



CURRENT STUDENT: APPLICATION FOR (RE)ALLOCATION OF ACCOMMODATION ON STELLENBOSCH AND TYGERBERG CAMPUS FOR THE 2021-INTAKE

1. Application process

- 1.1 Who should apply:** All current students who require university accommodation in the subsequent academic year should apply electronically on the student portal at my.sun.ac.za. Please note that application does not guarantee a placement, as the number of applications far exceeds the number of available places in residences.
- 1.2 What residence can you re-apply for:** Your re-application will only be for accommodation in the same undergraduate or senior residence. We will unfortunately not be able to consider any transfer to another residence.
- 1.3 Closing date:** The application will be available on-line from mid-May until 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.
- 1.4 Replacement status:** Your residence re-application status will be published on the student portal my.sun.ac.za (click on “Undergraduate” > “Accommodation” > “Accommodation Status”) by the **end of August**.

2. Criteria for (re)allocation of accommodation

2.1 Academic performance:

- 2.1.1** In alignment with the decision on re-admittance regardless of academic performance in 2020, HEMIS will not be applicable for replacement in your current undergraduate or senior residence for 2021. Please note that this is a once off arrangement due to the COVID pandemic.
- 2.1.2** Academic performance will, however, still apply to your new application for senior residence. Your academic performance (HEMIS) in the previous academic year (December) will be taken into consideration.

2.2 Maximum stay in residences:

- 2.2.1 Undergraduate residences:** You can stay for the minimum duration of the initial (first) undergraduate programme you enrolled for. If you have exceeded the minimum duration of your programme, you will not be able to stay on in your undergraduate residence, regardless of your academic performance.
- 2.2.2 Senior accommodation:** The maximum stay in senior residence is three years.
- 2.2.3 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 are 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 regarded as the first to the third year, while the senior phase refers to the fourth year.

- 2.3 Programmes in Medicine and Health Sciences (Tygerberg campus), 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 who spend their initial year(s) on the Stellenbosch campus.
- 2.4 Special, SciMathUS or short-course students:** Students who register as special students or enroll for any short course in the specific year are not accommodated in university residences or houses.
- 2.5 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.
- 2.6 Students with physical disabilities that necessitate residence placement:** Students with physical disabilities that necessitate residence placement must please contact the placement officers at the Residence Placement Office by sending an e-mail to info@sun.ac.za.
- 2.7 Registration at the end of February:** All students living in University residence/housing (including Masters and Doctoral students) **must be registered by the end of February**.
- 2.8 Postgraduate international students:** International students who wish to be placed in senior residences should contact the Stellenbosch University International Office at interhouse@sun.ac.za.
- 2.9 Accommodation in listen, live and learn (LLL) houses:** LLL is a year programme and students need to apply every year. Although HEMIS will not exclude students, other criteria continue to apply to all applicants to determine placement in LLL. Information on applications for this type of accommodation is available on www.sun.ac.za/lll.
- 2.10 Student Leadership:** Students who are selected for an official leadership position in residence will be able to stay longer than the minimum duration of their programme. Please keep in mind that there is a limit of 25% of the approved mentors per residence who may exceed the minimum duration of their programme.
- 2.11 PSO applications:** Due to the limited number of spaces, no PSO allocations will be made for 2021. Please note that students who have cancelled their place in residence are also considered as PSO students. PSO students will, however, be able to register on the waiting list that opens when the new academic year commences.
- 2.12 New placements in senior residences:**
- 2.12.1** Preference will be given to applicants from undergraduate residences.
 - 2.12.2** HEMIS requirements will apply, as this is not a replacement, but a new application for a senior residence. Academic performance (HEMIS) in the previous academic year (December) will be taken into consideration.
 - 2.12.3** A student who could not be placed in senior residence will be able to register on the waiting list that opens in September.

3. Cancellation of accommodation

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

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

Cancellation date	Cancellation fee
Between 1 October and 31 October	R1 000
Between 1 November and 30 November	R2 000
From 1 December	R3 000
After the commencement of official residential occupation at the beginning of the academic year.	30% of the accommodation fees

3.3 Any cancellation of any SU accommodation after 30 September but before 01 December, 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.

3.4 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.

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

3.6 Please consult the **Management Guidelines** on the student portal at my.sun.ac.za for more information on the procedure with regards to cancellations.

Residence Placement Office, May 2020