

UNIVERSITY OF CAPE TOWN

Department of Student Affairs

Student Housing and Residence Life

2013

General Housing Information Handbook



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OTHER IMPORTANT CONTACTS

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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 2013.

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 2013 issued by the Admissions Office when you first apply to UCT
- The www.uct.ac.za website
- The UCT Prospectus (Admissions Office)
- This General Information Handbook
- Living at UCT booklet
- Welcome / orientation booklet given to you *on arrival* in 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.

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

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

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

1.2 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;
- providing redress by addressing the legacy of racial discrimination and inequality in schools and in the higher education system, and building a diverse student profile that reflects the demographics of South African society;
- contributing to academic success, retention and throughput by providing a living environment conducive for learning;
- 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 around 24 000 students registered in 2012. Only a total of 6 600 students will live in UCT residences in 2013. 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. An accommodation offer is made subject to available capacity at the time you are accepted to study. The number of offers we will make is determined not only by the actual space we have available but also by the fact that we over offer based on past participation rates.

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

2 Offers

The application and residence offer process sequence is set out below. The policy and criteria for admission to university housing assume that a student will initially enter a 1st Tier (catering) residence and subsequently move to 2nd Tier (senior catering or self-catering) accommodation. 3rd Tier accommodation is for postgraduate students. .

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

- (a) Application submitted

NEW STUDENTS: via the UCT application Form 1 or UCT online application - the closing date is 30 September

RETURNING STUDENTS via the Student Housing Admissions and Advocacy Services (SHAAS) Readmission Form – the closing date is 15 August

- (b) An offer is made and posted to you along with more information on the residence. New applicants may track their application status on our self-service website. You reply by the

due date. At this point you may submit your room mate matching form where it applies and your selected meal plan option

- (c) When you sign into your residence by the indicated date, you will receive information on your new 'home' on arrival, including the residence orientation and welcome events planned

Note: a penalty applies if you accept an accommodation offer and fail to sign into your residence

- (d) Vacation accommodation requires a separate application and has an additional charge

An accommodation offer to New Applicants/Returning students

The enclosed letter is an accommodation offer to which you must reply as requested. The accommodation offer letter may be used when application is made for **STUDY VISA** and **LOCAL BANK ACCOUNT** applications.

2.1 Allocations

Successful new and returning applicants are allocated to individual residences (i.e. buildings), which is notified on the offer letter and based on actual capacity. The objective aims at achieving race, academic merit, area of study and diversity in each residence. This is a primary goal in the placing of students into residence. A secondary goal will take into account the specific programme and building / faculty proximity such as is the case in Health Sciences. Medical residence, Carinus, Clarendon, Meulenhof, Rochester and Obz Square (medics) are the designated residences to which Health Sciences degree students are allocated. A further proviso is one which aims to ensure programme organisation, such as Performing Arts, considers the best proximate allocation of those students.

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). Adequate motivation and validation will be necessary to support and substantiate a request, which exceeds the parameters of the process of residence allocation being followed.

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

Each residence has unique features and amenities. The enclosed residence brochure gives you more information on residences. Residences at UCT are not all located on the main campus, yet provide good quality accommodation, facilities and support programmes and resources to

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

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

2.2 Transit

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

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

2.3 Lapsed Offers

New applicants who fail to respond to the offer of accommodation within the required time will have their accommodation offer cancelled and will therefore need to make alternative arrangements when coming to UCT. We have limited accommodation for new applicants and we are unable to reinstate cancelled offers. Please do not come to UCT until you have alternative accommodation. Limited private accommodation is available through the Off Campus Student Accommodation Services, a division of Student Housing. See contact details on page 2. Students who fail to secure UCT housing and arrive in Cape Town unprepared face a real crisis. We therefore caution parents and applicants against this.

3 Waiting list

Students/Applicants whose accommodation offer lapsed or who are unsuccessful in their attempts to secure accommodation may put their name onto a waiting list. You are however not guaranteed accommodation when you put your name onto a waiting list. We will only start to

waitlist students who are registered at UCT in February 2013. Very few students on the waiting list are likely to be assisted and usually are only in the second quarter (i.e. April) or in the second term (i.e. July) when vacancies arise. The majority of applicants who apply are unsuccessful. We recommend applicants make alternative arrangements too.

