

UNIVERSITY OF CAPE TOWN

Department of Student Affairs

Student Housing and Residence Life

Student Accommodation

General Application Information Handbook 1

2007

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Contacts

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Tel: (27.21.) 650 2977 / 1045

Fax: (27.21.) 650 4014 res@protem.uct.ac.za

Campus Accommodation and Letting (CAL)

Vacation Accommodation

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

Fax: (27.21.) 685 2629

shovac@protem.uct.ac.za

Third Tier Office

685 0550

mjordan@protem.uct.ac.za

Off-Campus Accommodation Bureau

Tel (27.21.) 650 1049

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Address:

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Student Housing and Residence Life

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University of Cape Town

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Reception

Hours:

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08h00-13h00

13h15-16h30

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09h30-13h00

13h15-16h30

Student Financial Aid Office

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Admissions Office

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International Academic Programmes Office

Tel: (27.21.) 650 2822 / 3740

Fax: (27.21.) 650 5667 e-mail: iapo@world.uct.ac.za

Fees Office

Tel: (27.21.) 650 1704

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UCT Communication and Marketing

Tel: (27.21.) 650 3748 / 3759

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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 a letter which acknowledges receipt of your application.

We intend through this and other communications to give you accurate, useful and relevant information at all times.

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

Information

There are several places in which you will find written information. To ensure you are well informed please note that housing information as it applies to 2007 is contained in the following:

- Directions for applicants 2007 issued by the Admission Office when you first apply to UCT
- The www.uct.ac.za website
- The UCT Prospectus (Admissions Office)
- This General Application Information Handbook 1
- Living at UCT Handbook 2.1, or 2.2 and 2.3 if you are a senior student – (*pre arrival* info) sent to you by us if you are offered a residence place
- Welcome / orientation Handbook 3.1, or 3.2 and 3.3 for senior students given to you *on arrival* in your designated residence for the year
- Vacation information booklet and application form – handbook 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 Accommodation Office.

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 to all residence applicants.

As the applicant (parent or sponsor) you will **communicate** with the university and the respective departments will communicate with you. We in housing will do our best to ensure adequate and timely communication. 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. Always quote your student / applicant number e.g. ZZZJOB001, as a reference, once it has been issued to you. We will log any matters which require a response as systematically as we can to minimise repetition and duplication of effort. We in turn will use the same methods to communicate with you.

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, and ensuring that students from educationally disadvantaged backgrounds are given as full an opportunity as possible of succeeding in their studies at UCT
- enhancing and facilitating the learning experience of students;
- creating an environment in which students from diverse backgrounds can learn to live and to work together.

Capacity

The University of Cape Town has around 22 000 students registered in 2006. Only a total of 5320 students were living in UCT residences. This means that space is **extremely limited** and that demand by far exceeds capacity. A very small portion of applicants will be offered accommodation each year. Approximately two thirds of residence space is occupied by eligible, returning students, leaving the limited remaining space available for new applicants each year.

In order for new applicants to be considered for a residence place, you must first be accepted to **study** at UCT on a **full time** programme. At that

point, you will be made an accommodation offer, which is 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 anticipated take up rates. We therefore expect to make a number of accommodation offers based on an established maximum. From previous experience it is likely that we will reach this maximum towards the end of December 2006.

Some applicants accepted to study during and after this period may receive residence offers in exceptional cases of merit and in order to meet equity requirements where capacity allows. To be considered for accommodation, all applicants have to meet the eligibility criteria set out below.

New successful accommodation applicants will be sent more information on the residence facilities when an offer of accommodation is made. When you are offered a place, we require that you **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.

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 1st Tier (catering) residence and subsequently move to 2nd Tier (senior catering or self-catering) accommodation. Both 1st and 2nd tier are managed either by a Residence Development Officer (RDO) / Warden or a part time Warden. 3rd Tier accommodation is essentially for more mature and postgraduate students. This sector operates semi-autonomously, without the involvement of a Warden, and relies on residents establishing a Voluntary Tenants Association. Some complexes in the 3rd Tier have a live-in Co-ordinator. 2nd and 3rd Tier residences are mainly occupied by current students in the system, which results in very little capacity 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 your UCT application Form 1 - the closing date is 31 October
 - RETURNING STUDENTS via the Student Accommodation Office (SAO) Readmission Form – the closing date is 15 August
- b) An **offer** is made and posted to you along with more information on the residence facilities i.e. handbook 2.1 for successful applicants offered a place in 1st tier residences or 2.2 and 2.3 for those offered a place in 2nd and 3rd tier residences. 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) New students also pay an acceptance **deposit** of R500 to:
- University of Cape Town, Standard Bank Rondebosch branch code 025009 account number 27 068 9982 swift address SBZA ZAJJ. Send a copy of your deposit payment along with your residence reply form, to the SAO
 - if you have a confirmed sponsorship offer you can submit a copy of the sponsorship letter in lieu of the deposit payment
 - applicants who have applied for financial aid should submit the reply form to avoid cancellation of the residence offer, while their funding application is being reviewed
- d) 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

- e) **Vacation** time requires a separate application and has an additional charge

An accommodation offer to New students

An offer for accommodation will be made to you in writing after you receive a firm or provisional offer from the faculty to which you have applied provided we have capacity to accommodate you. An applicant who receives an early academic offer therefore has a better opportunity of also being considered for accommodation in the university residences. Please

note that we cannot guarantee accommodation to all applicants who have been made academic offers.

