



Stellenbosch

UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

forward together
sonke siya phambili
saam vorentoe

MANAGEMENT GUIDELINES FOR THE APPLICATION OF THE POLICY FOR PLACEMENT IN STUDENT HOUSING AND ALLOCATION TO COMMUTER STUDENT COMMUNITIES

Student Intake 2026

This document supports the Policy for placement in student housing and allocation to commuter student communities and is updated annually.

IMPORTANT INFORMATION

Accommodation is not included in your academic offer. It is therefore important to remember, it is your responsibility to secure your own accommodation, at your own cost, before you arrive on campus and register. Visit www.maties.com for more information on residence and private accredited accommodation.

INDEX

- 1. INTRODUCTION**
- 2. GENERAL PROVISIONS FOR ALLOCATIONS AND RE-ALLOCATIONS IN STUDENT HOUSING APPLICABLE TO ALL STUDENTS**
- 3. PROSPECTIVE FIRST-YEAR STUDENTS IN JUNIOR RESIDENCES (Tygerberg and Stellenbosch campus)**
 - 3.1 Placement rules and criteria for first-year students in undergraduate residences
 - 3.2 Procedures and rules applicable to the management of waiting lists for applicants
 - 3.3 Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (applicants)
- 4. SENIOR STUDENTS IN JUNIOR RESIDENCES AND SENIOR RESIDENCES (Stellenbosch campus)**
 - 4.1 Procedures and rules applicable to the re-application and re-allocation of senior students
 - 4.2 Criteria for allocation for current students in junior and senior residences
 - 4.3 Placement in LLL houses
 - 4.4 Waiting list management for junior residences
 - 4.5 Waiting list management for senior residences

- 5. SENIOR STUDENTS IN JUNIOR RESIDENCES AND SENIOR RESIDENCES (Tygerberg campus)**
 - 5.1 Allocations and re-allocations in residences on the Tygerberg campus
 - 5.2 Waiting list for current students
- 6. ALLOCATION AND RE-ALLOCATION OF STUDENT LEADERS IN STUDENT HOUSING**
- 7. ALLOCATION AND RE-ALLOCATION OF STUDENTS WITH DISABILITIES**
- 8. ALLOCATION MADE BY STELLENBOSCH UNIVERSITY INTERNATIONAL (SUI)**
- 9. ALLOCATION MADE BY MATIES SPORT (HUIS NEETHLING)**
- 10. PROCEDURES AND RULES APPLICABLE TO COMMUTER STUDENT COMMUNITIES (CSC)**
 - 10.1 What is a Commuter Student Community?
 - 10.2 What is a cluster?
 - 10.3 Allocation to commuter student communities
 - 10.4 CSC leadership placements
- 11. PROCEDURES AND RULES APPLICABLE TO TRANSFERS**
- 12. PROCEDURES AND RULES APPLICABLE TO ACCOMMODATION FEES**
 - 12.1 General rules and procedures
 - 12.2 Procedures and rules applicable to the cancellation or termination of residence lodging for current students
- 13. RESIDENCE AND ACCOMMODATION RULES**

1. INTRODUCTION

The Management Guidelines provide the implementation plan of the Residence Placement Policy and should be read in conjunction with the Policy.

The essence of the Policy for placement in student housing and allocation to commuter student communities (hereafter "the Policy") is to guide placement in Stellenbosch University's (SU) student housing and allocation to a commuter student community (CSC) to broaden access and enhance student success and social cohesion. This Policy supports Vision 2040 and the SU Strategic Framework. It subscribes to the University's values, namely excellence, compassion, accountability, respect and equity, and gives effect to SU's commitment to access, inclusivity, equity, redress and student success.

This Policy must be read in conjunction with SU's Admissions Policy, as approved by Council, through which SU commits itself to providing a transformative student experience by creating an inclusive and thriving community, where diversity is regarded as an asset. By facilitating access, this Policy seeks to enable such a diverse and thriving student community that provides opportunities for a transformative student experience that builds social cohesion and enhances success.

2. GENERAL PROVISIONS FOR ALLOCATIONS AND RE-ALLOCATIONS IN STUDENT HOUSING APPLICABLE TO ALL STUDENTS

- 2.1 **Accommodation is not included in your academic offer.** It is important to remember that it is your responsibility to secure your own accommodation, at your own cost, before you arrive on campus and register. Visit www.maties.com for more information on residence and private accredited accommodation.
- 2.2 Allocation and re-allocation in student housing is subject to an application for accommodation as well as availability and is valid for one academic year only. **Students must reapply every year.**
- 2.3 If you receive a provisional residence allocation and do not cancel it by 30 September, our office will consider this as your acceptance of the allocation. By accepting the allocation, you also agree to the residence terms and conditions, management guidelines, and policies as published on www.sun.ac.za and www.maties.com.
- 2.4 As places in student accommodation are limited, placement cannot be guaranteed.
- 2.5 All allocations remain subject to the provisions of the University's placement policy. It is therefore **not a given** that any student of any residence will be placed in a residence, or a residence of choice, in the following year.
- 2.6 As a point of departure, the university aims to allocate at least **40%** of the available spaces in junior residences to first year (newcomer) students.
- 2.7 The following students are **not eligible for placement**:
 - 2.7.1 **Students who are employed full-time and earn a fixed income.**
 - 2.7.2 **Students who are registered at the University for subjects or modules that do not lead to an SU qualification:** This includes students registered as occasional (special) students, short course students, and students who gain admission to the SciMathUS (or similar) programme.
 - 2.7.3 **Students who are admitted to programmes on in the Elsenburg or Bellville Park Campus:** This includes students who registers for the programme BAgric (Elsenburg)

or any programme at the Business School and the School of Public Leadership (Bellville Park Campus). Accommodation should be secured on the Elsenburg campus or close to Bellville Park.

- 2.7.4 **Students who follow an online or telematic programme and who are not required to reside on campus:** This include students who are not required to attend full-time in-person classes. It also includes students who study a full-time programme but only attend short lecture series, e.g. who only need to be on campus for a certain number of block weeks in a year.
- 2.7.5 These rules apply to students who hold leadership positions in residence as well.
- 2.7.6 If the system indicates that a student is not eligible for placement and the student has already been allocated and/or checked into a residence, the students' placement will be cancelled. In this regard, please note the Student Accommodation Office can only confirm which programme a student will be studying for that academic year, after they complete registration.
- 2.7.7 The student will be required to vacate the residence within two days (48 hours) of being notified.
- 2.8 As a rule, **no transfers** between residences are accommodated. Please see guidelines stipulated in par 11.
- 2.9 **Exceptions** to the placement criteria may be considered on a case-by-case basis, based on extenuating circumstances and/or to ensure full occupancy.
- 2.9.1 In this regard the owner of the Policy will, in consultation with the relevant stakeholders, consider these circumstances to deviate from the policy conditions.
- 2.9.2 Also see par 11.4 for a stipulated process for managing case-by case requests based on exceptional circumstances.
- 2.10 Also take note of the following **important dates**:
- 2.10.1 Move-in dates: If you do not arrive on the set date communicated to you by the Student Accommodation Office, your allocation to the residence will be cancelled.
- First year students must move in their residences on the first day of the Welcoming Programme.
 - All seniors, in both junior and senior residences, must move in their residences at no later than the first day of the commencement of classes.
 - If you did not make prior arrangements with your residence leaders or the Student Accommodation Office, your placement will be cancelled.
 - Your residence account will be activated from the first day of the year.
 - If you are placed from the waiting list after the commencement of the academic year, your residence account will be active from the date of placement from the waiting list and not the date you move into residence.
- 2.10.2 Registration deadlines: If you are not registered by the end of February, your allocation to the residence will be cancelled. Please contact the Student Accommodation Office at info@sun.ac.za to inform them of any deviations that should be considered.
- 2.11 Should you wish to cancel your residence allocation please email: rescancellations@sun.ac.za