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

4 Late arrivals

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

5 Conditions

Here is an outline of the conditions of an accommodation offer. To ensure that the University is efficient and effective in its implementation of the residence services, these conditions have been set, based on the policy on admission to student housing for 2013 and will **apply once you accept the accommodation offered**:

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

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

Places are restricted to students and applicants who:

- Have not registered previously as students at UCT but have been admitted to a programme of studies in 2013 by a faculty;
- Are registered at UCT in 2012 and are entitled in terms of UCT's academic rules to register for a programme of studies in 2013;
- Have registered at UCT in the past, but who are not registered at UCT in 2012 who have been admitted to a programme of studies in 2013 by a faculty and have not exceeded the maximum number of years permitted to live in residence;

- Priority is given to applicants who:
 - reside outside the Cape Town City Council area,
 - are previously disadvantaged and residing in the greater Cape Town area, who have attended schools that have been identified as being disadvantaged by the Department of Basic Education; and/or are applicants or students of outstanding academic merit.
 The number of beds reserved for this purpose for applicants does not exceed 10% of the total beds allocated for new entry students.

5.2 General provisions

- 5.2.1 Students placed in student housing by the Student Housing Admissions and Advocacy Services (SHAAS) will be subject to the University's general residence rules (in UCT Handbook 3 – “General Rules and Policies”) and to the specific rules applying to their residence, house or flat. Students must ensure that they understand and conform to these rules. Students who do not conform to these rules are liable to be excluded from the residences.
- 5.2.2 Free-standing houses and flats (3rd Tier accommodation) into which students are placed by the SHAAS are considered to be part of the Student Housing system. Students in 3rd Tier accommodation are subject to the general residence rules and to any special rules drawn up for those houses and flats.
- 5.2.3 An offer of a place in a residence, house or flat is for one academic year only. Students who wish to return in a subsequent year will have to reapply for admission during July-August each year. The closing date is 15 August annually. Late applications will NOT be considered. Applications will be subjected to eligibility criteria and procedures determined by the University Council.
- 5.2.4 Students may not give any person permission to stay in or use their room under any circumstances not approved by the Warden. Students in residences, houses or flats are not permitted to sublet the room or flat allocated to them nor can any other person share the room unless that person has been allocated to the same space by the Warden. Dependants (e.g. spouse or children) may not occupy the student's allocated room for any period of time except in the case of designated family accommodation.
- 5.2.5 Students who 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.
- 5.2.6 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

- 5.2.7 Students elected to the house committee or appointed as sub-wardens, may remain in residence during their year(s) of office.
- 5.2.8 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.
- 5.2.9 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.
- 5.2.10 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.
- 5.2.11 If too many students wish to return to residences, then preference will be given to applicants who:
 - 5.2.11.1 have spent the least number of years in residence for undergraduate studies;
 - 5.2.11.2 are postgraduates and in their first year of study;
 - 5.2.11.3 have made special contribution to the residence.
- 5.2.12 The parent or guardian must sign the letter of acceptance of applicants under the age of 18 years. Subsequent readmission accommodation offer letters of returning students are delivered to the residence, for acceptance and signature.
- 5.2.13 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

5.3 Length of the residence year

NB: Kindly refer to the dates which apply to the Tier in which you have been offered accommodation in 2013. Once you accept the accommodation offer, the residence fee for the respective tier is applicable.

5.3.1 First Tier Accommodation

Baxter Hall, Carinus House, Clarendon House, College House, Dulla Omar Hall, Fuller Hall, Glendower Residence, Graça Machel Hall, Kilindini (as College House annexe), Kopano, Leo Marquard Hall, Rochester House, Smuts Hall, Tugwell Hall, University House and 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, 29 January 2013** and stay until no later than **72 hours** after their last scheduled examination during June 2013. However all catering residences close at 10h00 on **Saturday 08 June 2013**. Students are not required to move during the short April vacation.

Health Sciences:

Students follow a different academic year pattern (dates vary from other faculties) and will need to apply for vacation accommodation if not accommodated in one of the designated residences. An additional extended medical term fee will be charged to the student's fee account.

