housing Admissions and Advocacy Services (SHAAS) processes residence application, re-application and implements Student Housing Admission Policy. The SHAAS staff is responsible for dealing with admissions of new and returning students, which includes allocations to residence. Any issues related to applications, residence fees and allocations should be addressed to this office.

Once an applicant has been assigned a specific residence, he or she can liaise with the residence staff on any specific matters that are not addressed in the information provided in the application process. Residence contact details will be provided in the accommodation offer package to new successful applicants.

### 8.2 Additional Costs

Allowance should also be made for **food**, for those students living in self-catering accommodation as well as **unforeseen** medical expenses, transport to and from home during university vacations, and for transport home at the end of the academic year. The cost of remaining in residence during the June/July and December/January university vacations in 2011 should also be budgeted for, should you need to stay.

Married people responsible for family members, should budget accordingly. UCT has very few family housing units available for 2011, and most of these will be assigned to eligible postgraduate students already living there in 2010.

Students who are moving into self-catering accommodation, and who have applied for financial assistance from the University, must be aware that they will not be able to obtain food or book allowances while they are not registered. They should, therefore, provide for themselves until they are registered and have had their financial assistance confirmed.

### 8.3 Student accommodation during December/January and June/July vacations

If it is necessary for you to remain in Cape Town **for academic reasons** once your residence has closed, i.e. during December / January or June/ July vacations you must apply in writing to the Vacation Accommodation Office. Contact details are provided at the beginning of this handbook. Students staying in a self-catering residence during the academic year and who apply for Vacation Accommodation may be placed in catering accommodation during the vacation. Meals are optional.

Students whose applications are approved will be required to move out of their term residence or house or flat during this period and will be allocated place in a residence which is used specifically for vacation accommodation for students. They will be charged an additional fee at the daily rates approved by the Residences Committee. See also: <http://www.uct.ac.za/depts/calaccom/>

### 8.4 Accommodation for students with spouses and dependants

J.P. Duminy Court provides accommodation for postgraduate students who are married with dependents, married and or single parents with own children. If an applicant is offered accommodation in this complex he or she will be required to submit **proof** of their family requirement, when the accommodation offer is made. JP Duminy Court is situated in Main Road, Mowbray, and houses 42 students in flats which are within easy walking distance of the main campus, the shuttle service, schools and local shops.

### 8.5 Sharing a Room in Residence

Fifty percent of first-year students in catering residences are accommodated in double rooms. If you wish to share with a friend who has been accepted into the same residence, you may put your request to the Warden of your allocated residence by completing the **room mate matching form**. This form is included in the offer package and can be submitted by fax or e-mail to the SHAAS. You can only do this once you have both been accepted into the same residence. The SHAAS will forward the request to the Warden concerned for consideration in the roommate matching and room allocation process.

If there are **special needs** which you'd like to make known before your arrival, you may also send these to the SHAAS for consideration and or communication to the staff of your assigned residence.

If you or your room-mate decides that you would prefer to share a room with someone else in the same residence, talk to your Warden or appropriate sub-Warden who will, where possible, make arrangements suitable to all who are involved. Usually room changes are only allowed after the third week of the term to allow for settling in and to help avoid confusion in the room allocation process.

## **8.6 Transferring from one residence to another during the academic year**

Because residences are usually fully allocated at the beginning of each academic year, it is seldom possible for students to transfer from one residence to another either at the beginning of, or during, the first semester. Generally transfers within a tier are not possible. The solution is often to consider **swapping** with a fellow student, provided that it is approved by the Wardens concerned and administered by the SHAAS.

The same eligibility criteria will apply. Some vacancies do occur at the end of the first semester when it becomes possible to grant minimal transfers. Requests for transfers or swaps will only be considered in March (for new students) and October / November (for returning students). Due to limited capacity, we will not consider requests for transfers at any other time during the year, unless motivated by the Warden of the residence according to the set guidelines for transfers and approved by the Director of Student Housing.

## **8.7 Shuttle Service**

The unique Jammie Shuttle service is available to UCT students and staff at no additional cost. A fleet of 26 buses including a special one for disabled passengers operates between all residences, campuses and some public bus, train and parking facilities in the local university vicinity.

The shuttle service is available on weekdays, weekends and holidays during term and vacation time. It also includes a late night service.

The Jammie Shuttle is available for special hire services, such as tours and airport transfers. For more information please contact the Jammie Office.

University Transport Services, oversees the shuttle operation and is located in the Transport Office, Baxter Road – telephone (021) 685 7135 or fax (021) 685 7138. More detailed information on the shuttle service is available at <http://www.uct.ac.za/students/services/transport/jammie/> .