An accommodation offer to Returning students

The enclosed letter is an accommodation offer to which you must reply as requested. Keep the letter offering you accommodation in a safe place as you will more than likely need to use this letter to support your study visa and bank application, if you are required to make such applications.

Allocations

Applicant preferences in relation to the residence allocation processes have been reviewed and gradually **revised**. This has evolved over the years in line with the university's **transformation** goals. For 2007 the UCT application form 1 invited you to select between catering and self catering (for senior students) accommodation. It also requested that you indicate your preference of a residence by giving your three choices. As advised in the *Directions for Applicants*, the policy which underpins the system of residence allocation has been under review and a revised allocation process has now been adopted for 2007. The **objective** is to try and affect greater equality in making the residence space available and to transform and bring about greater diversity in all the residences.

In 2007 the allocation policy and process will aim to allocate new students to individual residences (i.e. building) with the aim of achieving overall diversity in terms of equity, gender, academic merit and area of study.

When an accommodation offer is made to a new student, the **preference will therefore not be used** in determining the offer. Instead the factors outlined above will indicate the process to be used in making the offer. For example **area of study** for Health Sciences students, geographical location will be taken into account and most such students will be allocated to one of the 1st Tier residences proximate to the Health Sciences campus i.e. Clarendon House, Carinus or Rochester House. Discretion will also be exercised in allocating students from other Faculties to particular residences where a strong case exists for this (e.g. Humanities, Performing Arts and Music students). In the remaining faculties, the distribution across residences will be premised on attaining the overall objective of **diversity** and **representivity**. To do this a **systematic** pattern of placing successful applicants will be adopted to ensure a fair and equal distribution of applicants. This pattern is influenced

by factors like **design** in residences (such as single and double rooms), geographic proximity to the main campus, **demand** versus **capacity**, and the **academic offer** process which determines who is offered a place to study on proven academic merit and the timing thereof. These all impact on the systematic flow in filling all 1st Tier residences fairly.

In individual cases discretion with respect to allocation decisions 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 to be followed will be **fair** and **transparent**. Where an applicant is eligible for a residence offer, he or she will be offered a place provided we have the capacity to do so. 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.

We urge you to recognise the **merits** of each of our fifteen junior 1st tier residences and not only the historic value of some. Each residence has **unique** features and amenities of which successful applicants will be given more information, when offered a place. 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 will specify the name of the building to which you have been assigned, where possible. However we do over offer, based on the anticipated response 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 'transit' space.

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.

Unsuccessful

New applicants who are not offered accommodation at UCT will need to make alternative arrangements. We anticipate that we will not have sufficient space in the residences to offer all applicants accommodation that have been accepted by a faculty into a full time programme of study. **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 above. 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.

Applicants who arrive and find their own accommodation and still wish to be considered for UCT residence can come to the student housing office to put their names onto a waiting list from the last week in February. This does not guarantee accommodation during the course of the academic year.

Waiting list

Returning students occupy two thirds of all residence space, mainly in 2nd and 3rd Tier, while accommodation for new students is limited to approximately 1700 places, the bulk of which is 1st Tier or junior catering accommodation. Many students are therefore unsuccessful in their attempts to secure accommodation and 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 new unsuccessful residence applicants who are registered at UCT from the **last week of February**. 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 in securing a residence place at all and have to 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 including the original application and academic acceptance date. We also try to assist both new and returning students in equal measure where possible.

Late

No late applications are considered due to the high volume of applications in total and the limited number of residence places available each year.

The **closing date** for residence is **31 October** for all **new** students. Refer to the *Directions for applicants* for more information.

The **closing date** for residence for all students currently **registered** at UCT i.e. **returning students** is **15 August**. These applications are administered directly from the student housing office where more information can be obtained.

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 2007 and will **apply once you are offered a residence place and 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 SAO will not make a firm offer of a student housing place unless the applicant has been made a firm offer of an academic place for the year of admission.