Second semester:

All 1st Tier residences re-open on **Sunday 07 July 2013** when students return and will be required to vacate their rooms within **72 hours** after their last scheduled examination in October / November 2013. All catering residences close on **Friday 15 November 2013**. Students are not required to move during the short September vacation.

5.3.2 Second Tier Accommodation (Catering/Self-Catering)

Forest Hill B, Forest Hills C, Forest Hills D, Forest Hill E, Forest Hill G, Groote Schuur Flats, Groote Schuur Residence, Liesbeeck Gardens, Obz Square (2nd Tier) and the Woolsack

Students in these residences may move into their assigned accommodation on **Tuesday, 29 January 2013**. 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 2013.

Medical Residence, Meulenhof and Obz Square (Health Sciences Students)

Students may move into their assigned accommodation on **Wednesday, 02 January 2013**.

All second tier residences **with the exception of Medical Residence**, will close at 10h00 on **Friday, 15 November 2013**.

Medical Residence will close on Sunday, 15 December 2013.

5.3.3 Third Tier Accommodation (Self-Catering)

Amalinda House, TB Davie, Edwin Hart, Forest Hill F, Linkoping, North Grange, Rondeberg, Woodbine Road, 8 Avenue Road, Inglewood, Obz Square (postgraduates) and Pinelands Grove

Students in these residences may move into their assigned accommodation on **Tuesday, 29 January 2013** and move out on or before **Sunday, 15 December 2013**.

JP Duminy Court, for married postgraduate students and those with dependants, opens on **Monday, 7 January 2013** and closes on **Sunday, 15 December 2013**.

5.4 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.

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

5.4.2 Allocations to specific rooms within the residence are managed by the Warden or by his/ her nominee within the residence. While returning students are able to select a room during the readmission process, choice is subject to internal demand, capacity and students signing in as designated. Rooms are not reserved 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.

5.4.3 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.

5.4.4 Cancellation of Offers:

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

- owes more than R400 in outstanding fees for a preceding academic year by 21 January of the application year;
- is academically excluded;
- has a residence offer yet fails to sign into residence by Saturday 2 February 2013, or
- signs into residence but fails to complete academic registration by Thursday 28 February 2013.

5.5 Financial liability

5.5.1 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.

5.5.2 Fees for 2013 will only be finalised in November 2012. For a detailed residence fee breakdown please consult the fees handbook available on the UCT website <http://www.uct.ac.za/apply/fees>

5.5.3 An initial (part payment) amount for residence fees (R19, 200 in the case of catering and R13, 200 for self-catering) must be paid to the University by **Friday 1 February 2013** 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 2013**.

- 5.5.4 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.
- 5.5.5 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.
- 5.5.6 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.

5.6 Housekeeping

- 5.6.1 Meal Plans: Applicants offered a place in a catering residence must indicate when returning their letter of acceptance (reply form) what their chosen meal plan is for 2013. Applicants can choose between breakfast, lunch and dinner (plan 1), lunch and dinner (plan 2), breakfast and dinner (plan 3), or breakfast, lunch and dinner Monday to Friday only (plan 4). Where an applicant fails to choose, the maximum of 21 meals per week (plan 1) will default and be charged. The meal plan selected may not be changed during the semester but changes are possible at midyear. **Please note that the University does not cater for special diets.**
- 5.6.2 Students are not permitted to heat, prepare food or cook in their rooms.
- 5.6.3 Centralised laundry facilities are available in most residences and are managed by the House Committee. A system of compulsory laundry levy system is employed.
- 5.6.4 Furnishings and Equipment: All rooms are curtained and equipped with basic furniture such as a single bed, wardrobe, desk and a chair. Self-catering units contain a fridge and a stove. The University does not provide kitchen and dining utensils for those who live in self-catering facilities. Students in self-catering units need their own cooking and cleaning equipment. The University does not provide bedding. All students bring their own blankets, pillows, linen, towels, etc.
- 5.6.5 Limited housekeeping services are provided in all junior and senior catering residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean. Electrical cleaning equipment (polishers and

vacuum cleaners), chemicals, mops, buckets, brooms, etc. are available from the Residence Facilities Officer.