3. PROSPECTIVE FIRST-YEAR STUDENTS IN JUNIOR RESIDENCES (Tygerberg and Stellenbosch campus)

3.1 Placement rules and criteria for first-year students in undergraduate residences

3.1.1 Offer and allocation rules:

- 3.1.1.1 Residence applications form part of the general programme application for admission to SU. Applicants can apply online at <https://student.sun.ac.za/applicant-portal/#/auth/login>
- 3.1.1.2 Residence applications close on the 31st of July of the year of application. Late applications will not be considered.
- 3.1.1.3 Please note that MBChB, Dietetics, Nursing, as well as Physiotherapy students (including late selections at the beginning of the academic year), are not allowed to use University accommodation on the Stellenbosch Campus, as these programmes are offered at the Tygerberg Campus from the first year of study.
 - a. If you were granted a residence placement at the Stellenbosch Campus based on selection to another programme, a place in a residence at the Tygerberg Campus is not guaranteed.
 - b. Selected Occupational Therapy (in their first year) and Speech-Language and Hearing Therapy students (in their first and second year) will not be accommodated at the Tygerberg Campus. They can apply for residence placement at the Stellenbosch Campus, as these programmes are offered at the Stellenbosch Campus in the first year and first and second years, respectively.
 - c. It is the responsibility of the applicant to locate private accommodation if they have not received a residence placement on the Tygerberg Campus.

3.1.2 The following criteria are used to consider a residence offer

- 3.1.2.1 Admission status: Students must have received a conditional admission or a final admission offer to SU programmes.
- 3.1.2.2 Age: Students 21 years and younger of age (in the year of residence) are considered for placement in a junior residence.
- 3.1.2.3 Academic performance: Academic ranking is used throughout the process.
- 3.1.2.4 Race: To redress past inequalities and build social cohesion, race (coloured, black African, Indian, or Asian) is considered in this category.
- 3.1.2.5 Socio-economic status (SES): In this category, priority is given to:
 - a. applicants with a high SES score as determined upon application¹, as well as
 - b. applicants who receive a bursary based on financial need, such as the National Student Financial Aid Scheme (NSFAS).²Other considerations that may be taken into account in this category include:
 - c. selection to an extended curriculum programme based on deficits in the school system; and

¹ Refer to the [Admission Policy](#) for more detailed information on the calculation of the SES score.

² At the stage of application and residence placement, an applicant's bursary status is not yet known. Therefore, bursary status can only be considered once the information becomes available.

d. distance from campus, where such distance creates a barrier to access¹

3.1.2.6 Nationality: International applicants are considered to ensure diversity.

3.1.2.7 Disability: Students with disabilities, where appropriate, will be considered for placement in student housing in consultation with the Disability Unit.

3.1.2.8 Special placements: Special placements form part of the total number of placements per year. Special placements do not constitute an additional group for whom additional provision is made. The following special placements apply and may be amended by SU management as deemed necessary:

- a. *Bloemhof Bursary Trust ("the Trust") placement, as agreed with the University*: In terms of the agreement between the Trust and SU, 45 residence placements (as a rule, 40 female and 5 male) are currently reserved for first-year students nominated by the Trust. The names of the nominated candidates must reach the Student Accommodation Office by the agreed dates.
- b. *Sport placements*: The agreed number of places, 70 spaces (as a rule 35 female and 35 males), are reserved for top athletes. Nominations for placements are made by Maties Sport by an agreed date. Placements are made in accordance with Maties Sport's Recruitment and Retention Plan as well as their Transformation Plan.
- c. *Military students*: Officers selected by the South African National Defence Force (SANDF) who are enrolled for full-time programmes on Stellenbosch campus may be placed in suitable University accommodation.
- d. *Discretionary placements*: Provision is made for discretionary placements based on strategic considerations or exceptional circumstances. Please see Addendum A.

3.2 The residence placement process for applicants

3.2.1 Step 1: Setting the targets

3.2.1.1 To ensure that the purpose and objectives of the Policy (as articulated in paragraphs 2 and 5 respectively) are achieved, and in line with the stated Policy principles (paragraph 6), the Rectorate considers the demographic profile of the eligible residence applicant pool each year and sets targets for the percentage of newcomer first-year students in the following categories:

- a. Applicants who achieve above a specified academic level
- b. Applicants who are coloured, black African, Indian or Asian
- c. Applicants with an SES score above a certain level and/or who receive a bursary based on financial need, such as NSFAS
- d. International applicants

3.2.1.2 As the targets are only approved towards the end of the application cycle once the demographic profile of the qualifying pool can be determined, the initial process of offering a place in residence is based on the previous year's targets and qualifying applicant pool. As soon as the new targets have been established, the final offers are made to ensure that the targets are reached. Targets are also applicable when offers are made from the waiting list.

3.2.1.3 The targets are reported to the relevant governance structures and published in the Management Guidelines once determined (Please see Addendum B).

¹ Distance in itself does not constitute a barrier to access if the means to travel and secure accommodation are available. In this regard, distance is viewed in the context of the applicant's socio-economic status. It is also important to note that SU is situated in an area with limited accessible public transport. Therefore, applicants who reside within a radius of 30 km of the University (criteria used by NSFAS) may also experience distance as a barrier.

3.2.2 Step 2: Offering a place in residence

- 3.2.2.1 Places in residence can only be offered for applicants who have applied for allocation to a residence and have received an academic offer.
- 3.2.2.2 An acceptance amount is required if the applicant wishes to accept the offer and secure the place in residence. Please see Step 3 below.
- 3.2.2.3 The following criteria are considered simultaneously according to the set targets:
- a. Academic performance
 - b. SES and/or bursary received based on financial need
 - c. Race (coloured, black African, Indian, Asian or white)
 - d. Nationality (South African citizen or international student)
- 3.2.2.4 As places are limited, academic performance is used to rank applicants in the various categories.
- 3.2.2.5 Places are also offered to applicants who are eligible for allocations on disability (par 3.1.2.7) or who qualify for a special placement (par 3.1.2.8).

3.2.3 Step 3: Payment of the acceptance amount:

- 3.2.3.1 Applicants will receive an offer letter, requesting them to pay an acceptance amount of R5 100 by a certain date. The amount will be credited to the applicants' student account.
- 3.2.3.2 Once the payment of the acceptance amount is confirmed the applicant would be able to accept the offer for a place in residence online. This acceptance also includes the acceptance of the terms of the placement policy, the management guidelines, as well as the terms and conditions that are sent to the applicant along with the offer letter (and are published on www.maties.com).
- 3.2.3.3 Should the acceptance amount not be received by the deadline, the applicant's application for residence allocation will be cancelled.
- 3.2.3.4 International Applicants:
- a. The University's International Office regards the residence acceptance amount of R5 100 as part of the compulsory 1st instalment for residence fees. The full first instalment for residence fees of R40 000 is payable on or prior to registration.
 - b. Once the compulsory acceptance amount for residence reflects on the applicants account and the applicants has been allocated to a specific residence, the applicant may request a letter of confirmation for accommodation for visa application purposes from interhouse@sun.ac.za
 - c. For more information regarding fees for international applicants please visit www.sun.ac.za/international > international students > fees.
- 3.2.3.5 Financial need:
- a. Based on the socio-economic information the applicant provided with their programme application to Stellenbosch University, the acceptance amount could be waived, or they could be requested to pay a reduced acceptance amount of R500 within 30 calendar days (5 calendar days for Tygerberg campus residences), to secure a place in residence.
 - b. To be considered for an exemption from the acceptance amount based on financial need, applicants can submit a motivation with supporting documentation by sending an email to info@sun.ac.za for the attention of the Student Accommodation Office.

