CURRENT STUDENT: APPLICATION FOR (RE)ALLOCATION OF ACCOMMODATION ON STELLENBOSCH AND TYGERBERG CAMPUS FOR THE 2020 INTAKE

1. Who should use this online application?
All current students who require university accommodation in the subsequent academic year should apply electronically on the student portal at my.sun.ac.za before midnight on 31 July. If the University does not receive your application by the deadline, you will unfortunately not be considered for residence accommodation. Please make sure that your application is captured.

2. Criteria for (re)allocation of accommodation
The University will consider (re)allocating accommodation to you if you meet the readmission requirements contained in the residence placement policy as well as the accompanying management guidelines. Both these documents are available on the student portal at my.sun.ac.za (click on accommodation).

Please take note of the residence HEMIS requirement for Stellenbosch campus after the completion of the June and/or December examinations:

<table>
<thead>
<tr>
<th>Historic years</th>
<th>0,5</th>
<th>1,5</th>
<th>2,5</th>
<th>3,5</th>
<th>4,5</th>
<th>5,5</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEMIS credits for main stream required</td>
<td>0,3375</td>
<td>1,16</td>
<td>2,0825</td>
<td>2,7</td>
<td>3,6</td>
<td>4,00</td>
</tr>
<tr>
<td>HEMIS credits for extended degree programmes required</td>
<td>0,3375</td>
<td>0,8</td>
<td>1,232</td>
<td>1,8</td>
<td>2,7</td>
<td>3,6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historical years</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEMIS credits for main stream required</td>
<td>0,45</td>
<td>1,45</td>
<td>2,45</td>
<td>3,00</td>
<td>4,00</td>
<td>5,00</td>
</tr>
<tr>
<td>HEMIS credits for extended degree programmes required</td>
<td>0,45</td>
<td>1,00</td>
<td>1,45</td>
<td>2,00</td>
<td>3,00</td>
<td>4,00</td>
</tr>
</tbody>
</table>

Please note:
2.1 Based on the June Examination:

2.1.1 Your residence re-application status will be published on the student portal my.sun.ac.za (click on “Undergraduate” > “Accommodation” > “Accommodation Status”) at the beginning of September and will reflect as either “Provisionally Placed” or “Cancelled: unsuccessful June”. The University will not send you any written correspondence in this regard.
2.2 Based on the December Examination:

2.2.1 If you were provisionally allocated a space in residence, based on the June HEMIS requirement and thereafter meet the December requirement your residence status will reflect as “Placed” or “Cancelled” (when the Nov/Dec examinations results are available).

2.2.2 If your application for (re-)allocation is successful after both the June and the Nov/Dec examinations, you will be informed via email by (late) December about the official move-in dates in January.

2.2.3 If you meet the HEMIS requirement in June, but fail to meet the requirement in December, you will, unfortunately, lose your placement in residence. You could then place your name on the waiting list that opens on the first day of February. Do take in account that a student with a higher HEMIS score will get preference. There will therefore be no guarantee that a place will become available.

2.2.4 If you did not meet the HEMIS criteria in June, but in December, you will be considered for placement based on places available in the specific residence. Places are, however, limited and there is no guarantee that a place will be available. Placements will be done in accordance with the diversity criteria of the placement policy. If you do not receive place, you will be able to put your name on the February waiting list.

2.2.5 Please read more on the re-allocation of residence place and the relevant criteria in the Management Guidelines on the student portal.

3. Further important information

3.1 Maximum stay in residences

- **Undergraduate residences**: If you meet the requirement in terms of the duration of your programme, your application will only be for accommodation in that same undergraduate residence. We will unfortunately not be able to consider any transfer to another residence.

- **Senior accommodation**: The maximum stay in senior residence is three years.

- **Tygerberg Campus**: On the Tygerberg Campus there are no “undergraduate” residences, but a distinction is made between “junior” and “senior” residences, and students also move from junior to senior residences in the course of their undergraduate studies. The junior phase for MB, ChB 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 allied sciences, the junior phase is broadly regarded as the first to the third year, while the senior phase refers to the fourth year.

3.2 Tygerberg; Business School (Bellville Campus), Telematic Education (Distance Learning) and Elsenburg students: Students who study at Tygerberg, Business School, Elsenburg or students that study via distance learning, may not stay in a Stellenbosch residence. This excludes students in the programmes B of Occupational Therapy I and B of Speech-Language and Hearing Therapy I and II.

3.3 Special, SciMathUS or short-course students: Students who register as special students or enrol for any short course in the specific year are not accommodated in university residences/living units.

3.4 Students who are employed full-time: Full-time registered students at the University who, in the same year of study, also serve as full-time paid employees may not make use of university accommodation. This includes post-Doctoral students.
3.5 **Students with physical disabilities that necessitate residence placement:** Students with physical disabilities that necessitate residence placement must please visit the placement officers at the Residence Placement Office.

3.6 **Undergraduate and Postgraduate students (including Masters and Doctoral students):** All students living in University residence/housing **must be registered by the end of February.**

3.7 **Postgraduate international students:** International students who wish to be placed in senior residences should contact the Stellenbosch University International Office at [www.sun.ac.za/international](http://www.sun.ac.za/international).

3.8 **Accommodation in listening, living and learning (LLL) houses:** Information on applications for this type of accommodation is available on [www.sun.ac.za/lll](http://www.sun.ac.za/lll).

3.9 **PLEASE NOTE:** The criteria for re-allocation of residence place is also applicable to students who are in leadership position.

### 4. Cancellation of accommodation

4.1 If you have applied for accommodation, but no longer want to make use of it, please cancel your application online **before 30 September.**

4.2 If you cancel **after 30 September**, we will charge the following cancellation fees:

<table>
<thead>
<tr>
<th>Cancellation date</th>
<th>Cancellation fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 October and 31 October</td>
<td>R1 000</td>
</tr>
<tr>
<td>Between 1 November and 30 November</td>
<td>R2 000</td>
</tr>
<tr>
<td>From 1 December</td>
<td>R3 000</td>
</tr>
<tr>
<td><strong>After the commencement of official residential occupation at the beginning of the academic year.</strong></td>
<td>30% of the accommodation fees</td>
</tr>
</tbody>
</table>

Any cancellation of any SU accommodation after 30 September, should be done on my.sun.ac.za > accommodation > re-apply for accommodation and cancellation. If you cancel after 01 December, you need to send an email to info@sun.ac.za, with a sound motivation as to why the University should not charge the cancellation fee.

4.3 If you cancel after the commencement of the academic year, you will be liable for a cancellation fee of 30% of the outstanding accommodation fees for the year.

4.4 The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.

4.5 Please consult the management guidelines on the student portal at my.sun.ac.za for more information on the procedure with regard to cancellations.

Residence Placement Office
February 2020