

**UNIVERSITY OF CAPE TOWN**

**Department of Student Affairs**

Student Housing and Residence Life

**2018**

**General Housing Information Handbook**



## CONTENTS

1	Welcome .....	3
	1.1 Information.....	3
	1.2 Goals .....	4
	1.3 Capacity.....	4
2	Offers.....	4
	2.1 Allocations .....	5
	2.2 Residence offer types .....	5
3	Waiting list.....	5
4	Late arrivals.....	6
5	Conditions .....	6
	5.1 Housing eligibility criteria for first time entering undergraduates (FU)7	
	5.2 Housing eligibility for postgraduates .....	7
	5.3 General provisions.....	7
	5.4 Length of the residence year .....	8
	5.5 Room allocations, withdrawals and cancellations .....	10
	5.6 Financial liability.....	10
	5.7 Housekeeping .....	<b>Error! Bookmark not defined.</b>
	5.8 Searches, Room Entry and Inspections .....	12
6	Withdrawal from residence .....	12
	6.1 Annual Residence Fee.....	13
	6.2 Withdrawal after the start of the academic year .....	13
7	Other student housing services .....	13
	7.1 Vacation accommodation .....	13
	7.2 Off campus student accommodation services: .....	14
8	General.....	15
	8.1 Administration of the residences.....	15
	8.2 Additional costs .....	15
	8.3 Student accommodation during vacations .....	15
	8.4 Accommodation for students with spouses and dependants .....	16
	8.5 Sharing a room in residence .....	16
	8.6 Shuttle service .....	16
9	Viewing residences .....	17
10	Directions .....	18
11	Residences .....	19
12	Important Dates.....	20
13	Disclaimer .....	20

## Contacts

### Student Housing Admissions and Advocacy Services (SHAAS)

Address:  
Student Housing Admissions & Advocacy Services (SHAAS)  
Student Housing & Residence Life (SH&RL)  
Level 4, Masingene Building

Reception Hours:  
Monday - Friday  
08h30-16h30

Or

Thursdays  
09h30-16h30

University of Cape Town  
Private Bag X3  
RONDEBOSCH, 7701

Tel: +27 21 650-2977  
Fax: +27 21 650-4014  
Email: [res@uct.ac.za](mailto:res@uct.ac.za)

### OTHER IMPORTANT CONTACTS

#### 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)

#### Off-Campus Student Accommodation Services

Tel: +27 21 650-4934 / 3364  
Email: [ocsas@uct.ac.za](mailto:ocsas@uct.ac.za)

#### Student Financial Aid Office

Tel: +27 21 650- 3545  
Fax: +27 21 650-5043  
Email: [sfa-finaid@uct.ac.za](mailto:sfa-finaid@uct.ac.za)

#### 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)

#### 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)

#### Fees Office

Tel: +27 21 650-1704  
Fax: +27 21 650-4768  
Email: [fnd-feeeng@uct.ac.za](mailto:fnd-feeeng@uct.ac.za)

#### UCT Communication and Marketing

Tel: +27 21 650-5816  
Fax : +27 21 650-3780  
Email : [Sharifa.Martin@uct.ac.za](mailto:Sharifa.Martin@uct.ac.za)

# 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 2018.

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.**

## 1.1 Information

There are several sources of written information on student housing:

- Directions for applicants 2018 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 Information Handbook
- Living at UCT brochure
- Welcome / orientation booklet given to you *on arrival* at your designated residence for the year
- Vacation information booklet available at the Vacation Accommodation 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 (SHAAS).

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.

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.

## 1.2 Goals

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

- support the general Admissions policy that seeks to admit to UCT students of high academic quality;
- providing redress by addressing the legacy of racial discrimination and inequality in schools and in the higher education system, and building a diverse students profile that reflects the demographics of South African society;
- contributing to academic success, retention and throughput by providing a living environment conducive for learning; and
- enhancing and facilitating the living and learning experience of students within a diverse student residence community.

## 1.3 Capacity

The University of Cape Town has approximately 28000 students registered in 2017. Only a total of 6 700 students will live in UCT residences in 2018. Space is 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 for a **full time degree programme** at UCT.

## 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. 3<sup>rd</sup> Tier accommodation is for postgraduate students.

