



Residence placement terms and conditions for 2023

The provisions in this document represent the terms and conditions for your acceptance of your residence placement for 2023. Please read it carefully before you accept the place that we have provisionally reserved for you.

Please note: Students who are selected for MBChB, Nursing and Midwifery, Physiotherapy as well as Dietetics do not stay in residence on the Stellenbosch campus. **Residence placements on the Tygerberg campus** only occur once the selection process has been finalised.

1. Payment of a residence placement acceptance amount

- 1.1 By paying the acceptance amount of **R8 200** within **30 calendar days**, you confirm your acceptance of your place in residence as well as the terms and conditions contained in this document.
- 1.2 You must be admitted to a programme at the University to receive residence placement and register to take up your residence place in 2023.
- 1.3 **South African Students**: The University regards the acceptance amount as **part of the compulsory 1st instalment** for residence fees. The full first instalment of your residence fee is payable at registration.
- 1.4 **International Students**: The University's International Office also regards the acceptance amount as part of the compulsory 1st instalment for residence fees. The full first instalment for residence fees of R25 000 and meal quota of R15 000 is payable at registration. For more information regarding fees for international students please visit www.sun.ac.za/international > international students > fees. Once your compulsory acceptance amount of R8 200 for residence reflects on your student account, you may request a letter of confirmation for accommodation for visa application purposes from interhouse@sun.ac.za.
- 1.5 If we do not receive your acceptance amount by the stipulated deadline, we will, unfortunately, have to cancel your provisionally reserved place in residence.
- 1.6 **Financial need**: If you receive **financial assistance based on need**, you can be exempted from the acceptance amount. When proof of this bursary is submitted,

you may be considered for placement (based on places available). You may also submit a motivation to info@sun.ac.za with proof of financial need.

1.7 The banking details for payment of the acceptance amount are as follows:

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|--|---|
| Cash Deposits: Bank: Standard Bank Account name: US Studentfees Account number: 06 316 3225 Account type: Cheque Branch: Stellenbosch Branch code: 050610 or 051001 Swift code: SBZAZAJJ | Online Credit Card payment: Go to www.sun.ac.za Click on Students Click on Fees Click on Payment options |
| <ul style="list-style-type: none">- Please use your SU student number (first eight digits only) as reference and e-mail proof of payment to studentaccounts@sun.ac.za- For more payment options please see Addendum A. | |

2.Placement and transfer of students

- 2.1 Even though the University provisionally reserves you a place in a residence and asks for an acceptance amount earlier in the year, prospective students are only placed in specific residences on the Stellenbosch campus in **September**. Please note that placement in residences on the Tygerberg campus will only be concluded later in the year when the selection has been finalised.
- 2.2 The specific residence in which you are placed will appear under your “Application Status” on www.maties.com and will be confirmed in a placement letter sent to you via e-mail.
- 2.3 If, at any stage, you are no longer interested in residence placement, please cancel your application by sending an e-mail to info@sun.ac.za. Read more on cancellation in par 3.
- 2.4 Please take note of the following important information regarding your placement in a university residence:
 - 2.4.1 Place in residence is limited and subject to a selection process. We can therefore not guarantee a place in the residence of your choice. The policy is available on the website for prospective students at www.maties.com (‘Accommodation’).
 - 2.4.2 We aim to promote diversity and to have an even spread of students from diverse backgrounds across all our residences. Therefore, we follow the guidelines in our residence placement policy and **will unfortunately not be able to consider any transfers to other residences.**
 - 2.4.3 If you have not been placed in one of your preferred residences, this means that the category under which you would have been placed in those residences had already been filled.
 - 2.4.4 There are NO single rooms available for the first years, except in Majuba and Metanoia.

