



DEPARTMENT OF STUDENT AFFAIRS (DSA)

STUDENT HOUSING & RESIDENCE LIFE

Student Housing Admissions and Advocacy Services (SHAAS)

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Notice of withdrawal from residence 2017

Instructions

- Students who withdraw from residence during an academic year must complete this *Notice of withdrawal* form to ensure appropriate adjustments to their fee account.
- The completed form must be noted by the Residence Facilities Officer (RFO) and signed by the Warden.
- We recommend that you confirm your withdrawal to the Student Housing Admissions and Advocacy Services (SHAAS) office on res@uct.ac.za
- It is important that students and their parents/guardians or sponsors note that the policy and practice of SHAAS is aimed specifically at keeping residences full throughout the academic year.
- Students are advised to consult the *Withdrawals after start of academic year* section, which appears in the 2017 edition of Handbook 3: General Rules and Policies (see page 3 of this form for a copy of the applicable section).
- Failure to follow withdrawal procedure in the residence will result in a penalty being levied to your fee account by the SHAAS office.

Personal details and residence

Student Number										Surname		Initials	
Residence name													

Date of departure

Note: On signing out of your residence, your room key or access card, meal card and room condition form must be returned to the RFO, Front Desk Assistant or Sub-warden on duty.

During a semester	<i>This section must be completed immediately by a student who decides to leave residence during the course of the semester. In the case where a vacant space has to be filled due to a sudden departure, the student should allow for at least a 24-hour turn around for charges to be reflected on the fee account.</i> Note: Students are expected to vacate residence by 12:00 (noon) on the day of departure.												
	Date of departure	D	D	M	M	2	0	1	7				
End of a semester	<i>This section must be completed by a student who intends to withdraw from residence at the end of the first semester. This withdrawal form must be completed and submitted to SHAAS by Friday 2 June 2017.</i> Note: Students are expected to vacate residence by 10:00 on. Sunday 16 July 2017												
	Date of departure	D	D	M	M	2	0	1	7				

Application for a rebate on the annual residence fee

<ul style="list-style-type: none"> • This section must be completed by those who wish to apply for a rebate on their annual residence fee. • For more information on how a refund is calculated see: Rule 14, RULES FOR RESIDENCES, in Handbook 3: <i>General Rules and Policies</i>. • For conditions under which a rebate is offered, see excerpt on page 3 of this form. • Where a rebate is approved, it will be processed as an adjustment to your student fee account. 		
I wish to apply for a rebate on my annual residence fees, on the following grounds: (Please tick (✓) and attach a separate motivation, where necessary)		
I am graduating in June 2017		I will be conducting Field Work/ Research. (Please attach proof from faculty /

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Other	<input type="checkbox"/>	If other, please specify:	
My reason and motivation for applying for a rebate is:			

New term address

Your new term address information is essential. Please maintain your address via the Student Administration Self Service or inform the Records Office at telephone number: (021) 650 5092.

Confirmation of notice of withdrawal

I wish to give a formal notice of my withdrawal from the residence and confirm all details indicated above. I have read and understand the rules for withdrawal from residence in the 2017 edition of Handbook 3: General Rules and policies.			
Signed		Date	
To be completed by parent/guardian of all students under the age of 18 years:			
I have given my son / daughter / ward permission to withdraw from residence on 2017 and confirm all details indicated above, subject to the conditions specified in the 2017 edition of the University's Handbook 3: General Rules and Policies.			
Signed		Date	

Office use only: Recommendations and decision

Recommendation of the Residence Facilities Officer

Student has been de-registered from this residence (✓)	<input type="checkbox"/>	Meal card withdrawn where applicable (✓)	<input type="checkbox"/>
Signed		Date	

Recommendation of the Residence Warden

Signed		Date	
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Recommendation of the Student Housing Admissions and Advocacy Services

Signed		Date	
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Decision of the Student Housing and Residence Life director (or nominee)

Signed		Date	
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Office use only: Administration summary

Residence and meal plan (if applicable)			
Charge type and total		Penalty	
Processed by		Date	

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Note: Below is an excerpt from the *RULES FOR RESIDENCES* section on page 61 of the UCT handbook 3 *GENERAL RULES AND POLICIES 2016*. **Please detach this page and retain for your records.**

Withdrawal after the start of the academic year

- Rule 16.1* Any student who enters residence and withdraws during the first semester and before the commencement of the second semester shall be liable for a pro-rata charge of the residence fee. This does not include a rebate on the levies. In addition a residence cancellation fee of R 500.00 is applicable.
- Rule 16.2* Any student completing his/her studies at the end of the first semester shall be eligible for a rebate equivalent to 50% of the annual fee (excluding levies).
- Rule 16.3* 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 (excluding levies).
- Rule 16.4* Any student who withdraws during the second semester shall be liable for the full annual residence fee.
The Director of Student Housing may, however, exercise his/her discretion in approving a rebate under special conditions pertaining to the reason for withdrawal.
- Rule 16.5* 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 special conditions pertaining to the reason for withdrawal.

Source: Handbook 3 *GENERAL RULES AND POLICIES 2017*

Available on the UCT web site, see:

- Either: www.uct.ac.za → *CURRENT STUDENTS* → *Undergraduates* → *Handbooks*
- Or: http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/policiesrules_2016.pdf