3.2.3.6 Details for payment of the acceptance amount are as follows:

- a. Please use your Application ID or SU student number (first eight digits) as a reference and email proof of payment to studentaccounts@sun.ac.za. Please add the following subject to your email: residence acceptance amount paid.
- b. Stellenbosch University (SU) is migrating to a cashless environment for payments. Kindly make use of the following payment details for the payment of the acceptance fee:
Option 1: Pay directly via the SUNSTUDENT portal when accepting the residence offer, or
Option 2: Make an online payment (EFT or credit card) via the SU website (www.maties.com). To make payment online, please follow these guidelines:
 - In the navigation bar, type in www.maties.com
 - Click on 'Fees'
 - Select 'Student Fees online payments'
 - Follow the instructions and pay by credit card or EFT (electronic transfer)
- c. For more information on payments, please contact student fees at studentaccounts@sun.ac.za or call 021 808 4521/4913.

3.2.4 Step 4: Allocation to specific residences

- 3.2.4.1 As soon as the first round of academic offers have been concluded and applicants have accepted their residence offers, allocation in specific residences commences.
- 3.2.4.2 This usually happens toward the **end of September**. The residence in which the applicant is placed will appear on the applicant portal on <https://student.sun.ac.za/> and will also be confirmed in an allocation letter.
- 3.2.4.3 In line with the purpose of the Policy, allocations are made to provide opportunities for strengthening social cohesion through diversity. The diversity profile in residences will be distributed based on:
 - a. academic performance;
 - b. SES and/or bursary received based on financial need;
 - c. race (coloured, black African, Indian, Asian or white); and
 - d. nationality (South African citizen or international student).
- 3.2.4.4 **Applicants with disabilities** who qualify for placement will, as far as reasonably possible, be allocated to a residence that could cater for their specific needs.
- 3.2.4.5 **SU considers gender identity**, as indicated on the student's application when allocating students who qualify for residence placement. Please note that co-ed residences provide an all-gender space as an option for non-binary students.
- 3.2.4.6 Throughout the final allocation process, the approved targets are used to guide allocation decisions, including allocating from the waiting list.
- 3.2.4.7 The allocation process for the Stellenbosch Campus will be completed by **31 October**. If the applicant has not received an offer or a confirmed place in a residence by 31 October, it means the applicants' application for residence was unsuccessful.
- 3.2.4.8 The University will confirm the status with the applicant in early November. If the applicant still wishes to be considered for a place in residence, they may register on the electronic residence waiting list at <https://student.sun.ac.za/> from **1 November**, or visit www.maties.com ('Private accommodation') to secure private accommodation.
- 3.2.4.9 If, at any stage, an applicant is no longer interested in receiving place in residence, the place should be cancelled by sending an email to rescancellations@sun.ac.za.

3.2.4.10 The following points need to be noted regarding allocation to a university residence:

- a. Place in residence is limited; therefore, the University cannot guarantee an allocation to a residence or an allocation to a residence of the applicant's choice.
- b. In accordance with the principles of the residence placement policy aimed at ensuring an even spread of students from diverse backgrounds from all residences, no transfers between residences will be permitted.
- c. If an applicant has received an allocation to a specific residence, but wants to be considered for an alternative residence, they need to cancel their allocated residence place and register on the November waiting list. Please note, that there are **no guarantees** that a place in the residence of their choice will become available, as all diversity categories will still receive preference (see par 3.1.2 and 3.2.4.3).
- d. The University treats all applicants alike, irrespective of whether their parents also studied at Stellenbosch University and does not give preferential treatment based on alumni status.
- e. As we use various placement categories, it is possible for an applicant with lower marks to be placed before those with higher marks.
- f. There are NO single rooms available for first years, except in Khayaletu, Majuba and Metanoia.
- g. All residence allocations are conditional. A residence allocation does not guarantee admission to the University. If, for example, an applicant does not meet the University's admission requirements at the end of grade 12, any residence allocation offered to the applicant will immediately be cancelled.

3.3 Procedures and rules applicable to the management of the waiting lists for applicants

3.3.1 November waiting list for applicants

3.3.1.1 Any applicant who is still in need of a place in a residence after the completion of allocations at the end of October, may register on the electronic residence waiting list at <https://student.sun.ac.za> from 1 November. The waiting list is active until 31 January.

3.3.1.2 Please note the following:

- a. The same placement categories are used for other allocations (see par 3.1.2 and 3.2.4.3). It is, therefore, possible that an applicant who is lower down on the waiting list can be allocated before another applicant who is higher on the list, based on one of these placement categories.
- b. In accordance with the residence placement policy, preference will be given to applicants on the waiting list who are funded based on financial need. Distance and exceptional personal circumstances will also be considered when financially needy applicants are prioritised on the waiting list.
- c. The applicant waiting list will change constantly as more candidates register.
- d. As far as academic performance is concerned, the matric results will be used as soon as the University has received and verified these results.
- e. Please keep in mind that a place in residence or in the residence of your choice is, at this late stage, limited. Considering private accommodation options are strongly recommended. Visit www.maties.com ('Private accommodation') for more information on private accommodation.

3.3.2 January waiting list for registered first-year students

- 3.3.2.1 A waiting list for all registered students will open **mid-January**. As soon as you have registered for your academic programme, you may register on this waiting list for registered students, available on <https://student.sun.ac.za/> > services and communities > student accommodation > apply for waiting list.
- 3.3.2.2 Unfortunately, at this late stage there is no guarantee that a student will be offered an allocation in residence or be offered an allocation in the residence of their choice.
- 3.3.2.3 As far as academic performance is concerned, the University will take the student's final examination marks (grade 12) into consideration.
- 3.3.2.4 Students' positions on the waiting list will continue to change as further candidates, register and others cancel.
- 3.3.2.5 **The placement criteria (see par 3.1.2) will still apply:**
- In accordance with the residence placement policy, preference will be given to students on the waiting list who are funded based on financial need.
 - Distance and exceptional personal circumstances will also be considered when financially needy students are prioritized on the waiting list. This means that a student with a lower grade 12 average or who, at a later stage, registered on the waiting list, may be placed above a student with a higher academic average. Also keep in mind that a students' positions on the waiting list will continuously change as more candidates register.
 - The Student Accommodation Office will contact students with a residence offer via telephone and/or email. If a student fails to respond within the requested turnaround time, the student will be prioritized for the next available space should they still wish to take up space and will therefore retain their position on the waiting list.