- 2.4.5 The University considers only senior students for placement in student houses and university apartments. You will therefore not be able to stay in these houses/apartments in your first year of study.
- 2.4.6 All residence placements are **conditional**. Residence placement does not guarantee admission to the University. If, for example, you do not meet the University's admission requirements at the end of Grade 12, you will lose the residence place that was offered to you.
- 2.4.7 Please note, that continuation of accommodation does not take place automatically. Students need to re-apply annually online at my.sun.ac.za. The criteria for re-placement will be conducted in accordance with the residence placement policy.
- 2.4.8 We reserve the right, without a supply of reasons, to:
- refuse to place a student in university housing;
 - terminate any student's accommodation in university housing by giving one week's notice; and
- 2.4.9 Depending on the University's operational requirements, we may move a student to another residence for part of the year (such as for the second examination opportunities).
- 2.4.10 Stellenbosch campus residence rooms are fully evacuated during the June and December holidays. Where possible, the residence will provide storage space for your belongings for the June Holiday, but unfortunately not for December.
- 2.4.11 There is very little parking space available on campus. Senior students have preference when residence and street parking bays are allocated.
- 2.4.12 For more information on placement, please read the official residence placement policy and management guidelines at www.maties.com.

3. Cancellation of residence placement

- 3.1 Cancellation of residence accommodation is only accepted if submitted in writing. If you wish to cancel your residence accommodation you are required to send an email to info@sun.ac.za, citing your student number and the reason for the cancellation. Without having submitted such a notice, you will unfortunately not qualify for any possible reimbursement of the acceptance amount.
- 3.2 The University will use the date of receipt of your written notice as the official date for calculating any monies owed.
- 3.3 In respect of cancellations of residence placement, the acceptance amount will be dealt with as follows:
- 3.3.1 If you cancel on or before 31 October of the application year, the University will reimburse you the full acceptance amount.
- 3.3.2 If you cancel after 31 October of the application year, the University will charge a cancellation fee of R900.
- 3.3.3 If you cancel later than a week after the release of the NSC results at the beginning of the year, **you will, unfortunately, forfeit the full acceptance amount.**

- 3.3.4 If you have not arrived by the time that the welcoming programme starts, you will forfeit the full acceptance amount and the University will cancel your residence placement.
- 3.3.5 If you are not admitted to your study programme or, due to circumstances beyond your control, are unable to take up the residence placement for which you have already paid the required acceptance amount, you may apply for reimbursement in writing. Address a fully motivated letter to the Residence Placement Office and send it to info@sun.ac.za.
- 3.3.6 However, keep in mind that the decision to reimburse any monies ultimately rests with the University.
- 3.3.7 Place in residence is allocated for the full academic year. If you cancel your place during the academic year, you will need to pay a cancellation fee of 30% of the outstanding residence fees for the year.

4. Residence and Accommodation Rules

- 4.1 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.
- 4.2 It remains the responsibility of each student to make sure that they understand the applicable residence and accommodation rules and procedures.



STELLENBOSCH UNIVERSITY NOW BANKS WITH STANDARD BANK

This serves to confirm the change of banking details for Stellenbosch University. Pay your account using any one of the following options:

1. Payment made directly into the University's bank account

Account name : US - Studentfees
Bank : Standard Bank
Branch : Stellenbosch
Branch code : 050610
Account no : 063163225
Swift code : SBZAZAJJ
Reference : Student number

2. Credit card web payments

Go to www.sun.ac.za
Click on **Students**
Click on **Fees**
Click on **Payment Options**

3. Internet banking payments made from Standard Bank banking services:

Select Payments, Pay Beneficiary, thereafter select: "Add new beneficiary";

Under Business Directory select type: "Company";

Enter beneficiary name: **Universiteit Stellenbosch** and search; Select:

Universiteit Stellenbosch – Studentegeld; Beneficiary details/references:

Remember to enter under "Your details, My Reference": **Stellenbosch University**; Beneficiary reference: **Student number**

4. Cell phone banking from Standard Bank banking services

To register dial *120*2345# from your cell phone and follow the easy steps to register.

Once you have registered, open the cell phone banking application and proceed with the following steps:

Step 1: Press 6 for **Bill Payments**

Step 2: Press 1 to make a payment

Step 3: Select an account to pay from

Step 4: Press 3 for the category service provider: **Education**

Step 5: Select 0 for **More**

Step 6: Select 1- **University of Stellenbosch**

Step 7: Enter the amount you want to pay

Step 8: Enter our beneficiary reference: **Student number**

Step 9: Confirm your payment details

E-mail the deposit slip or proof of payment to studentaccounts@sun.ac.za .

Division Student Fees