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

- (a) **NEW STUDENTS:** submit application via the UCT online application or hardcopy - the closing date is 30 September

An offer is made e-mailed to you along with more information on the residence offer. Applicants may track their application status on our self-service website. At this point you may submit your roommate matching form where it applies and your selected meal plan option

- (b) **RETURNING STUDENTS:** submit application via the online facility.

An offer is made and e-mailed to you along with more information on the residence offer.

You reply by the due date using the online facility. Once an offer is made, you must accept the offer by the due date.

- (c) **SIGNING INTO RESIDENCE:** 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.

**NB** The accommodation offer letter may be used when application is made for study visa and local bank account applications.

## 2.1 Allocations

### 2.1.1 FIRST TIME ENTERING

Residence allocation aims to allocate new and returning students to individual residences (i.e. buildings) with the aim of achieving race, academic merit and area of study diversity within each residence (and gender diversity in mixed-sex residences).

Residence allocation will take account of the need to make a particular placement if it would make a significant difference to the well-being of the student concerned; examples are physical disability; certain health problems; the placement of siblings together, and affordability (allowing for choice of double room).

Most Health Sciences students who are offered student housing places will be allocated to one of the (usually) first-tier residences close to the Health Sciences campus (i.e. Clarendon House, Carinus, or Rochester House).

Discretion will also be exercised in allocating other students to particular residences where a strong disciplinary case exists for this (e.g. Performing Arts and Music students).

## 2.2 Residence offer types

- **Firm Residence Offer** - The letter offering accommodation specifies the name of the building to which you have been assigned.
- **Unspecified Residence Offer** – Due to over offers, we also make unspecified offers, which are actual residence offers, where the placement can only be confirmed later in the cycle and before the opening of residences in February.
- **Transit Residence Offer** - 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 no longer than 6 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.

## 3 Waiting list

- 3.1 **New applicants** who are unsuccessful in their attempts to secure accommodation will have their names retained on the waiting list. You are however not guaranteed accommodation if your name is on the waiting list.

Depending on the number of vacancies and the length of the waiting list, it is very likely that we will only be able to assist a limited number of students.

We recommend that applicants not be dependent on the waiting list and make alternative arrangements for accommodation by consulting with the [Off-Campus Accommodation Office](#).

The waiting list placements/allocations will be done at the end of the first week of February.

Waiting list accommodation offers will be determined by criteria to be set in February by the Independent Appeals Committee.

3.2. **Returning students** eligible for housing who are unsuccessful in securing accommodation, must inform the SHAAS office if they wish to have their names retained on the waiting list.

We recommend that students not be dependent on the waiting list and make alternative arrangements for accommodation by consulting with the [Off-Campus Accommodation Office](#).

## 4 Late arrivals

Students who intend arriving after the last day of signing in must complete the late arrival form available on the UCT website (<http://housingonline.uct.ac.za>) to give notice as to when they will arrive so as to confirm their residence place. Their residence spaces will be reserved for a period of five days after the last day of signing in. Students who fail to sign in by the agreed date will have their space cancelled.

## 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 2018 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 application** for consideration for housing. The SHAAS office will not make a firm offer of accommodation unless the applicant has been made a conditional or 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 Housing eligibility criteria for first time entering undergraduates (FU)

Housing offers to new undergraduate applicants will be made according to the criteria as set out below:

- **Financial Aid:** All students who are made an academic offer and are awarded financial aid will be prioritized for a housing offer
- **Minors:** All students who are minors on 1 February in the year of registration and are made an academic offer will be prioritized for a housing offer
- **Merit:** all entering u/g applicants who score 540 APS points will be prioritized for a housing offer
- Faculty-specific criteria based on strategic priorities
- **Medical needs:** A decision on admission to housing based on medical needs will first be assessed by our Disability Service and/or Student Wellness Service

## 5.2 Housing eligibility for postgraduates

There are limited places in University residences. Many postgraduate students find their own accommodation in private housing off-campus. Places in student accommodation are awarded to applicants on the basis of the criteria described below.

- Priority is given to black South African applicants admitted into a full -time honours program
- Faculty eligibility: faculties have a set number of housing places for the year. A housing offer for this category is not guaranteed and placement is dependent on faculty rules which are determined by faculty admission strategy.