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

Eligibility

1. Only full time registered students are permitted to live in a University residence, house or flat. A programme of academic studies will be regarded as full time if:

- (a) The student is registered either for a degree or diploma, or for a programme of non-degree or non-diploma studies which is prescribed for admission to a formal degree or diploma;
- (b) The student is required to be in attendance at the University for formal classes scheduled between 08h00 and 17h00 on most days during the 26 teaching weeks, or is engaged in research activities between 08h00 and 17h00 on most days during the academic year.
- (c) The programme being followed is considered by the faculty concerned to be a standard full time one

2. A student is not eligible for student housing if:

- (a) S/he is in full time or major time employment of 20 hours or more per week, even if s/he follows what is deemed to be a full time academic programme during the normal teaching day for the full academic year of 26 teaching weeks.
- (b) S/he takes courses primarily "after hours" (i.e. after 17h00) even if the course load is deemed to be the equivalent of a full time one.

3. Priority is given to applicants who normally reside outside the Cape Town City Council area, or they live within local residential areas designated by the Admissions and Progression Committee (APC) as

historically black and or educationally disadvantaged. The Director of Student Housing, on the advice of APC will however designate a limited number of places that may be allocated at discretion, usually on academic merit to applicants who are new to UCT and who live in the Cape Town City Council area.

General Provisions

1. Students placed in student housing by the Student Accommodation Office (SAO) 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.

2. Free-standing houses and flats (3rd Tier accommodation) into which students are placed by the SAO 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.

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 2007. Applications will be subjected to eligibility criteria and procedures determined by the University Council during 2007 for 2008.

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. Students who entered the UCT residence system for the first time as an **undergraduate**, are permitted to remain in residence a maximum of **$n + 1$ years** (where n is the normal length of the undergraduate degree for which the student is registered) for undergraduate as well as postgraduate

studies. They are only guaranteed a place in a 1st tier residence for a maximum of 2 years. Students who are elected to the house committee or appointed as a sub-Warden, however, may remain in a 1st tier residence during their year(s) of office and/or appointment for a maximum of 4 years. A proportion of students applying for readmission to their 1st tier residence for a third year may be readmitted to that residence subject to estimated capacity and the role and contribution of the student applicant to the residence concerned, as recommended by the Warden.

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**.

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 2007 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 2006 would have spent less than 4 years in UCT student housing.

8. The parent or guardian must sign the letter of acceptance of applicants under the age of 21 years. Subsequent readmission accommodation offer letters of returning students are delivered to the residence, for acceptance and signature.

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.

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 2007. Once you accept the accommodation offer, the residence fee for the respective tier is applicable.

1st Tier accommodation (catering)

Baxter Hall, Carinus, Clarendon House, College House, Fuller Hall, Glendower Residence, Graca Machel, 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 1st Tier accommodation is as follows:

First semester: Students in these residences may move into their assigned accommodation on Tuesday 6 February 2007. They will be required to vacate their rooms by no later than 72 hours after their last scheduled examination during June 2007. However all catering residences close at 10h00 on Sunday 17 June 2007. Students are not required to move during the short April vacation.

Second semester: All 1st Tier residences re-open on Sunday 22 July 2007. Students will be required to vacate their rooms within 72 hours after their last scheduled examination in October / November 2007. However all catering residences close on Friday 23 November 2007. Students are not required to move during the short September vacation.

2nd Tier accommodation (catering)

Students will not be required to move during the vacations.

Groote Schuur Residence: Opens on Tuesday 6 February 2007 and closes Friday 23 November 2007.

Medical Residence: Opens on Wednesday 3 January 2007 to accommodate senior early returning medical students and closes on Friday 23 November 2007.

2nd Tier accommodation (self-catering)

Forest Hills B, Forest Hills C, Forest Hills D, Forest Hills E*, Forest Hills G, Groote Schuur Flats, Liesbeeck Gardens, Mill Court and The Woolsack

These residences open on Tuesday 6 February 2007 and close Friday 23 November 2007.

** Forest Hills E has the same early opening date as for Medical Residence, as they accommodate senior medical students.*

3rd Tier accommodation (self-catering)

Students will not be required to move during the vacations.

The following residences open on Tuesday 6 February 2007 and close on Saturday 15 December 2007:

Cadbol, TB Davie, Edwin Hart, Forest Hills F, Linkoping, Matopa Road, North Grange, Rondeberg, Woodbine Road, University House cottages, Avenue Road and Inglewood

The family residence JP Duminy Court (for married postgraduate students and those with dependants), opens on Monday 15 January 2007 and closes on Saturday 15 December 2007.

Vacation Accommodation:

Students who require accommodation, for academic reasons, prior to the opening of their specified residence should contact: The Manager, Vacation Office, 28 Main Road, Rondebosch, 7701 or e-mail: shovac@protem.uct.ac.za You will be charged an additional rate applicable to your booking.

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.

1. The SAO 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).

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.

3. **Withdrawals** 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.

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 31 January of the application year;
- who is academically excluded;
- who has a residence offer yet fails to sign into residence by Saturday 10 February 2007 or 31 January 2007 (in the case of JP Duminy Court);
- and who signs into residence but fails to complete academic registration by Friday 2 March 2007.

