



UNIVERSITY OF WEST BOHEMIA

POLICY DOCUMENT

*Policy Document
ADMINISTRATION RESEARCHES*

POLICY DOCUMENT ADMISSION TO RESIDENCES

The Residential & Catering Services is responsible for administering the residence admission processes. Applications for admission and readmission to residences occur in the second semester.

The University of the Western Cape has adopted an approach to ensure that the limited accommodation is given only to students who perform academically. In order to ensure equity and fairness in the allocation of accommodation, the following rules and regulations have been drawn up and will be applied strictly.

It is the responsibility of all applicants to ensure that accommodation has been provided PRIOR to their arrival on campus. The university cannot be held responsible for students who arrive without the written confirmation of accommodation.

1. First Year Students.

- 1.1 Accommodation will only be offered to students who are registered for diplomas, degrees or postgraduate courses, on a full-time basis.
- 1.2 A First Year student should complete the residence application form in the general application form for admission to the University.
- 1.3 If the student meets the necessary criteria for selection by the University for his/her first year, the date of the receipt of the application form will determine the student's selection for residence.
- 1.4 The onus remains on the applicant to verify his/her accommodation with the Residential Services, prior to his/her arrival on Campus.
- 1.5 Accommodation will only be allocated to a first year student who has paid his/her full upfront payment as prescribed by the University for this category of students.
- 1.6 In addition to the prescribed upfront payment (referred to 1.5), the potential student also has to pay a residence deposit for any breakages or damage to university property upon the reservation of a room.
- 1.7 The student is entitled to occupy the reserved room the weekend prior to the start of the university orientation program.
- 1.8 The room will only be reserved for a student until the end of the first academic day of the first semester. Thereafter, the student will forfeit the opportunity to obtain accommodation.
- 1.9 Student outside a 60 km radius will receive preference for accommodation.

2. Current Students.

- 2.1 Students who are currently in residences must apply annually for accommodation and should complete a readmission form
- 2.2 The readmission forms are obtainable from their respective Residence Coordinators in the second semester.
- 2.3 Students who do not intend to return the following year, or who are completing their studies, must complete the form indicating that they are not returning.
- 2.4 Failure to adhere to 2.3. shall result in the student forfeiting his/her residence deposit and being charged an additional administrative fee of 5% of the preceding year's residence fees.
- 2.5 The selection of students who are reapplying for residence will be determined according to the following criteria:
 - **The academic record of the student** (from the date of registration). A student should not have failed consecutively for the registered course.
 - **The financial record of the student.** A student will only be allowed back into residence if the balance at the time of registration is less than R10000.00. Notwithstanding the above, a student shall pay the full upfront payments and the contribution as prescribed by the university before access is granted to residence.
 - **The disciplinary record of the student.** The sanction imposed by the Student Disciplinary Court will determine the selection of a student for residence as well as documented reports from the Residence Coordinator pertaining to the continued violation of the rules by a student. Assault (irrespective of the degree) will also be considered as an indicator not to readmit a student to residence. A student expelled or suspended from residence will not be considered for accommodation.
 - Students outside a 60 km radius will receive preference for accommodation.
- 2.6 Any one or more of 2.5 may be considered sufficient grounds to exclude a student from residence.
- 2.7 In the event of a student being excluded from residence, the student may appeal to the Placement Committee in writing. The Placement Committee will respond to the student's appeal within 3 (three) days of receipt of the appeal. The letter should be addressed to:
The Chairperson
Placement Committee
Residential Services Office.
University of the Western Cape.
- 2.8 Accommodation will only be offered to students who are registered for diplomas, degrees and postgraduate courses.

STUDENT PLACEMENT.

First Year Students.

- This category of students will be accommodated at Cassinga and Cecil Esau residences. However, depending on the number of first year students in relation to the number of vacant beds, they may also be placed in undergraduate residences.

Current Students.

- Students performing academically will be given preference for placement at Chris Hani and Liberty residences.
- Students residing at Liberty and Chris Hani will be reallocated to other residences (clusters) if their outstanding fees are exorbitant and they have not made any formal arrangements with the University Credit Management Section to settle outstanding debt.
- Post-graduate students will be accommodated at Hector Petersen and E. Dos Santos residences.
- Undergraduate students will be placed in the clusters (Coline Williams, Basil February, Dos Santos, Ruth First and Allan Boesak residences).

Differently Abled Students:

Residential & Catering Services endeavours to create an environment that is favourable to the above category of students. These students are at present accommodated at Chris Hani given the suitability of the residence.

Administration of the Residences:

In the execution of their duties, the Residential Staff commit themselves to administering the process of selection for residence in a fair and equitable manner. The staff will ensure that preference is given to students who perform academically and reside outside the prescribed 60km radius.