### Places for students with disabilities

Accommodation is available in some residences to provide for the needs of students with physical disabilities. As a matter of policy SH&RL will try to accommodate students with disabilities.

## 5.3 General provisions

5.3.1 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.

5.3.2 Free-standing houses and flats (3rd Tier accommodation) into which postgraduate students are placed by 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.

5.3.3 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 June-July each year. Late applications will NOT be considered. Applications will be subject to eligibility criteria and procedures determined by the University Council.



5.3.4 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.

5.3.5 Students who enter 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 length of the qualification for which the student is registered). They will be able to remain in a first-tier residence for a maximum of two years.

5.3.6 Notwithstanding this general two-year limit for first-tier residences, students who are eligible in terms of permitted years of remaining in residence and who apply 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, if recommended by the warden

5.3.7 Students elected to the house committee or appointed as sub-wardens, head-mentor, head tutor, sustained dialogue lead, may remain in residence for one or two further years during their years in office.

5.3.8 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.

5.3.9 Students who complete all the requirements of a degree or diploma while in the UCT student housing system will be eligible for student housing if they register for, or intend registering for, a postgraduate degree or postgraduate diploma, and if admitted to residence may be permitted to remain in residence for a maximum of three years as postgraduate students.

5.3.10 Students who, having entered the UCT residence system earlier and who, following an absence, return to the system to undertake consecutive programmes of studies, will be subject the conditions set out above.

5.3.11 If too many students wish to return to residences, then preference will be given to applicants who:

5.3.11.1 have spent the least number of years in residence for undergraduate studies;

5.3.11.2 are postgraduates and in their first year of study;

5.3.11.3 have made special contribution to the residence.

5.3.12 The parent or guardian must sign the letter of acceptance of applicants under the age of 18 years.

5.3.13 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@uct.ac.za](mailto:traffic@uct.ac.za)

## **5.4 Length of the residence year**

*NB: Kindly refer to the dates which apply to the Tier in which you have been offered accommodation in 2018. Once you accept the accommodation offer, the residence fee for the respective tier is applicable.*

#### **5.4.1 First Tier Undergraduate Accommodation**

Baxter Hall, Carinus House (Health Science), Clarendon House (Health Science) College House, Dulla Omar Hall (as Glendower Residence annexe), Fuller Hall, Glendower Residence, Graça Machel Hall, Kilindini (as College House annexe), Kopano, Leo Marquard Hall, Rochester House (Health Science) Smuts Hall, Tugwell Hall, University House and 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 **Saturday 3 February 2018** and stay until no later than **72 hours** after their last scheduled examination during June 2018. However all catering residences close at 10h00 on **Sunday 17 June 2018**. Students are not required to move during the short April vacation.

Second semester:

All 1<sup>st</sup> Tier residences re-open on **Sunday 15 July 2018** when students return and will be required to vacate their rooms within **72 hours** after their last scheduled examination in October / November 2017. All catering residences close on **Saturday 17 November 2018**. Students are not required to move during the short September vacation.

#### **Health Science Undergraduate Accommodation (catering/ self-catering)**

Medical Residence, Carinus, Clarendon House, Rochester House (Health Science), Meulenhof and Obz Square (Health Science)

Students may move into their assigned accommodation on **Monday 15 January 2018**. Health designated residences will close at 10h00 on **Sunday 25 November 2018**.

#### **5.4.2 Second Tier Undergraduate Accommodation (Catering/Self-Catering)**

Forest Hill B, Forest Hill C, Forest Hill D, Forest Hill E, Forest Hill G, Groote Schuur Flats, Groote Schuur Residence, Liesbeeck Gardens, Obz Square (2<sup>nd</sup> Tier) and The Woolsack

Students in these residences may move into their assigned accommodation on **Saturday 3 February 2018**. 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 2017. The residences listed above will close at 10h00 on **Saturday 17 November 2018**.

#### **Third Tier Postgraduate Accommodation (Self-Catering)**

Students in third tier will not be required to move during the vacations. The following residences open on **Saturday 3 February 2018** and close on **Sunday 16 December 2018**.

