



UNIVERSITY *of the*
WESTERN CAPE

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RESIDENCE ADMISSION/RE-ADMISSION POLICY

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RESIDENTIAL AND CATERING SERVICES POLICY DOCUMENT

RESIDENCE ADMISSION / READMISSION POLICY

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Purpose Statement:

In the execution of their duties, the residential staff commits to administering the process of selection for residence in a fair and equitable manner.

1. Introduction

Residential Services is responsible for the management of the university residences. The application for rooms by students annually and feedback regarding the application (subsequent acceptance) for student accommodation (by the department) is administered according to the residence admission processes. Applications for admission and readmission to residences occur in the second semester both for first years and senior students.

In line with the university's strategic goals, the department has adopted an approach that ensures that the limited accommodation available is offered to students who perform academically. In order to ensure equity and fairness in the allocation of accommodation, the following criteria will be adhered to in assessing the application.

2. Information for First Year Residence Students

1. Accommodation will only be offered to students who are registered for diplomas, degrees or postgraduate courses, on a full-time basis.
2. A first year applicant should complete the residence application section in the general application form (either hard copy or online) before the 31 October of the preceding year.
3. The onus remains with the applicant to verify his/her accommodation application status prior to his/her arrival on Campus.
4. Where and when available, the Residential and Catering Services, may reserve the rooms for first year students, during the weekend prior to the start of the university orientation program. Failure on the part of the student to arrive for participation in the official Orientation Program of the university will result in the forfeiture of the accommodation.
5. Student residing outside a 60 km radius will receive preference for accommodation and proof hereof may be required.
6. University residence accommodation is only valid for 1 official academic year (excluding the winter and summer vacation), and the dates as prescribed in the official university calendar, part 1, are contained in the General information section under the section for academic terms.
7. Students are required to apply on an annual basis to be readmitted to residences via the official readmission process.(University website)
8. Students affected by academic work prescribed by various faculties outside of the official academic year mentioned in point 6 above will be required to apply for accommodation in a separate process viz, vacation accommodation. Also see General Information point 12 in this document.

2.1. Considerations for Residence Selection

1. Student must be acceptance by the Faculty to qualify for accommodation.
2. Date of final acceptance by the university will determine the offer of accommodation, depending on available spaces, even if a student has applied the previous year.
3. A written referee report based on character and extra mural activity involvement at school or the applicant's community, will serve as an added advantage.
4. The student must produce proof (UWC cashiers receipt or bank deposit slip) of full upfront payment as prescribed by the University, or will form part of the list of the registration

committee, signed by the Deputy Vice Chancellor: Student Development and Support. The NSFAS generated list of all successful applicants for funding will also be considered.

5. The student must produce a letter of an offer for accommodation by the RCS department.

3. Information for Transfer Students (First year and Senior)

1. The transfer student for first year must meet the criteria in “First Year Residence Students” section above.
2. The student must have passed or have been promoted the previous year at his/her previous institution.
3. A transfer student must complete the Residence application form online. The application must not reach the office later than the 31 October of the preceding year.
4. Failure on the part of the student to arrive for the official Orientation Programme (in the case of first year students) of the university will result in forfeiture of the accommodation offered. This does not apply to 2nd or 3rd transfer students – see 3. below, about Information for “First time Post Graduate” applicants with regards to the 1st day of academic term.
5. A statement of conduct plus an academic transcript from the applicant’s previous institution must accompany the student’s application. RCS department reserves the right to reject an application based on unsuitable prior conduct and academic performance.
6. All 1st year students admitted into an undergraduate programme are allocated in double rooms in the designated first year spaces, where available.

4. Information for Post Graduate Applications (First time and previous UWC residence students)

1. An applicant must complete the application process for residence in the general application form/process of the university before the 31 October of the preceding year.
2. The onus remains on the applicant to verify his/her accommodation status with the RCS department prior to his/her arrival on campus.
3. The room will only be reserved for a student for 72 hours from the time of the written offer of accommodation by RCS. Failure by a student to occupy the room within the said time frame, the student must communicate with the Placement Officer with valid reasons for a further extension. The extension granted will be at the discretion of the Director RCS. Thereafter, the applicant will forfeit his/her offer of accommodation.
4. University accommodation is only valid for 1 academic year and students are required to apply on an annual basis to be readmitted via the official readmission process (University website).

4.1 Considerations for Residence Selection

1. Student must be accepted by the Faculty to qualify for accommodation.
2. Date of final acceptance by the university will determine the offer of accommodation.
3. A written referee report based on character and extra mural activity involvement at school or the applicant’s community, will serve as an added advantage.
4. The student must produce proof (UWC cashiers receipt or bank deposit slip) of full upfront payment as prescribed by the University, or will form part of the list of the registration committee, signed by the Deputy Vice Chancellor: Student Development and Support. The NSFAS generated list of all successful applicants for funding will also be considered.
5. The student must produce a letter of an offer for accommodation by the RCS department.