## **9 VIEWING THE RESIDENCES**

Parents and applicants who wish to see the residences that they have been offered should arrange **site visits** through contacting the Residence Facilities Officer. The contact details for each residence are included in the enclosed residence brochure. This should only be done, where necessary, once you have been allocated to a specific residence. Some information is available via the:

<http://www.uct.ac.za/apply/residence/uctresidence/overview/>

## **10 DIRECTIONS**

### ***To Upper Campus***

The University of Cape Town's Groote Schuur Campus is situated on the slopes of Devil's Peak in the suburb of Rondebosch. To reach the Upper Campus from the city, drive along De Waal Drive passing Groote Schuur Hospital on the left.

Just beyond the Old Mill on your left, take the Rosebank/University turn-off (Exit 7 Rosebank - M89).

Turn right at the traffic lights On Woolsack Drive and proceed under the De Waal Drive bridge (along a hairpin bend) to the northern entrance of the campus.

Please check in at the Visitor's Reception and Information Office opposite the Sports Centre where directions, campus maps and temporary visitors' parking permits may be obtained.

From the southern suburbs the approach is along Union Avenue where the southern entrance to the campus is clearly signposted from the left lane. There is no Information Office at this entrance - you may continue on De Waal Drive past the University to the turn-off to the northern entrance, which will give access to the Information Office, as described above.

### To Middle Campus

To reach the Middle Campus from the city, proceed as described above but continue straight across at the traffic lights on Woolsack drive, onto a bricked-paved road. This brings you directly onto the middle campus.

To reach the Middle Campus from the southern suburbs, take the northern entrance turn-off but continue left, underneath the bridge and turn right at the traffic lights onto the brick-paved road.

### To UCT from Cape Town International Airport

To reach the University from the airport, proceed on the N2 towards Cape Town and take the Muizenberg (M6) turn-off. Proceed to the various campuses as described above.

## 11 RESIDENCES

Please refer to the UCT website: <http://www.uct.ac.za/apply/residence/applications/office/> for more information.

Note: there are only 50 bachelor flats available in 2<sup>nd</sup> and 3<sup>rd</sup> Tier, and these are assigned primarily to sub-Wardens and to postgraduate students.

### 1<sup>st</sup> Tier (first and second year in residence primarily)

Residence Code	Residence Description	Male Places	Female Places
BAX	Baxter Hall		233
CAR	Carinus		301
CLA	Clarendon	328	
COL	College House	119	
GRA	Graca Machel		382
KOP	Kopano	367	
FHG	Forest Hill G Block	50	70
FUL	Fuller Hall		231
GLR	Glendower Residence	92	47
KIL	Kilindini	32	
LEO	Leo Marquard	419	
ROC	Rochester House	138	183
SMU	Smuts Hall	234	
TUG	Tugwell Hall		406
VAR	Varietas	50	96
UNI	University House	107	

### 2<sup>nd</sup> Tier (subsequent years in residence)

#### Catering Residences

Residence Code	Residence Description	No of male / female places
GSR	Groote Schuur Residence	64
MED	Medical Residence	103

#### Self-Catering Residences

Residence Code	Residence Description	No of male / female places
FHC	Forest Hills Complex	516
GSF	Groote Schuur Flats	65
LIE	Liesbeeck Gardens	434
MLC	Mill Court (FH)	52
WOO	The Woolsack	206

### 3<sup>rd</sup> Tier (postgraduates only)

Residence Code	Residence Description	Male / Female places
DAV	TB Davie Court	27 (Masters and PhD)
DUM	JP Duminy (family)	42
EDH	Edwin Hart	33
FHF	Forest Hills F Houses	42 30 (Masters and PhD)
NGR	North Grange	49
RBG	Rondeberg	30 (Masters and PhD)
UNM	University House Cottages	8 (Masters and PhD)

## 12 SUMMARY OF IMPORTANT DATES

30 September 2010	Closing date for new applications to UCT student housing
December 2010	Anticipated cut-off for new accommodation offers
05 January 2011	Medical Residence, Forest Hill E Block and Mill Court open
15 January 2011	JP Duminy (Family accommodation 3 <sup>rd</sup> Tier) opens
21 January 2011	Cancel Offers of students who owes more than R400 in outstanding fees for 2010
30 January 2011	Final date for JP Duminy students to sign into residence
01 February 2011	All other residences open
05 February 2011	Final date for all accepted students to sign into residence
11 June 2011	1 <sup>st</sup> Tier residences close
17 July 2011	1 <sup>st</sup> Tier residences re-open
15 August 2011	closing date for 2012 applications for readmission to residence
18 November 2011	All 1 <sup>st</sup> and 2 <sup>nd</sup> Tier residences close for the academic year
15 December 2011	3 <sup>rd</sup> Tier residences close

## 13 DISCLAIMER

We have made every effort to ensure the accuracy of the information in this handbook and other information sent from the Student Housing office. We reserve the right at any time, if circumstances require, to amend any of the published details to ensure the policy objectives adequately met.