3.4 Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (applicants)

- 3.4.1 Cancellation of residence accommodation is only accepted if submitted in writing. Applicants who wish to cancel their residence accommodation are therefore required to send an email to rescancellations@sun.ac.za, citing their application ID or student number and the reason for the cancellation.
- 3.4.2 Without having submitted such a notice, students will not come into consideration for any reimbursement of the acceptance amount.
- 3.4.3 The date of receipt of the written notice will be used as the official date for calculating any monies owed.
- 3.4.4 In the event of cancellations, the acceptance amount will be dealt with as follows:
- For cancellations **before or on 31 October** of the application year, the full residence acceptance amount will be reimbursed.
 - Where the residence acceptance amount needs to be reimbursed, applicants are required to complete the bank details form (get it stamped) and send both the completed, stamped form and proof of payment to info@sun.ac.za.
 - Any cancellation **after 31 October** is subject to a cancellation fee of **R900**.
 - Applicants should cancel their placement at least a week after the release of the National Senior Certificate results, to ensure that a replacement is found. The full acceptance amount will otherwise be forfeited.
 - Applicants who have failed to arrive at the residence by the commencement of the welcoming programme, without any prior arrangements, will forfeit the full**

acceptance amount, and the University reserves the right to cancel their residence places.

- 3.4.4.6 Applicants who are not admitted to the programme for which they have applied or who, owing to circumstances beyond their control, are unable to use the residence allocation in respect of which they have already paid the required acceptance amount, may apply for the reimbursement of the acceptance amount by way of a fully motivated letter. The email should be addressed to the Student Accommodation Office and sent to rescancellations@sun.ac.za.
- 3.4.4.7 The reimbursement of any monies, however, ultimately rests with the University.
- 3.4.4.8 A place in a residence is allocated for the full academic year. Should students cancel their accommodation after the start of the academic year, a cancellation fee will be payable if no replacement is found from the Student Accommodation Office waiting list. Please see par 12.2.2 in this regard.

4. SENIOR STUDENTS IN JUNIOR RESIDENCES AND SENIOR RESIDENCES (Stellenbosch campus)

4.1 Procedures and rules applicable to the re-application and re-allocation of senior students

- 4.1.1 **Closing dates:** All students who already live in a university residence or privately, must apply electronically at <https://student.sun.ac.za/> > services & communities > student accommodation > apply for residence before **31 July** every year to be (re)admitted to a University residence.
- 4.1.2 **Registration dates:** All students must be registered for a full-time programme to be eligible to stay in University housing. If students, including Masters and PhD students, do not register by the end of February of the academic year, they will not be accommodated in a residence and their place will be cancelled and allocated to a student from the waiting list. Affected students will be allowed 48 hours to vacate their student accommodation.

4.2 Criteria for re-allocation for current students in junior and senior residences

4.2.1 Allocation and re-allocation of current students in junior residences on Stellenbosch campus

- 4.2.1.1 Academic performance, as determined in par 4.2.3, is the primary provision for the (re) allocation of current students in junior residences.
- 4.2.1.2 As a rule, students on Stellenbosch campus may reside in junior residences up to the normal duration of the undergraduate programme for which they initially registered.

4.2.2 Placement in senior housing on Stellenbosch campus

- 4.2.2.1 Placement in senior housing strives to create opportunities for social cohesion and is based on:
 - a. academic performance, as determined in par 4.2.3;
 - b. race; and
 - c. bursary received based on financial need.
- 4.2.2.2 Students may reside in senior housing for a maximum of three years. This period is cumulative, irrespective of the type of SU senior housing (including LLL houses).
- 4.2.2.3 To be considered for senior housing, applicants need to be in their final year of study or turn (at

least) 22 in the year of taking up the placement offer.

4.2.2.4 Students older than 26 in the year of occupancy are not considered for placement in senior housing.

4.2.2.5 Preference is given to applicants from junior residences. Commuter Students will only be considered if places are available.

4.2.3 Academic performance as criteria for re-allocation in residence (Stellenbosch campus)

4.2.3.1 An application for a re-allocation to a residence that is submitted annually by existing occupants of junior and senior residences will be assessed based on academic performance in the mid-year (June/July) assessment and then again in the final (November/December) assessments of the preceding year(s).

4.2.3.2 The credit calculation for final re-allocation to a residence will be based on the same principles as the calculation of academic programme progression of the institution.

4.2.3.3 At the end of the year the percentage credit requirement for residence re-allocation is higher than for programme progression and re-admission due to the limited spaces in residences.

4.2.3.4 The credit requirement for residence re-allocation in the first year is set lower to help accommodate the challenges that may come with transitioning to a new academic environment.

4.2.3.5 Extended Curriculum first year students will not be assessed mid-year. They will only be assessed at the end of the year.

4.2.3.6 There is also an alignment between the mid-year and end-of-year credit requirements for residence re-allocation.

4.2.3.7 As for Tygerberg campus, the use of the weighted average to rank students will continue

4.2.3.8 The credit requirements were approved in September 2024 by the Rectorate as set out in Table 4:

Table 4: Credit requirements for residence re-allocation

Academic year	Year status	% cumulative credits passed for residence re-allocation (mainstreams)	% cumulative credits passed for residence re-allocation (ECP)
1	Mid-year	65%	Not applicable
	End of year	60%	60% In the faculties Engineering, AgriSciences and Science, a 100% credit requirement will apply.
2	Mid-year	80%	60%
	End of year	80%	60%
3	Mid-year	80%	60%
	End of year	80%	60%
4	Mid-year	80%	60%
	End of year	80%	60%
5	Mid-year	80%	60%
	End of year	80%	60%

4.2.3.9 PROVISIONAL ALLOCATION BASED ON THE MID-YEAR (JUNE) ASSESEMENT

a. Determine academic programme required credits

i) First years: Determine half of the required credits for the academic year as published in the Yearbook

- ii) Non-First years: Determine required credits for the accumulative academic year(s) plus half the current year's credits as published in the Yearbook
- b. Determine credits passed by adding all modules passed up to the end of the first semester for 2025
 - i) Include half of the year modules credits if achieved 48%)
 - ii) Exclude additional modules (modules that do not contribute towards your qualification).
 - iii) Transferred credits via the Credit Accumulation Transfer process will be accounted for and included only where applicable to the current programme.
 - iv) Credits for short courses are not considered for credit calculation.
- c. Determine proportion credits passed for 2025 (weight): Credits passed (b) divided by required credits (a)

Example

For a student studying a three-year BA (International Studies) programme, the requirements for residence re-allocation will be as follows (See Table 1 below):

- In the first semester of the first year a student will be required to achieve a minimum **65%** of half the total programme credits required of a BA (International Studies) Programme i.e. 41 credits out of the required 63 credits (half of 126).
- In the first semester of the second year, a student will be required to achieve a minimum of **80%** of the total first year programme credits required plus half of the second-year programme credits required of a BA (International Studies) Programme i.e. 152 credits out of the required 190 credits (126 + half of 128).
- Therefore, in year three, the student needs to pass **80%** (251 credits) of the 314 credits required (126 + 128 + half of 120).

Table 1: The yearly cumulative credit requirement for residence re-allocation

Programme Name	Period Year	Programme Credits required per Year	Percentage credit required for residence re-allocation (June)	Cumulative credit requirement for residence re-allocation (June)	Total Programme Credits required in June
BA (International Studies)	Year1	126	65%	41	63
BA (International Studies)	Year2	128	80%	152	190
BA (International Studies)	Year3	120	80%	251	314

4.2.3.10 FINAL ALLOCATION BASED ON THE END-OF-YEAR (DECEMBER) ASSESEMENT

- a. Determine required credits for the academic year as published in the Yearbook
 - i) Exclude additional modules (modules that do not contribute towards your qualification).
 - ii) Transferred credits via the Credit Accumulation Transfer process will be accounted for and included only where applicable to the current programme.
 - iii) Credits for short courses are not considered for credit calculation.
- b. Determine proportion credits passed for 2025.

- c. Determine proportion credits passed for 2025 (weight): Credits passed (b) divided by required credits (a).