Amalinda, TB Davie, Edwin Hart, Exair, Forest Hill F, Harold Cressy, Linkoping, North Grange, Rondeberg, Woodbine Road, 8 Avenue Road, Obz Square (postgraduates)

The family residence **JP Duminy Court** (for married postgraduate students and those with dependants), opens on **Sunday 14 January 2018** and closes on **Sunday 16 December 2018**.

## 5.5 Room allocations, withdrawals and cancellations

*NB: Each building structure and design is unique and results in different 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.*

5.5.1 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 Admissions Committee (AC).

5.5.2 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 permanently 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 of residence.

5.5.3 Withdrawal from residence:

Students must complete the *Notice of Withdrawal from Residence* form available in each residence. The fee liability of a student who withdraws from a residence, house or flat during the academic year is set out in *Handbook 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.

5.5.4 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 16 January of the admission year;
- is academically excluded;
- has a residence offer yet fails to sign into residence by the date stipulated for 2018 or
- signs into residence but fails to complete academic registration by Friday 23 February 2018

## 5.6 Financial liability

5.6.1 Fees: Students in residences, houses or flats 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.

5.6.2 Fees for 2018 will only be finalised in November 2017. For a detailed residence fee breakdown please consult the fees handbook available on the UCT website <http://www.uct.ac.za/apply/fees>

5.6.3 An initial (part payment) amount for residence fees (R 28 000 in the case of catering and R 18, 000 for self-catering) must be paid to the University by **Friday 09 February 2018** 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 2018**.

5.6.4 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.

5.6.5 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.

5.6.6 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.

## 5.7 Housekeeping

5.7.1 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 2018. 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.**

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

5.7.3 Centralised laundry facilities are available in most residences and are managed by the House Committee. A system of compulsory laundry levy system is employed.

5.7.4 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.

5.7.5 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.

5.7.6 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.

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

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

## **5.8 Searches, Room Entry and Inspections**

The University reserves the right to enter a student's room or flat for health, safety and administrative purposes. University Officials may also enter a student's room to investigate suspected violation of University Policy. Students must comply with the directions of members of the University, including, but not limited to, Campus Protection Services and residence staff performing their official duties. A student's room may be entered with the consent of the resident or under the following circumstances:

1. Authorised Members of the University may enter a student's room for administrative purposes, such as safety inspections fire drills, facility repairs and general housekeeping. After knocking and waiting for a reasonable period of time, entry may be made. If a resident is not present, a note will be left indicating the name(s) of the person(s) entering and the reasons for doing so. It is a rule that Authorised members will lock the door upon leaving regardless if the room was unlocked or locked upon entering.
2. Authorised Members of the University may, and will enter a student's room without obtaining prior consent to conduct a search only when there is evidence or strong suspicion of an emergency that warrants immediate entry: For example, the presence of smoke, flooding, screams for help or danger to others.

This must be read together with the search policy and the Rules for Residences.

## **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 2018 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 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.

## 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, Avenue House, 5-9 Avenue Road, Mowbray, 7701 or e-mail: [vac-accom@uct.ac.za](mailto:vac-accom@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 Carinus, Clarendon House, Medical Residence, Rochester (catering), Meulenhof and Obz Square, (both self-catering), have an extended residence year and are not required to move out of residence.
- *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 year (1 January) to the end of the same year (31 December).

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

#### **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. *Where the applicant is a Financial Aid student it is advised that the student ensures with the Financial Aid office whether their academic stay will be paid for by that office. Failing this the student will be liable for the charge.*

#### **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.

#### **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:**

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 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.
- 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 to 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 allocations, readmissions and implements Student Housing Admission Policy. The SHAAS staff is responsible for dealing with allocations of new and returning students, to residences. 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 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, and most of these will be assigned to eligible postgraduate students already living there.

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 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.dsa.uct.ac.za/vacation-accomodation/about-vac-accommodation>

#### 8.4 Accommodation for students with spouses and dependants

A small number of self-catering flats will be made available for allocation to students

- with minor dependents; and/or
- who are married or in committed domestic partnerships.

(e.g. single parents, students with minor dependent siblings, married students or students in committed domestic partnerships).

Preference in the allocation of these flats will be given to postgraduates. Account will be taken of the student status of both members of a couple, and in particular of the number of years each has spent in UCT student housing. If both members of the couple are students, account will be taken of the number of years they may have spent in residence, their needs and whether they are ordinarily resident in Cape Town.

