

Dear UKZN RESIDENCE STUDENT

FIRST SEMESTER RESIDENCE CLOSURE PROCEDURE – 2024

The 2024 first semester examinations including all continuous assessment opportunities end on 29th June 2024.

Please note the following important points:

- 1. ALL RESIDENCE STUDENTS ARE EXPECTED TO VACATE their residences no later than 10h00 on Sunday, 30 June 2024. This applies to all on and off campus, including LEASED Residences. Submissions from individual lecturers (or similar) in support of a student remaining in residence will not be accepted by DSRA. Only requests forwarded and supported by the College Deans, Dean/Head of School, the International Office, and received by the respective DSRA offices on or before 24th June 2024, will be accepted. No submissions will be dealt with after this date.**
- 2. Students whose names are on the lists from the Colleges/Schools/International Students Office are expected to sign a vacation accommodation form with their Residence Administrators from the 24th to 27th June 2024.**
- 3. The last day for the residence/campus shuttle service will be the 29th June 2024.**
- 4. The vacation accommodation fee is payable in advance, before admission to vacation residences. The method of payment is obtainable from the DSRA offices.**
- 5. DSRA will identify vacation residences on each campus where all students with permission to stay behind will be accommodated. Approved vacation students are expected to comply with the request to move to the respective vacation residences identified by DSRA.**
- 6. All residences will officially open on the 19th July 2024 for second semester for all campuses except Medical School residences because of their Sessional Dates.**

Please take note of the following RESIDENCE EXIT procedure:

- All students must sign out on the register with their respective RA's. No personal belongings are to be left in the students' rooms, as each room will be cleaned and fumigated during the vacation period.
- All students' personal belongings must be packed into labelled boxes and stored away in the box rooms. Boxes must be marked with the student's name, student number, and room number. Students are to ensure that they register their belongings with the RA before storing them in the box rooms.
- All belongings in the box rooms are stored at the **OWNER'S RISK**.
- No fridges must be left in student rooms. Fridges must be emptied, defrosted, dried completely inside, and labelled before they can be stored in any box room. A fine will be levied on the owner if the fridge is left in the room.
- Any personal belongings found in student rooms will be removed and kept at the owner's risk, and such owners shall be fined for not removing their belongings.
- Box rooms will be officially re-opened on the 19th July 2024. All personal belongings must be taken out of the box room within 7 days of the official start of the second-semester academic calendar. If belongings are not collected after 7 days, the department will have no option but to dispose of them.

- A verification of room assets and contents will be conducted, and if there are damages to University assets in students' rooms, the student will be liable for the cost of replacing the assets.

The Department of Student Residence Affairs takes this opportunity to wish all students well for the winter holidays with their families! Travel safely, and take care of your health and well-being.

Sincerely,

Ms. S. Machi
Interim Director: Department of Student Residence Affairs