

Dear Student,

SECOND SEMESTER RESIDENCE VACATION PROCEDURE – 2019:

The 2019 Second semester residence period ends on 20th **November 2019**. All students staying in UKZN administered residences including OFF-CAMPUS (Lease buildings) residences are to move out from their regular residences to a temporary/vacation residences with authentic paperwork obtained and officially approved by the Residence Office (see block below). Students must vacate residences on 21 November 2019 and not later than 10h00 a.m.

NOTE: ALL STUDENTS IN UKZN residences either in leased or University owned submitting dissertations or with compelling academic reasons may apply to remain in the vacation residences space at an additional cost for the required academic completion of their semester. ALL VACATION students must obtain proof of the additional academic requirement from their respective Colleges or Schools and then apply for vacation accommodation at the Residence Office on their respective campuses from **Monday 21st October 2019 - Friday 15th November 2019**. International students are also allowed to stay in the Vacation Residences, but must apply for such accommodation. The Residence fees for 2019 vacation are R105.00 per day, per student. These fees are payable in advance before admission to vacation residences if you are currently owing the University any fees.

NB: Please note that all official transport to off-campus residences will end on 06 November 2019 after main exam ends. This will apply for all the campuses. Supplementary Exams below schedule will apply.

Morning from residences: 7h30am
Mid-day from Residences: 12h00pm
Mid-day from campus: 13h00pm
Afternoon from campus: 17h30pm

ALL RESIDENCES ARE LOCKED UP FOR THE SEMESTER BREAK on 21 November 2019. THE RESIDENCES WILL RE-OPEN ON THE 20th January 2020, except for a designated vacation residence. Only students who have re-applied online in 2019 period for 2020 application and registered for Residence space will be allowed in the residences for 2020 academic year.

Please take note of the following RESIDENCE EXIT procedure;

- All students must sign out on the register with their respective RAs. No personal belongings are to be left in the students' rooms, as each room will be cleaned, fumigated, and stock-take of room contents will be done, and maintenance work will also take place, damage assets in the room students will be liable.
- All students' personal belongings must be packed into labeled boxes and stored away in the box rooms. Boxes must be clearly marked with student name, student number and room number. Ensure that you register your belongings with your RA before storing them in the box rooms.
- Fridges must be emptied, defrosted, dried completely inside and labeled, before they can be kept in box rooms. Fridges left in student rooms, and with food will attract a fine to the owner.
- Box rooms will be re-opened officially at the beginning of the semester all belongings must be taken out within 7 days.
- Any belongings found in a student room will be removed and kept at the owner's risk and such owners shall be fined for not vacating.
- All students' belongings are stored in the box rooms at the owner's risk, the maximum of 7 days after the University re-opens

The Department of Student Residence Affairs would like to wish all students the best in during the holidays with their families!

Sincerely

K Marumola

Manager Residences

Department of Student Residence Affairs