

## ISA LADIES RESIDENCE: INSTITUTION AND HOUSE RULES 2021

1. The maintenance of this house rules and of any other domestic regulations, vests in the Residence Head and the student Management Committee (House Committee). Every boarder commits herself to assisting in this regard and to respecting it strictly.
2. The House Committee, comprising the Primaria, Vice Primaria and the other 8 House Committee members, is elected annually by the House in consultation with and with the approval of the Residence Head.
3. The Residence Head, Primaria, Vice Primaria and the House Committee member who is concerned with a particular disciplinary matter form a Disciplinary Committee.
4. Every House Committee Member is in the first instance responsible for order and all duties entrusted to her, in her own section, but in addition to that also for the order in the hostel as a whole – i.e., always and not only when she is on duty.
5. Under the supervision of the House Committee member, every section also has a Mentor placed in the section who must assist her in carrying out her section duties. The Mentor is part of a group of mentors with their main responsibility being the 7 – 9 mentees entrusted to each of them for guidance and support.
6. It is expected of each boarder to know these rules and the regulations, and at all times to comply strictly with them.
7. Please note that, apart from academic performance, your general conduct to these Rules will determine your further lodging in the Isa Ladies Residence as well as the possibility for re-admission each year.

### A. Requirements

It is expected of boarders to bring the following:

**FOR THE WELCOMING PROGRAMME (3 – 13 March 2021) This change annually**

- ✓ Sunscreen
- ✓ Water Bottle
- ✓ Any white sneakers or trainers
- ✓ Long black tights or jeans (no holes, and must be able to dance in them)
- ✓ Black T-shirt/tank top
- ✓ White T-shirt/tank top
- ✓ White shirt to paint on
- ✓ Black shorts
- ✓ Jean shorts (dark denim, not too short please)
- ✓ A Red and white paisley bandanna

### ROOM

- a) Blankets/duvet (students prefer  $\frac{3}{4}$  duvet), single bed fitted sheet (don't forget your pillow) and towels. Matrass protector is supplied.
- b) Toiletries & Medical supplies
- c) Laundry products and a laundry basket
- d) An iron, small fan, kettle and study lamp for own convenience.
- e) No open-element heaters or two plate stoves, frying pan, steamer or microwaves are allowed.
- f) A fridge is allowed in the rooms but ONLY bar fridge size.
- g) A lock for your cupboard
- h) Hangers for clothes

- i) Broom and/or vacuum cleaner (optional)
- j) Umbrella/Raincoat (winter season)
- k) You will receive an access card, a key for your room as well as a panic button. If you lose one of these items it will be replaced with an additional cost of R100 for the key, R150 for the access card and R350 for the panic button.
- l) Chargeable lamp or light (optional but no candles are allowed in times of load shedding or power outages of any kind)

## B. Meal – times

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Weekdays:	07:00-11:00	12:00-14:00	17:00-17:45
Weekend:	08:00-11:00	12:00-13:00	17:00-17:45

Call Order Bar: Weekdays from 07:00-11:45 and 15:00-17:45

**No eating utensils or anything else may be taken from the dining room to the bedrooms!!! Please bring your own when you would want your meal to be kept.**

Payment and booking of meals: Bookings are done by the students themselves on a computer system. It is important that the student has money on her account. If a payment is made it is important for the parent to email the POP to [info@isahostel.co.za](mailto:info@isahostel.co.za). Money will only be loaded to the meal card once the payment reflects in the bank account.

### Banking details:

Superstrike Investments 121 (Pty) Ltd

Bank: FNB  
 Branch code: 200 610  
 Account No.: 625 955 152 75  
 Type: Current  
 Reference: Student name, surname & meals

## C. Noise time / “Raastyd”

From 17:00-19:00 during weekdays.

## D. Visitors

1. **Men are not allowed** in the quad and living area of the hostel.
2. Men may visit in the lounge / TV Room until 23:00.
3. Boarders may not loiter or carry-on long conversations with a guest in front of the main entrance or in the foyer. It is not regarded as a lounge and it is disturbing for students who are studying in the rooms above the front entrance.

## E. Office Hours

Boarders are kindly requested to contact the Residence Head as far as possible during office hours. Students are however always welcome to come and discuss any problem. A notice board and pen are also available to leave a note and a note may also be left in a WhatsApp message to the RH mobile.

## **F. Fees and Fines Payable**

Boarders are held financially responsible for everything that they damage or break or lose in which case it must be reported without delay and written in the Maintenance book on the counter in the foyer.

## **G. Rooms**

1. Boarders are responsible for the tidiness of their rooms.
2. Boarders may not remove any furniture from any room as they please.
3. Nothing may ever be thrown out of a window.
4. No smoking is allowed in the rooms or anywhere in the Residence. A smoking area outside is made available for smokers.
5. The RH will do random inspection of rooms during the week.

## **H. Bathrooms**

1. Washbasins, baths and showers must always be left tidy.
2. Clothes and flowers may not be left in the washbasins.
3. Students are only allowed to shower since the water crisis we experienced in the Western Cape and we will keep to this arrangement in an effort to save water and ultimately the planet.
4. During the Covid-19 pandemic different arrangements and protocols are in place.

## **I. Laundry**

1. Laundry facilities and an ironing board are provided in the laundry room and the boarders themselves must do all personal laundry.
2. Laundry may not be hung in the bath, over the rails in the quad and under no circumstances be hung up in or near any window.
3. Laundry may not be left in the laundry room.
4. We would suggest that students who would want to use an iron should invest in a hand held garment steamer rather than an actual iron.

## **J. Electrical Apparatus**

1. Boarders are urgently requested at all times to work very carefully with any electrical apparatus. Nothing must ever be left switched on in an empty room. It can cause a fire.
2. Heaters may only be fan heaters.
3. **No 2 plate stoves, frying pans, smoothie makers, toasters or ANY other electric apparatus for food preparation are allowed.**
4. Please help us save electricity: Do not leave lights on unnecessarily.

## **K. General**

Physical Address: Isa Dameskoshuis, 32 Piet Retief Street, Stellenbosch, 7600

## **L. Disciplinary Action**

**Our Leaders aim to focus on a value driven leadership style and therefore our values are extremely important to us and value driven conversation will be our primary focus. However, students need**

**to understand that the house rules must be adhered to at all times and continuous infringements will be punished.**

1. In the case of infringements of the house rules, the House Committee and/or the Residence Head will have the power:
  - a) to fine.
  - b) to double a fine if not paid within set days.
  - c) to report to the Disciplinary Committee of the Residence.
  - d) to report to Superstrike Investments Pty. Ltd.
2. In case of a second infringement of the same rule by the same person, the previous penalty shall be doubled and if after that it is contravened again, it shall be regarded in a particularly serious light (Disciplinary case).

**M. The Management of the Residence reserves to them the right without stating reasons:**

- a) to change any rule or concession if it appears necessary.
- b) to refuse to admit a student to the hostel.

**N. General Rules**

1. No animals, fish or birds are allowed inside the hostel.
2. No one may get on the roof.
3. Please keep our space clean. Use the bins all around the residence for this purpose and remember to use the correct recycling bins.
- 4. No liquor/alcohol policy in residence.**
5. No male person in the sections and rooms.
6. No functions, meetings or any other gatherings in the hostel may be arranged without the permission of the Residence Head.
7. Students must participate in fire drills.
8. All unauthorized substances are strictly prohibited (alcohol, drugs etc.). Unannounced searches in collaboration with SAPS may be performed.
9. No incense is allowed in the Residence.
10. No fireworks are allowed in the Residence.
11. No candles are allowed in the Residence.