Financial liability

1. **Fees:** Students in residences, houses or flats in 2007 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.

2. Fees for 2007 will only be finalised in November 2006 but an average cost (based on 2006 rates) for a 1st Tier residence is R18,300 for a single room and R8,300 for three meals a day. 2nd and 3rd Tier shared accommodation costs R14,500 on average for a single room. Family and bachelor accommodation costs proportionately more. An estimated increase of 9-9.5% for 2007 can be budgeted for.

An **initial** amount of residence fees (R8,000 in the case of self-catering and R13,000 in the case of catering) must be paid to the University by **Friday 9 February 2007** 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 2007.

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.

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.

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.

Housekeeping

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 2007. 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.

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

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.

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. 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 Supervisor.

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.

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.

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

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 2006 Book 3*:

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 shall not be deemed to include amenities or damage or laundry levies.

Cancellation of residence reservations

Rule 15.1- An applicant who cancels his / her residence reservation before the date on which he or she is required to register for a course of study shall forfeit the residence deposit he or she may have been required to pay.

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 forfeit any deposit he or she may have paid. He or she shall furthermore 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 6 February: R500;
- b) for cancellation on or after 6 February but before 10 February: R1000;
- c) for cancellation after 10 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.

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 full annual residence fee.

Rule R16.3 - Any student completing his/her studies at the end of the first semester shall be eligible for a rebate equivalent to 40% of the full annual fee.

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 R16.5(a) and (b) above."

General

Administration of the residences

The Student Accommodation Office (SAO) processes residence applications, re-application and implements Student Housing Admission Policy. The SAO staff are 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.

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 2007 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 2007, and most of these will be assigned to eligible postgraduate students already living there in 2006.

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.

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/calacom/>

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.

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 will be included in the offer package and can be submitted by fax or e-mail to the SAO. You can only do this once you have both been accepted into the same residence. The SAO will forward the request to the Warden concerned for consideration in the room 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 SAO 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.

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 SAO.

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.

Shuttle Service

The Jammie Shuttle service is available to UCT students free of charge on producing a valid student card. A fleet of 22 buses runs between all residences, campuses and public facilities in the local university vicinity.

There are specialised shuttle services running to and from Rochester, Clarinus, Liesbeeck and Forest Hills. For the lower campus residences, the Tugwell service operates. These shuttles operate on weekdays, weekends, public holidays, both during term times and vacation periods. Note that during vacation periods the service will be a reduced one. A late night shuttle will also be available during term times.

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 www.uct.ac.za Click on life and work at UCT and then on Jammie Shuttle.

Viewing the residences

Parents and applicants who wish to see the residences should arrange **site visits** through the Admissions Office. In some instances, the residence supervisor can be contacted. This should only be done, where

necessary, once you have been allocated to a specific residence. Some information is available via the www.uct.ac.za

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.

Residences

Please refer to UCT website viz. <http://www.uct.ac.za> for more information.

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

1st Tier (first and second year in residence primarily)

Catering	Male places		Female places	
	Singl e	Doubl e	Singl e	Doubl e
Baxter Hall			223	10
Carinus			312	48
Clarendon	260	4		
College House	100	18		
Kopano	364	2		
Fuller Hall			210	26
Glendower Res	98	36		
Graca Machel Hall			194	188
Kilindini	32			
Leo Marquard	144	275		
Rochester House	205		253	
Smuts Hall	219	13		
Tugwell Hall			132	274
University House	107			
Varietas	10	20	50	66

2nd Tier (subsequent years in residence)

Senior Catering	Male / Female places
Groote Schuur	64
Medical	103

Self Catering	Male / Female places
Forest Hills Complex	606
Groote Schuur Flats	65
Liesbeeck Gardens	430
Mill Court (FH complex)	52
The Woolsack	206

3rd Tier (postgraduates)

Self Catering	Male / Female places
TB Davie Court	27
JP Duminy (family)	42
Edwin Hart	33
Forest Hills F	42
North Grange	49
Houses	42
Rondeberg	30

Summary of important dates

31 October 2006	Closing date for new applications to UCT student housing
December 2006	Anticipated cut-off for new accommodation offers
3 January 2007	Medical Residence and Forest Hills E block opens
15 January 2007	JP Duminy (Family accommodation 3 rd Tier) opens
31 January 2007	Final date for JP Duminy students to sign into residence
6 February 2007	All other residences open
10 February 2007	Final date for all accepted students to sign into residence
17 June 2007	1 st Tier residences close
22 July 2007	1 st Tier residences re-open
15 August 2007	closing date for 2008 applications for readmission to residence
23 November 2007	All 1 st and 2 nd Tier residences close for the academic year
15 December 2007	3 rd Tier residences close

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.