Example

For a student studying a three-year BA (International Studies) programme, the requirements for residence re-allocation will be as follows (See Table 1 below):

- In year one (first year) a student will be required to achieve a minimum **60%** of the total programme credits required of a BA (International Studies) Programme i.e. 76 credits out of the required 126 credits.
- In the second year, a student will be required to achieve a minimum of 80% of the total programme credits required of a BA (International Studies) Programme i.e. 203 credits out of the required 254 credits.
- Therefore, in year three, the student needs to pass **80%** (299 credits) of the 374 total programme credits required.

Table 1: The yearly cumulative credit requirement for residence re-allocation

Programme Name	Period Year	Programme Credits required	Percentage credit required for residence re-allocation (end of year)	Cumulative credit requirement for residence re-allocation (end of year)	Total Programme Credits	Cumulative credit requirement for programme progression
BA (International Studies)	Year1	126	60%	76	126	63 (50%)
BA (International Studies)	Year2	128	80%	203	254	178 (70%)
BA (International Studies)	Year3	120	80%	299	374	262 (70%)

- 4.2.3.11 Should you lose your residence allocation in June but manage to achieve the required credits in December you could register on the January waiting list for all registered students that will open mid-January of the new academic year.
- 4.2.3.12 In accordance with the policy stipulations, preference will be given to students who receive bursaries based on financial need as well as students who have completed their first year in the previous academic year. Places will be allocated based on availability.

4.2 Waiting list management for junior residences

- 4.2.1 After the re-allocation cycle is concluded at the end of August, the available places and cancellations in junior residences are allocated to applicants. Therefore, no waiting list will be available for current students in junior residences until **mid-January** of the following academic year.
- 4.2.2 The January waiting list for undergraduate current students is available on the student portal at student.sun.ac.za > services & communities > student accommodation > apply for waiting list.
- 4.2.3 In accordance with the policy stipulations, preference will be given to students who resided in a junior residence in the previous year, who have met the academic requirement and receive bursaries based on financial need. Students who have completed their first year in

the previous academic year, will also be prioritised. Places will be allocated based on availability.

- 4.2.4 After the commencement of the academic year, your residence account will be active from the date of allocation from the waiting list and not the date you move into residence.
- 4.2.5 Students who have not met the placement criteria may also register on this waiting list. **Such students will only be considered for an allocation if there are no claims from students on the waiting list who meet the placement criteria.**

4.3 Waiting list management for senior residences

- 4.3.1 The Student Accommodation Office will contact students from the waiting list with a residence placement offer via telephone and/or email. If a student fails to respond within the requested turn-around time, the student will be prioritized for the next available space should they still wish to be considered. They will therefore retain their place on the waiting list.

4.3.2 September waiting list for senior residences:

- 4.3.2.1 After the official re-allocation process is concluded at the end of August, a waiting list will open on the **1st of September** for senior accommodation.
- 4.3.2.2 When cancellations in senior residences are received, consideration will be given to the allocation of students in the following order of preference:
 - a. Current students in junior residences who meet the set academic and age requirements.
 - b. Students with financial support (based on need) and distance in the context of the policy principles will be prioritised.
 - c. Current senior students in senior residences who are following an undergraduate programme where the minimum duration of the relevant programme exceeds the three years allocated to senior residences.
 - d. Current students who make use of private accommodation, who meet the academic/accommodation credit and age criteria and applied for senior accommodation for the following year.
 - e. If places are available and no claims for space from students on the waiting list who meet the placement criteria are made, students who do not meet the placement criteria, e.g., in terms of the accommodation credit requirement, the minimum duration of three years and students older than 26 years, may be accommodated.

4.3.3 January waiting list:

- 4.3.3.1 The September waiting list for senior accommodation expires **mid-January** of the new academic year after which the new waiting list will then open for all current registered students. Any senior student may register on this waiting list.
- 4.3.3.2 Students will be placed according to academic performance and the age requirement. In accordance, the following criteria will also be considered:
 - a. Financial support based on need and distance as set out in the policy principles could also be considered.
 - b. Undergraduate new-comer first-year students between the ages of 22 and 26 who do not qualify for junior residence based on age, will also be considered.
- 4.4.3.3 After the commencement of the academic year, your residence account will be active from the date of allocation from the waiting list and not the date you move into residence.
- 4.4.3.4 Students who have not met the placement criteria may also register on this list. **They will, however, only be considered for allocation if there are no claims from students on the**

4.4 Allocation in LLL houses

- 4.4.1 The LLL programme is a targeted residential and immersive experiential learning opportunity for senior students to actively engage to develop a deeper understanding of social cohesion, innovation, and impact.
- 4.4.2 Students are invited to apply annually and are selected based on high academic performance, diversity considerations and other selection criteria as published in the Management Guidelines. If selected, students are allocated to available LLL housing.
- 4.4.3 Given the special nature of the LLL programme, students may take part for a maximum of two consecutive years.
- 4.4.4 The diversity profile that is pursued for the LLL Initiative plays a determining role. Applicants are thus placed according to the diversity needs of the overall LLL Initiative. The diversity profile includes the categories of gender, race, faculty of study and nationality.
- 4.4.5 Senior students apply for allocation in the LLL houses directly with the LLL Office. The applicants are considered for allocation after applications are reviewed by a panel as appointed by the LLL Office.
- 4.4.6 Students who are not registered for a full-time degree programme or do not study on the Stellenbosch campus do not qualify to stay in the LLL houses. Please see stipulations in par 2.6 in this regard.
- 4.4.7 The maximum age for students placed in LLL houses is 26 years and students may only live in senior housing (including senior residences, student houses and LLL houses) for a maximum period of three years. Please see stipulations in par 4.1.3.2 and 4.1.3.4 in this regard.
- 4.4.8 Should an application be received of a candidate whose placements requires discretionary authority, a request will be done in writing to the Office for Student Accommodation and Centre for Student Life and Learning for consideration.

5 SENIOR STUDENTS IN JUNIOR RESIDENCES AND SENIOR RESIDENCES (Tygerberg campus)

5.1 Allocations and re-allocations in residences on the Tygerberg campus

- 5.1.1 All admissions remain subject to the provisions of the University's placement policy. It is thus not a given that any resident of any residence will be allocated in a residence, or allocated in a residence of choice, in the following year.
- 5.1.2 All students who already live in a university residence, or in private accommodation, must apply electronically at student.sun.ac.za > services & communities > student accommodation > apply for residence before **31 July every year** to be allocated or (re)allocated in a University residence.
- 5.1.3 Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of satisfactory academic performance (see 5.1.8.1) and if there are enough vacancies.
- 5.1.4 Students move from junior to senior residences during their undergraduate studies.
- 5.1.5 The junior phase for MBChB students is broadly regarded as the first to third year, while the senior phase is regarded as the fourth to the sixth year. For the health sciences programmes, the junior phase is broadly regarded as the first to the third year, while the senior phase refers to the fourth year.