5. Information for Current/Returning Residence Students

1. University accommodation is only valid for 1 official academic year (excluding winter and summer vacations) and students are required to apply on an annual basis to be readmitted via the official readmission process (web-based application on the university website).
2. The readmission process is available on the RCS website.
3. Students who have not completed the readmission process mentioned in 2 above will not be eligible for accommodation in the following year.

5.1. Considerations for Residence Selection: *Academic Record*

1. A student will be allowed a maximum of one additional year for the current undergraduate course registration. e.g. a student who registers for LLB degree for five years will be allowed to apply for 5 years + 1 year annually(which will follow a special appeal process for consideration)
2. Post graduate students (Honors, M & Ph.D) will be allowed the prescribed period of the course as per university rules. The post graduate student has to apply annually for accommodation.

NB! Existing Undergraduate students who wish to apply for residence accommodation for his/her post graduate studies, will not form part of the readmission process, but will have to follow the process identified in *Information for Post Graduate applications*.

5.2. Financial Considerations for Residence Selection: *Financial*

Category	Criteria
If you are a Self - Funded student	To be considered for accommodation, you must have your account settled by the 31 July as prescribed by the university Fees Booklet (see section: Due dates for payment of tuition fees:).
If you are Financial Aid recipient, Bursary or and scholarship holder	To be considered for accommodation, the onus is on the student to produce written proof confirming the financial arrangement.
Debtor Student	A student will only be considered for accommodation; 1) when written proof of an official agreement of the settlement of outstanding balance had been concluded between the student and Student Credit Management. 2) the name of the debtor student forms part of the Registration list sanctioned by the Deputy Vice Chancellor: Student Development and Support.

5.3. Considerations for Residence Selection: *Disciplinary Record*

The following considerations will impact on your accommodation application:

1. The disciplinary sanction reflected on the student record.
2. Documented reports from the Residence staff pertaining to the continued violation of the residence rules by a student. A record should be maintained and the student advised after each disciplinary conversation.
3. Assault (irrespective of the degree) will also be considered as an indicator not to readmit a student to residence after the student has been convicted.
4. A student expelled or suspended from residence will not be considered for accommodation in the following year. The student would need to reapply, with written motivation that demonstrates why he/she should be considered for residence the year after his/her expulsion year.

5.4. Considerations for Residence Selection: Proximity and Co-curricular Involvement

1. Students residing outside a 60km radius will receive preference for accommodation in residences and therefore residence students are required to inform RCS of any changes to their addresses. Proof hereof may be required.
2. A student must submit documentary proof of involvement in living and learning programmes, activities and/or participation in any other university co-curricular programme, which will serve as additional advantage. Examples include: the Leadership Academy, Tutoring in Faculty, Voluntary community involvement, peer mentoring etc.

6. Appeals

In the event of a student being excluded from the residence, the student may appeal to the Placement Committee in writing. The Placement Committee will respond to the student's appeal within 7 (seven) days of receipt of the appeal. The letter should be addressed to:

The Chairperson
Placement Committee
Residential Service Office
University of the Western Cape

! Please note that Appeals will only be considered for students who have been excluded from residences on the following grounds:

- a. **Error in academic record**
- b. **Financial exclusion where student has been promoted**

7. General Information

1. The university accepts no responsibility or obligation to provide accommodation to any student/s who arrives at the university without a written offer of accommodation from RCS. The onus is on the student/applicant to arrange his/her own private accommodation in the event that his/her application for university residence is unsuccessful.
2. Students who are full time employed irrespective of the degree category are not eligible for university residence accommodation.
3. Only the following categories of students/potential students are considered for university residence accommodation:
 - i. Full time Undergraduate students
 - ii. Full time Post graduate diplomas