- 5.6.6 Housekeeping services are not provided in flats and free standing houses. Only the public areas such as entrance foyers and passages, etc. of the complexes are cleaned by University appointed staff. Students in flats and houses are required to clean their own rooms as well as the common areas within the unit.
- 5.6.7 In the Woolsack housekeeping services are provided for all public areas, including the bathrooms and kitchens. Students are required to clean their own rooms.
- 5.6.8 Students may not keep pets in any University residence, house or flat.

6 Withdrawal from residence

All cancellations of student accommodation must be made in writing on the prescribed notice of withdrawal form, and delivered to the Student Accommodation Office in person, or sent by registered mail. It is important that students and parents/guardians or sponsors note that the policy and practice of Student Housing is aimed specifically at keeping residences full throughout the academic year. Following, for your information, is an extract from the ***General Rules and Policies 2013 Book 3***:

6.1 Annual Residence Fee

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

6.2 Cancellation of residence reservations

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

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

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

- (a) for cancellation after 15 January but before 28 January: R500;
- (b) for cancellation on or after 28 January but before 02 February: R1000;
- (c) for cancellation after 02 February where the student does not take up his / her residence place: 30% of the annual residence fee.

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

6.3 Withdrawal after the start of the academic year

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

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

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

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

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

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

Rule 16.6 - In the case of

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

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

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

7 Other student housing services

7.1 Vacation accommodation

Students who require accommodation, for academic reasons, prior to the opening of their specified residence should contact: The Manager, Vacation Office, Avenue House, 5 - 9 Avenue Road, Mowbray, 7701 or e-mail: 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 Medical Residence (catering), Meulenhof and Obz Square, (both self-catering), have an extended residence year;
- *Tier 3 residences* where students are not required to move out over the mid-year break.

7.1.1 Vacation Period Tariffs:

These are agreed to by the Student Housing and Residence Life and are adjusted annually to run from the beginning of the 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 application, re-application and implements Student Housing Admission Policy. The SHAAS staff is responsible for dealing with admissions of new and returning students, which includes allocations to 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.accommodation.uct.ac.za/vac_accom/about

8.4 Accommodation for students with spouses and dependants

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

8.5 Sharing a room in residence

Fifty percent of first-year students in catering residences are accommodated in double rooms. If you wish to share with a friend who has been accepted into the same residence, you may put your request to the Warden of your allocated residence by completing the **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 Changing residences during the academic year

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

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

8.7 Shuttle service

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

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

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

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

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>.

First-tier			
Residence Code	Residence Description	Male Places	Female Places
BAX	Baxter Hall		233
CAR	Carinus		301
CLA	Clarendon	328	
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	
Second-tier			
Catering Residences			
Residence Code	Residence Description	No of male / female places	
FHG	Forest Hill G Block	120	
GSR	Groote Schuur Residence	64	
MED	Medical Residence	103	
Self-Catering Residences			
Residence Code	Residence Description	No of male / female places	
FHB	Forest Hills Complex	554	
GSF	Groote Schuur Flats	65	
LIE	Liesbeeck Gardens	434	
MLC	Meulenhof (former Mill Court)	52	
OBM	Obz Square (2 nd Tier Health Sciences students)	144	
OBN	Obz Square (2 nd Tier)	411	
WOO	The Woolsack	206	
Third-tier			
Residence Code	Residence Description	No of male / female places	
DAV	TB Davie Court	27 (Masters and PhD)	
DUM	JP Duminy (family)	42	
EDH	Edwin Hart	33	
FHF	Forest Hills F	42	
NGR	North Grange	49	
OBP	Obz Square (Post grad)	325	
PGR	Pinelands Grove	75	
RBG	Rondeberg	30 (Masters and PhD)	
	Houses	30 Masters and PhD)	

12 Important Dates

- 02 January 2013 : Medical Residence, Meulenhof and Obz Square Health Sciences open
- 07 January 2013 : JP Duminy (family accommodation 3rd Tier) opens
- 21 January 2013 : Cancel offers of students who owes more than R400 fees for 2012
- 30 January 2013 : Final dates for JP Duminy students to sign into residence
- 29 January 2013 : All other residences open
- 02 February 2013 : Final date for all accepted students to sign into residence
- 08 June 2013 : 1st Tier residences close for midterm break

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.