- 5.1.6 As a point of departure, the aim is to place a ratio of 40:60 first years to second and third years in the junior residences on the Tygerberg Campus.
- 5.1.7 As a rule, and depending on capacity, students 21 years and younger (in the year of residence) are considered for placement in a junior residence. To be considered for senior housing, applicants need to turn (at least) 22 in the year of taking up the placement offer. Students older than 26 in the year of occupancy are not considered for placement in senior housing.
- 5.1.8 The (re)applications of students of the Faculty of Medicine and Health Sciences will be considered in the following order and dependent on the availability of places:
 - 5.1.8.1 Current students in Tygerberg residences,
 - 5.1.8.2 Occupational Therapy applicants who completed their first programme year and Speech-Language- and Hearing Therapy applicants who completed their second programme year in a residence on the Stellenbosch Campus must move to the Tygerberg Campus for the remainder of the academic programme, and
 - 5.1.8.3 Students who lived in private accommodation.
- 5.1.9 The re-allocation criteria are as follows:
 - 5.1.9.1 Academic performance (the weighted average achieved at the end of the previous academic year) serves as the primary criterion for re-allocation in a residence.
 - 5.1.9.2 For first years the June average is used as criteria for re-allocation in a residence.
 - 5.1.9.3 The weighted average is used as ranking mechanism to prioritise students for re-allocation in accordance with the places available.
 - 5.1.9.4 In this regard, the university uses a ratio of 40:60 first years to second and third years in the junior residences on the Tygerberg Campus to determine the available places.
 - 5.1.9.5 In line with the Policy, the aim is also to ensure diversity and to reflect the demographic profile of the campus in residences.
- 5.1.10 Further criteria that may also be considered as re-allocation criteria for students on the Tygerberg Campus are discretionary factors such as distance from the campus, access to transport, financial and social circumstances, and health factors.
- 5.1.11 Students older than 26 in the application or re-application year will only be considered for placement if there are no other applicants on the waiting list.

5.2 Waiting list for current students on the Tygerberg campus

- 5.2.1 The Student Accommodation Office will contact students from the waiting list with a residence allocation offer via telephone and/or email. If a student fails to respond within the requested turn-around time, the allocation will be offered to the next student on the waiting list, and the student will be prioritized for the next available space should they still wish to be considered. They will therefore retain their place on the waiting list.
- 5.2.2 **September waiting list:** After the official re-allocation process is concluded at the end of August, all students who did not receive an allocation in residence may register on this waiting list [student.sun.ac.za> services & communities > student accommodation > apply for waiting list](http://student.sun.ac.za/services&communities/studentaccommodation/applyforwaitinglist).
- 5.2.3 **January waiting list:** The September waiting list expires **mid-January** of the new academic year after which the new waiting list will then open for all students. All students may then register on this waiting list at student.sun.ac.za. Students who are applying for re-allocation who resided in junior residences, will be prioritized for senior residences as soon as all the current students in residence have been re-allocated.
- 5.2.4 Thereafter, commuter students will be considered.

- 5.2.5 Students who do not meet the placement criteria, e.g., in terms of age, may also register on the waiting list. Such students will be considered for an allocation when there are no claims from students on the waiting list who meet the placement criteria.
- 5.2.6 The same discretionary factors, as set out in point 5.1.9 will be applicable to allocating students from the waiting list.
- 5.2.7 After the commencement of the academic year, your residence account will be active from the date of allocation from the waiting list and not the date you move into residence

6 ALLOCATION AND RE-ALLOCATION OF STUDENT LEADERS IN STUDENT HOUSING

- 6.1 Aspiring leaders must re-apply for residence allocation for the following year.
- 6.2 Elected student leaders, as determined in par 6.3 and 6.4.4 below, should meet the academic criteria, as stipulated in the Management Guidelines, as well as the general provisions in par 7.1 to be considered for allocation or re-allocation in student housing.
- 6.3 Students who are elected to residence leadership structures, namely the head student (primarius/primaria), house committee members, the cluster convenor and mentors, may reside in junior or senior residences for longer than the number of years allowed for the duration of their leadership term.
- 6.4 Students who are elected or appointed as Student Representative Council (SRC) and Tygerberg Student Representative Council (TSRC) members, may reside in student housing, and where necessary, for longer than the number of years allowed, but not exceeding their term of office.
- 6.5 Please note that no more than 2 members of a mentor group in a residence may be accommodated in a residence for longer than the normal duration of their degree programmes.
- 6.6 Any exceptions based on extenuating circumstances will be managed according to the guidelines set out in par 11.4.

7 ALLOCATION AND RE-ALLOCATION OF STUDENTS WITH DISABILITIES

- 7.1 Students with disabilities that necessitate residence allocation need to contact the Student Accommodation Office at info@sun.ac.za as well as the Disability Unit at disability@sun.ac.za.
- 7.2 The criteria for allocation and re-allocation are also applicable to students with disabilities.
- 7.3 If deviation from the criteria is needed, a sound motivation as well as evidence of support in place will be required from the Disability Unit.

8 ALLOCATION MADE BY STELLENBOSCH UNIVERSITY INTERNATIONAL (SUI)

- 8.1 Allocation of international students in senior housing is managed by SU International in consultation with the Student Accommodation Office.
- 8.2 Stellenbosch University International (SUI) mainly focuses on the allocation of semester students. Some of the allocations through the housing office of SUI are within the options of the South African Student Accommodation Office. These options are aimed at degree- seeking students, and their allocations follow the same requirements as that of any allocations made by the South African Student Accommodation Office (especially regarding the residence credit requirements).
- 8.3 Semester students are placed on a first-come-first-serve basis after the following allocations,

which consist of 80% of all allocations, have been made:

- a. All re-applications from the previous semester.
- b. All exchange agreements with partner universities.
- c. All service provider agreements.
- d. A balanced allocations between the number of:
 - Exchange students
 - Freemover students
 - Affiliated students
 - Short programme students

8.4 The housing office also follows its own re-application cycle per semester. First-semester international allocations need to re-apply on or before 15 April every year for the second semester and all second-semester international allocations need to reapply on or before 15 September for the first semester.

8.5 Should you have any further enquiries, feel free to email interhouse@sun.ac.za

9 ALLOCATION MADE BY MATIES SPORT (HUIS NEETHLING)

9.1 Huis Neethling is a dedicated Maties Sport student athletes' residence, which provides a home away from home to nurture student athletes socially and academically, as well as enhance the performance of talented student athletes.

9.2 Allocation in Huis Neethling are made by the Maties Sport Residence Placement Committee according to the following criteria:

- a. First years: Representation in leagues, provincial and or national competitions in respective codes.
- b. Seniors: Will be placed based on the Performance Review as per the stipulation in the bursary agreement.

9.3 Maties Sport will consider (re)allocating accommodation to student athletes if they are high-performance bursary holders (bursary holders MUST be in the high-performance squads).

9.4 If the student does not meet the minimum Maties Sport placement requirements, their accommodation will be cancelled.

9.5 No transfers from Huis Neethling to other University residences are allowed, but student-athletes in University residences can be transferred to Huis Neethling.

9.6 Huis Neethling forms part of the AmaMaties cluster and is part of the University residence community.

10 PROCEDURES AND RULES APPLICABLE TO COMMUTER STUDENT COMMUNITIES (CSC)

10.1 What is a Commuter Student Community?

10.1.1 All students who are not allocated to a University residences are assigned to CSC's. CSC is short for Commuter Student Communities – the community caters for students who do not live in residences and allow them a similar social structure to that enjoyed by residence students.

- 10.1.2 **CSCs DO NOT provide accommodation - it is the students' own responsibility to find suitable private accommodation.**
- 10.1.3 The CSC consists of eleven (11) communities, namely Oude Molen, Pieke and Vesta (Single sex male communities); Aristeia, Equité, Silene and Venustia (Single sex female communities); and Aurora, Capri, Olympus and Osler (co-ed communities, with Osler on Tygerberg Campus).
- 10.1.4 These communities are managed by the CSC Coordinators within the CSC.
- 10.1.5 All private students are subject to the rules and regulations of Stellenbosch University and the private community to which they belong.
- 10.1.6 In terms of a Council resolution, all private students are compelled to join the Commuter Student Community (CSC) and to pay CSC membership fees.
- 10.1.7 Students who live in accredited private accommodation still form part of the relevant CSC.

