



CURRENT STUDENT: APPLICATION FOR (RE)ALLOCATION OF ACCOMMODATION ON STELLENBOSCH AND TYGERBERG CAMPUS FOR INTAKE-2023

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 Which 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 online 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.

2. Criteria for (re)allocation of accommodation

2.1 Academic performance:

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

June Examination

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits required for mainstream	0,3375	1,16	2,0825	2,7	3,6	4,5
HEMIS credits required for extended degree programmes	0,3375	0,8	1,232	1,8	2,7	3,6

December Examination

Historical years	1	2	3	4	5	6
HEMIS credits required for mainstream	0,45	1,45	2,45	3,00	4,00	5,00
HEMIS credits required for extended degree programmes	0,45	1,00	1,45	2,00	3,00	4,00

Please note:

Based on the June Examination:

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**".

Based on the December Examination:

- 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).
- 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 for the new academic year.
- 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 may then register your name on the waiting list that will open on the first day of February in the new study year. 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.
- 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 a residence placement, you may also register your name on the February waiting list.
- Please read more on the (re)allocation of residence place 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).

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 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 during their undergraduate studies. The junior phase for MBChB students is 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 will not be 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 Student Accommodation 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. Information on applications for this type of accommodation is available from Mr Enos Lekala, enos@sun.ac.za or 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, a maximum of 20 spaces (10 male and 10 female) will be allocated to **PSO students** for intake 2023. Please note that students who have cancelled their place in residence are also considered PSO students. PSO students will, however, be able to register on the waiting list that opens when the new academic year commences in 2023.
- 2.12 New placements in senior residences:**
- 2.12.1** Preference will be given to applicants from undergraduate residences.
 - 2.12.2** The residence HEMIS requirement is the main criteria used for placement.
 - 2.12.3** Financial need will also, where possible, be taken in account.
 - 2.12.4** A student who could not be placed in senior residence will be able to register on the waiting list that opens 1 September 2022 on their student portal my.sun.ac.za.

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 01 October and 31 October	R1 000
Between 01 November and 30 November	R2 000
From 01 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.