- iii. Full time Honors students
 - iv. Full time Masters students
 - v. Full time Doctoral students
 - vi. Post-Doctoral students provided they are registered students.
 - vii. Affiliate Student (defined in University Calendar: General Information section: Terms and Definitions).
4. Previous Undergraduate residence students' who continue with the Honors programme (qualification) or Post Graduate diplomas will not automatically be considered within the readmission application process and will be required to complete a new application to university residences and will compete for spaces along with all other new Post graduate applicants. The same applies to students progressing from Honors to Masters and Masters to Doctoral qualifications.
 5. Only 1 student is allowed to occupy a single room, 2 students in a double room, 3 students in triple and 4 students in quad room. Any deviations unless approved by the Director will be regarded as illegal occupation and the registered residence occupant/s will be held responsible for the violation of exceeding the allowable occupancy per room.
 6. Students will be allocated for accommodation according to faculty or module choice.
 7. Academically performing students will have first option to rooms in Chris Hanj, Liberty and Hector Peterson.
 8. Family members such as children, siblings, parents, spouses, and cousins etc, are not allowed to cohabit in university residences.
 9. Overnight visitors are only allowed in accordance with the residence visitor's rules.
 10. Residence accommodation is billed in advance for the entire Academic year and not based on date of first occupation/book in (in the case of late arrivals or late admission to residences).
 11. Residence students are required to obtain permission from the Director to cancel or move out of university residence accommodation and will be liable for the pro-rata fee plus an additional 5% of the annual fee if permission to cancel or move out is granted. Failure to do so will result in the student being charged the full annual fee without recourse for refund.
 12. Residence and room allocations are final and are determined by RCS in accordance with strategic goals and other considerations as determined by the RCS Director in line with the university strategic objectives.
 13. Undergraduate university residences closes during the June/July vacation period and all students are required to move out of residences within 48hrs after his/her last official examination, including re-evaluation.
 14. Students who participate in official academic programmes or official academic activities during the June or December vacation periods are required to complete the necessary vacation accommodation application form, produce a letter from their department or faculty that states who will be responsible for the payment of the vacation fee. The additional vacation accommodation fee will increase on annual basis.

15. Students Leadership, in the case of the Student Representative Council will produce a letter from the office of the Deputy Vice Chancellor: Student Development and Support authorizing their stay with the necessary entity to be debited for the vacation accommodation. In the case of the residence student leadership this will be sanctioned by the Director and the appropriate entity will be debited with the required fee.
16. Student Organizations who wish to remain for the vacation accommodation need to follow the process in 12 above, an official letter from the organization requesting accommodation. Proof of payment will have to be produced after RCS has agreed to their stay in residence for the vacation period.
17. Only Post-graduate residence students residing in single rooms at Hector Peterson and Eduardo Dos Santos Residences are allowed to remain in their (his/her) rooms during the June/July vacation period only and is not applicable to the December/January vacation (only possible if normal residence logistical and operational requirements allow this). Students will be required to complete the requisite application for post graduate vacation accommodation. No fee is required as the fee is already included in the annual fee for single rooms for June/July. Students who do not complete the application form must follow standard university vacation procedures and vacate his/her room accordingly.
18. Residences will remain open to all residence students during the Mid-term vacation (Mar/April & Sep vacation) periods and no additional fee will be charged.
19. Residence students are required to notify their Residence Coordinators in writing in the event they plan on spending more than 24hrs away from university residences whether for academic or personal purposes. Non notification will result in the forfeiture of the accommodation.
20. Residence students are required to inform his/her Residence Coordinator of any pre-existing medical or psychological conditions for which treatment and/or medication has been prescribed in the last 12months upon booking into university residences for emergency purposes. This information will be held in the strictest of confidence, but will be accessed in the event of a medical or other emergency by university officials/staff.
21. The following are designated self-catering residences with the necessary communal cooking facilities & spaces: Coline Williams, Basil February, Ruth First, Eduardo Dos Santos, Hector Peterson and Disa Hof. All food preparation is to be done in the communal cooking areas provided for hygiene and health purposes.
22. No cooking is allowed in rooms and no cooking equipment will be allowed into the residences, stoves will be confiscated on entry, or if the stove is found in rooms. Students will be held liable for the full cost of any damage incurred while occupying the room
23. No bar heaters or any other heater appliances are allowed in university residences.
24. University residence students are required to submit a list of all their personal electronic equipment with serial numbers on an official form upon entry to the residence on an annual basis. Any updates of electronic equipment throughout the year in the event of new acquisitions or items disposed must be added or deleted from or to the list. These lists are subject to a verification process by Residence staff. Failure to submit the requisite personal inventory list will prevent you from being able to remove the items from university premises at any time including moving out of residences.

25. Room type allocation qualification criteria subject to availability:

Double Room	Single Room
✓ First Year Students - example: B Comm 1, BA 1 etc.	✓ Post graduate students
✓ Second year students (e.g. BCom2, BA2, etc.)	✓ Third year module level students
	✓ Fourth year module level (Health Sciences, Law, etc.)

First Year Students	<ul style="list-style-type: none">• This category of students are placed in designated first year 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	<ul style="list-style-type: none">• Students performing academically will be given preference for placement at designated residences.• Students residing at residences with higher fee charges 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 residences designated for this category of students.• Undergraduate students will be placed in residences other than those designated for post graduate and first year students.
Differently Abled Students	<ul style="list-style-type: none">• Residential & Catering Services endeavours to create an environment that is favourable to all students, including specific requirements for students with disabilities. These students are at present accommodated at a Residence suitable to cater for their needs.

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