10.2 What is a cluster?

- 10.2.1 A cluster comprises residences that are grouped together, primarily geographically, and into which one CSC (in the case of an integrated men's and women's communities) or two CSCs (in the case of separate men's and women's communities) are incorporated to form a student community (currently approximately 2 500 to 3 000 students). Such a cluster with residences and CSCs are generally managed by a residential education (ResEd) coordinator, assisted by a student leadership structure. The cluster forms a smaller student community with the intention of improving the quality of the experience of all students at the University and improving the integration of CSC students into the campus-life ecosystem.
- 10.2.2 The clusters are:
- Wimbledon (Eendrag, Helshoogte, Sonop, Irene, Aristeia, Vesta, Russel Botman House and the LLL village);
 - Victoria (Monica, Harmonie, Wilgenhof, Oude Molen, Silene and Huis de Villiers); Vicmeyr (Dagbreek, Majuba, Minerva, Huis Ten Bosch, Lydia and Aurora);
 - amaMaties (Serruria, Nemesia, Erica, Helderberg, Capri and Equité);
 - Validus (Simonsberg, Huis Visser, Huis Marais, Goldfields, Academia and Olympus); Rubix (Nerina, Metanoia, Heemstede, Venustia and Pieke); and
 - Tygerberg (eNkanyini, Meerhof, Huis Francie van Zijl, Hippokrates, Nkosi Johnson House, Ubuntu and Osler).
- 10.2.3 In addition to the above communities, there has been a pilot project in place since 2021 which is referred to as the .Net project. This consists of three senior focused student communities that welcome, orientate and integrate senior and postgraduate students, including post docs, into the campus life ecosystem. The placement at this stage is voluntary where students can join as they need to. The CSC Office will update this accordingly once decisions have been made on an institutional level.
- 10.2.4 To enable integration in the student community, students who do not reside in SU student housing and make use of private accommodation are allocated to a commuter student community and a cluster.
- 10.2.5 If a CSC student secures a place in residence during the junior years, the student will be re-allocated to the applicable new cluster.
- 10.2.6 Students who move from residence to commuter student communities are included in the commuter student community of their former residence's cluster.

10.3 Allocation to commuter student communities

- 10.3.1 To enable integration in the student community, students who do not reside in SU student housing and make use of private accommodation are allocated to a commuter student community and a cluster.
- 10.3.2 To enable diversity and enhance social cohesion, allocation to commuter student communities and clusters is based on the same criteria as those applied to first-year placement in student housing.
- 10.3.3 If a CSC student secures a place in residence during the junior years, the student will be re-allocated to the applicable new cluster.
- 10.3.4 Students who move from residence to commuter student communities are included in the commuter student community of their former residence's cluster.

10.4 Allocation of CSC students to residence

- 10.4.1 Due to the limited number of spaces in residences **commuter students** will only be considered for allocation should space be available.
- 10.4.2 Please note that students who have cancelled their residence place are also considered commuter students.
- 10.4.3 Commuter students will, however, be able to register on the waiting list for junior residences that opens when the new academic year commences in 2026. The senior waiting list opens on 1 September 2025.

10.5 CSC leadership allocations

- 10.5.1 Some student accommodation is earmarked for leaders in the commuter student communities, and allocations are made accordingly in leadership houses.
- 10.5.2 Leaders who are elected for CSC house committees have the option to be allocated in CSC houses and cluster hubs.
- 10.5.3 These leaders should follow the rules set for the allocation of leaders in residences, e.g. the minimum academic requirements as well as the general allocation rules as stated in par 2. Students who are not registered for a full-time degree programme or do not study on the Stellenbosch campus do not qualify to stay in the CSC houses. Please see stipulations in par 2.6 in this regard.
- 10.5.4 Should available places not be filled by HC members of the specific CSC, the available place will be offered to a mentor, senior committee member, senior house member or newcomer of that specific CSC - in this order. Should a place still be available, allocation will be done from the waiting list as managed by the Student Accommodation Office. Students who are placed should comply with the criteria for placement.

10.6 Private accredited accommodation

- 10.6.1 To ensure that students who stay privately have access to good standard private accommodation, private accommodation is accredited by the University.
- 10.6.2 Accreditation is the regulation of off-campus privately owned student housing ("**off-campus private housing**") at South African Universities according to the regulation of the *Policy on the Minimum Norms and Standards for Student Housing at Public Universities* of September 2015 (the "**Policy**"). The Policy stipulates that universities should rate and differentiate off-campus private housing according to standards set by each university.
- 10.6.3 In this regard the *Guidelines for the Department of Higher Education and Training Bursary*

Scheme for Students at Public Universities (2019 and 2021) indicated that students living in private leased accommodation can only qualify for an accommodation allowance if they are accommodated in university accredited accommodation.

- 10.6.4 The **Minimum Norms and Standards** are used as the guiding principles for accreditation of private accommodation at Stellenbosch University. In addition, the annual **NSFAS Eligibility Criteria and Conditions for Financial Aid** are also used as guiding principles.
- 10.6.5 Accreditations are done by SU's **Private Accommodation Office** (PAO) within the Centre for Applications, Student Accommodation, and Client Services. The Centre forms part of the services of the Registrar's Division.
- 10.6.6 The list of private accredited accommodation is published on the University's website: <https://www.sun.ac.za/english/maties/accommodation/private-accommodation>.
- 10.6.7 It remains the responsibility of the student to ensure that they understand the content of the lease agreement, the cost of accommodation and their obligations as a lessee in terms thereof. The lease agreement is between the student and the landlord. SU is not a party to the agreement. SU will therefore not be able to intervene in matters pertaining to the contract between the landlord and the student.
- 10.6.8 The Private Accommodation Office does not allocate students to private accommodation. It remains the prerogative of the student to choose suitable off-campus private housing.
- 10.6.9 Application for accreditation opens on 1 September for the following year. The **Stellenbosch University Guidelines for Off-campus Private Student Housing Accreditation** are available here: <https://www.sun.ac.za/english/maties/accommodation/private-accommodation>.

11 PROCEDURES AND RULES APPLICABLE TO TRANSFERS AND MANAGING EXCEPTIONAL CIRCUMSTANCES

- 11.1 Because of the high demand for a limited number of places in residences, it is not possible to be allocated in a specific residence of choice or to deviation from the placement criteria.
- 11.2 In light of the University's endeavour to promote diversity in all residences and to distribute students from diverse backgrounds equally among residences, no request from applicants for transfer from one residence to another will be considered.
- 11.3 Students can, however, be placed in a residence or transferred from one residence to another based on exceptional circumstances. In this regard, the Deputy Registrar (Student Accommodation) will convene a panel of members representing the Student Accommodation Office and the Centre for Student Life and Learning. Where applicable, relevant role players, including the Centre for Student Counselling and Development (CSCD) and Campus Health Services (CHS) can be consulted. A request for a transfer or placement will be based on:
 - 11.3.1 the availability of places in residence; and
 - 11.3.2 a sound motivation;
- 11.4 The University also reserves the right to:
 - 11.4.1 refuse to place a student in a University residence;
 - 11.4.2 terminate an occupant's lodging in a University residence by giving one week's notice; and
 - 11.4.3 deny a student continued lodging in University accommodation where such a student's conduct jeopardises the creation of healthy student communities.
 - 11.4.4 transfer a student from one University residence/house to another where this may be deemed necessary.

