

Residence placement terms and conditions for 2024

The provisions in this document represent the terms and conditions for your acceptance of your residence placement for 2024. Please read it through carefully before you accept the placement we have provisionally reserved for you.

Please note: Students who are selected for MBChB, Nursing and Midwifery, Physiotherapy, or Dietetics do not stay in residence on Stellenbosch campus. **Residence placements on 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 **R5 100** 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 then be registered to take up your residence place in 2024.
- 1.3 **International Students:** The University's International Office also regards the acceptance amount as part of the compulsory first 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 R5 100 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.
- 1.4 If we do not receive your acceptance amount by the stipulated deadline, we will, unfortunately, have to cancel your provisionally reserved place in residence.
- 1.5 **Financial need:**
 - (a) Based on the socio-economic information you provided in your application to Stellenbosch University, you could be requested to pay a reduced acceptance amount of R500 within 30 calendar days, to secure a place in residence.
 - (b) You may also submit a motivation with proof of financial need to info@sun.ac.za to request an exemption from the acceptance amount.
 - (c) If you receive financial assistance based on need, you can be exempted from the acceptance fee. If proof of this bursary or funding is submitted, the student may be considered for placement (based on places available). Please email the necessary documentation to info@sun.ac.za cite your SU student number in the subject line.
- 1.6 See **Addendum A** at the end of this document for more information on the details for payment of the acceptance amount.

- Please use your SU student number (first eight digits) as a reference and email proof of payment to studentaccounts@sun.ac.za.

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 Stellenbosch campus in late **September**. Please note that placement in residences on 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 point 3 below.
- 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
 - 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).

- 2.4.9 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.
- 2.4.10 There is very little parking space available on campus. Senior students have preference when residence and street parking bays are allocated.
- 2.4.11 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 at your residence 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 email 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.

If you have any queries about residence placement, please email info@sun.ac.za and mark it as Residence Placement Inquiry in the subject field.

Kind Regards

Stellenbosch University Student Accommodation Office

March 2023



Stellenbosch University (SU) is migrating to a cashless environment for payments. Kindly make use of the following payment details for the payment of the acceptance fee:

ONLINE PAYMENTS (EFT or CREDIT CARD) VIA [SU WEBSITE](#)

To make payment online on the Student Fees section of the SU website, please follow these guidelines:

- In the navigation bar, type in www.maties.com
- Click on 'Fees'
- Select 'Student Fees online payments'
- Follow the instructions and pay by credit card or EFT (electronic transfer)

Benefit of online payments: The receipt is processed immediately so there is no delay during the registration period with the payment of the compulsory first instalment/s, nor later with the announcement of examination results.

For more information, please contact student fees at studentaccounts@sun.ac.za or 021 808 4521/4913.

Kind Regards

Division Student Fees