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.

#### 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 **roommate matching form**. This form is included in the offer package and also downloadable online. The form 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 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 information on the shuttle service is available at <http://www.uct.ac.za/students/services/jammieshuttle/>

## 9 Viewing 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:

<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 the De Waal Drive or Eastern Boulevard and pass Groote Schuur Hospital on the way. Just past the hospital the road forks, take the right-hand fork (M3 to Muizenberg). Beyond Mostert's Mill (windmill) on your left, take the Woolsack Drive/University of Cape Town turn-off (Exit 7 Rosebank - M89)

Turn right at the traffic lights on Woolsack Drive and go under the bridge and round a hairpin bend to the northern entrance of the campus.

Please check in at the Visitors' 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 Rhodes Drive, 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 Rhodes 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 at the traffic lights, onto a brick-paved road. From the southern suburbs the approach is along Rhodes Drive. To reach the middle campus, 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 (M3) off-ramp. Continue until you reach and turn off at the Woolsack Drive/University of Cape Town off-ramp. Then proceed to the various campuses as described above.

## 11 Residences

More information is on the website: <http://www.res.uct.ac.za>

<b>First-tier</b>			
<b>Residence Code</b>	<b>Residence Description</b>	<b>Places for Males</b>	<b>Places for Females</b>
BAX	Baxter Hall		233
CAR	Carinus		363
CLA	Clarendon	264	
COL	College House	119	
DOH	Dulla Omar Hall	24	24
GRA	Graça Machel Hall		382
KOP	Kopano	367	
FUL	Fuller Hall		231
GLR	Glendower Residence	92	47
KIL	Kilindini	32	
LEO	Leo Marquard Hall	419	
ROC	Rochester House	138	183
SMU	Smuts Hall	235	
TUG	Tugwell Hall		406
VAR	Varietas	50	96
UNI	University House	108	
<b>Second-tier</b>			
Catering Residences			
<b>Residence Code</b>	<b>Residence Description</b>	<b>Places for males / females</b>	
FHG	Forest Hill G Block	120	
GSR	Groote Schuur Residence	64	
MED	Medical Residence	103	
Self-Catering Residences			
<b>Residence Code</b>	<b>Residence Description</b>	<b>Places for males / females</b>	
FHB	Forest Hills Complex	554	
GSF	Groote Schuur Flats	59	
LIE	Liesbeeck Gardens	434	
MLC	Meulenhof ( Mill Court)	46	
OBM	Obz Square (2 <sup>nd</sup> Tier Health Science)	144	
OBN	Obz Square (2 <sup>nd</sup> Tier)	411	
WOO	The Woolsack	206	
<b>Third-tier</b>			
<b>Residence Code</b>	<b>Residence Description</b>	<b>Places for males / females</b>	
DAV	TB Davie Court	28 (Master's and PhD)	
DUM	JP Duminy (family)	42	
EDH	Edwin Hart	33	
EXA	Ex-Air	42	
FHF	Forest Hills F	42	
HAR	Harold Cressy	58	
NGR	North Grange	49	
OBP	Obz Square (Post grad)	332	
RBG	Rondeberg	36 (Master's and PhD)	
	Houses	21 (Master's and PhD)	

## 12 Important Dates

- 15 Jan 2018 : Health Science Residences open: Carinus, Clarendon, Medical Residence, Meulenhof, Rochester and Obz Square
- 14 Jan 2018 : JP Duminy (family accommodation 3rd Tier) opens
- 26 Jan 2018 : Cancel offers of students who owe more than R400 fees for 2017
- 3 Feb 2018 : All other residences open
- 5 Feb 2018 : Final date for all accepted students to sign into residence
- 17 Jun 2018 : 1st Tier residences close for mid-term break
- 15 July 2018 : 1st Tier residences open for second semester
- 17 Nov 2018 : 1st and 2nd Tier residences close
- 25 Nov 2018 : Health Science Residences close
- 16 Dec 2018 : 3rd 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 and Residence Life office. We reserve the right at any time (if circumstances require), to amend any of the published details to ensure that the policy objectives are adequately met.