11.5 Where required, the above-mentioned shall be preceded by the following procedure.

- 11.5.1 A committee convened especially for this purpose by the Director: CSLL will, firstly, determine whether a resident's conduct indeed undermines/has undermined the creation of healthy student communities to such an extent that it justifies the denial of residence placement; and,
- 11.5.2 secondly, whether other arrangements can be made to resolve the issue.
- 11.5.3 Such a committee will consist of a minimum of five persons, namely the Director: CSLL as convenor, the Deputy Registrar (Student Accommodation), a member of staff from the Centre for Student Life and Learning, a student representative appointed by the Students' Representative Council (SRC), and at least one staff member from the Centre for Student Counselling and Development (CSCD).

12 PROCEDURES AND RULES APPLICABLE TO ACCOMMODATION FEES

12.1 General rules and procedures

- 12.1.1 All information on accommodation fees is contained in Part 3 of the University Calendar. It remains the responsibility of students to make sure that they understand the financial rules and procedures applicable.
- 12.1.2 Annual accommodation fees are covered from the commencement to the end of the academic year (depending on the University's almanac and excluding University vacations in the middle and at the end of the year).
- 12.1.3 Students are expected to familiarise themselves with the respective annual arrival dates applicable to house committees, first-year students and senior students.
- 12.1.4 Accommodation for the period mentioned above is not guaranteed in the form of any particular allocated bed, and the University reserves the right to transfer students to other accommodation following the first examination opportunities, depending on need and availability.

12.2 Procedures and rules applicable to the cancellation or termination of residence lodging for current students

12.2.1 Before commencement of the academic year

- a. Enrolled students may cancel their provisional placement until 30 September in the year preceding the year of lodging to which the cancellation pertains, without incurring any liability for accommodation fees for the following year.
- b. Should a cancellation occur after the date above, though prior to the commencement of the academic year, the University will levy a cancellation fee. A cancellation fee of R1 000 will be payable in respect of cancellations of lodging **after 30 September**; R2 000 will be payable for cancellations **after 31 October**, and R3 000 will be payable for cancellations **after 30 November** in the year preceding the year of lodging to which the cancellation pertains.
- c. You must notify the Student Accommodation Office in writing by emailing your cancellation request to rescancellations@sun.ac.za.

12.2.2 After the commencement of the academic year

- a. If you are an enrolled student and want to cancel your residence placement, you must notify the Student Accommodation Office in writing by emailing the prescribed forms to

rescancellations@sun.ac.za. The forms are available on www.maties.com > accommodation > re-placement of current students > cancellation of residence placement.

- b. We accept the date of receipt of the written notification as the official date for calculating any amount owed.
- c. Residence allocations are granted for the full academic year. If you cancel your allocation during the academic year and no replacement is found the following cancellation fees will be applicable:
 - i. If a student cancels in the first term, and no replacement can be identified, a cancellation fee of 8 weeks of the student housing fee will be levied.
 - ii. If a student cancels in the second term, and no replacement can be identified, a cancellation fee of 6 week of the housing fee will be levied.
 - iii. If a student cancels in the third term, and no replacement can be identified, a cancellation fee of 4 weeks of the student housing fee will be levied.
 - iv. If a student cancels in the fourth term, and no replacement can be identified, a cancellation fee of 2 weeks of the housing fee will be levied.
- d. If a replacement is identified and the cancellation fee is waived, you will still be responsible for the accommodation fee until the replacement moves into the residence.
- e. You must evacuate your residence room on the day of cancellation.
- f. If you cancel your residence accommodation because of illness and submit a satisfactory medical certificate, you may be exempted from the cancellation fee.
- g. The refunding of any amount is at the discretion of the University.

13 RESIDENCE AND ACCOMMODATION RULES

- 13.1 The residence and accommodation rules are published on the website for prospective students (www.maties.com) as well as on the student platform at my.sun.ac.za.
- 13.2 It remains the responsibility of students to make sure that they understand the applicable residence and accommodation rules and procedures.

Compiled by: Student Accommodation Office

Consultation: Centre for Student Life and Learning, Commuter Student Community, LLL Housing, Centre for Student Counselling, Student Fees, Maties Sport, Disability Unit, Stellenbosch University International, Unit for Student Governance and Student Leaders (SRC and Prim Committee).

1 May 2025

Rules for discretionary residence placements

Addendum to the Guidelines for Placement in Student Housing and Allocation to Commuter Student Communities

1. Introduction and background
 2. Purpose of the Rules
 3. Principles
 4. Provisions
 5. Monitoring and reporting
 6. Action in the event of non-compliance
-

1. Introduction and background

The purpose of the Policy for Placement in Student Housing and Allocation to Commuter Student Communities ("the Policy") is to facilitate access and thereby enable a diverse and thriving student community that provides opportunities for a transformative student experience that builds social cohesion and enhances success. The Policy also aims to establish an equitable, transparent and reasonable process for residence placement and the allocation of students to CSO communities.

Paragraph 7.2.1. (h) (iv) of the Policy makes provision "for discretionary placements based on strategic considerations or exceptional circumstances."

These Rules must be read with the Policy. They focus exclusively on discretionary placements in SU student accommodation in terms of paragraph 7.2.1. (h) (iv).

2. Purpose of the Rules

The purpose of these Rules is to provide a framework for the consideration of discretionary placements in SU student accommodation.

3. Principles

- 3.1 Discretionary placements need to be aligned with the SU Vision, Mission and Strategic Priorities.
- 3.2 The process for discretionary placements is intended to be transparent, ethical and adheres to the principles of good corporate governance.
- 3.3 Placement in a residence remains within the discretion of the University.

4. Provisions

4.1 Categories

The categories below will be considered for discretionary placements; however, falling within one of the categories does not guarantee placement in a residence.

- 4.1.1 Nominations received from existing donors. These are individual or institutional donors who have

consistently donated to the University over a minimum of five years prior to the application.

4.1.2 Nominations received from alumni committees within residences and commuter student communities.

4.1.3 Nominations received in alignment with the strategic priorities of SU.

4.1.4 Nominations received based on extenuating circumstances that are usually beyond the control of the applicant and are not catered for in the Policy, but merit placement in SU accommodation at the discretion of the Panel (par 4.2.2).

4.2 Process

4.2.1 All requests for discretionary placements must be directed to the Director: Student Accommodation.

4.2.2 A panel of representatives from the Centre for Social Impact and Transformation, Centre for Student Life and Learning and the Centre for Development and Alumni Relations, will adjudicate the requests, normally by the end of September.

4.2.3 The Student Accommodation Office in the Registrar's Division will be responsible for the administration of the requests and will not have a vote on the panel.

4.2.4 Nominations by the Panel for Discretionary Residence Placements will only be accommodated if places in residences, or a specific residence, are available.

4.3 Number of discretionary placements

No more than 30 nominations will be accommodated annually.

5. Monitoring and reporting

Record will be kept by the Student Accommodation Office of all requests and the outcome of the decisions taken.

6. Action in the event of non-compliance

Any complaints stemming from alleged non-compliance with these rules are dealt with in terms of SU's existing complaints management processes and systems. The Registrar's office will provide guidance as required.

TARGETS 2025 FOR FIRST YEAR PLACEMENTS

Criteria	%
Academic merit (80%+)	50%
BCIA students (SA only)	50%
Socio-economic status / Financial need (NSFAS)	30%
International students	5%