

PRINCIPLES AND PROCEDURES FOR RESIDENCE ADMISSION AND PLACEMENT

1. PURPOSE

The Principles and Procedures for Residence Admission and Placement are intended to ensure the equitable and efficient management and administration of the University of KwaZulu-Natal's residence accommodation. They will inform and regulate the selection and placement of students in order to achieve maximum occupancy levels in all University owned and administered residences. Room changes, cancellations and inter-campus transfers will be regulated by these principles and procedures.

2. DEFINITIONS AND ABBREVIATIONS

UKZN: refers to the University of KwaZulu-Natal

DSRA: refers to the Department of Student Residence Affairs

CAO: refers to the Central Applications Office

SRC: refers to Student Representative Council

Hc: refers to House Committee

RAC: refers to Registration Appeal Committee

EMC: refers to Executive Management Committee

FIRST ENTRANT: refers to a student registering at the University for the first time

RETURNING STUDENT: refers to a student in the second semester and higher level of study

LOCAL STUDENT: refers to a student who resides or whose next of kin address is within 20km radius from the University.

3 SCOPE

These principles and regulations shall apply to full-time contact students who reside more than 20 km radius from the University and who apply for admission to University owned and regulated residences including leased accommodation.

4 PRINCIPLES

Residence Admissions principles and procedures must:

- Ensure that the administration of residence accommodation is supportive of the University's enrollment plan.
- Place priority in the allocation of First Entrant student on the University's on-campus residences.
- Promote and provide residence access to students with disabilities.
- Prioritise students who cannot commute daily from their homes because of the distance.
- Ensure equitable and proportional distribution of residence accommodation amongst the four Colleges based on their full-time contact students.
- Provide Post Graduate accommodation in line with the projected enrolment targets.
- Support the University's Academic and Monitoring Policy.
- Support the University's commitment to be the Premier University of African Scholarship by promoting an integrated living and learning community environment.

5 ADMISSION CRITERIA

The following Admission Criteria shall be used to select student for admission in the University's residences.

5.1 Entrant Students

5.1.1 Academic

- The student must be selected for academic admission to the University of KwaZulu-Natal.

5.1.2 Finance

- Students must demonstrate their ability to pay the required residence fees (for example: via evidence of a suitable financial aid package, sponsorships or by paying the required amounts in cash or by other approved methods).

5.2 Returning Students

5.2.1 Academic

- Returning students must be readmitted to study and not academically excluded.
- Students in their 3rd and 4th years of study, level of study must maintain a minimum of 50% pass rate annually to be eligible to re-apply for residence.

5.2.2 Finance

- Students must demonstrate their ability to pay the stipulated residence fees (e.g. via evidence of a suitable financial aid package, sponsorships or by paying the required amount in cash or by other approved methods).
- Returning students must not have any outstanding residence fees that exceed the amount stipulated in the Institution's Financial Policy, excluding funds owed as a result of supplementary examinations.

5.2.3 Disciplinary Record

- A Returning Student must have a clean disciplinary record. A student found guilty by a formal UKZN Tribunal and or any other court of law shall not be eligible for admission to residences.

5.2.4 Employment

- No student shall be selected for residence accommodation or remain in residence if they are employed on a full-time basis.

5.2.5 Maximum Duration In Residence

- The maximum duration of stay in residences shall be the total minimum number of years for a degree plus an additional year (12 months).

5.3 Local Students

Applications of students residing within 20km radius from UKZN who meet the above selection criteria for both Entrant and Returning students may be considered under exceptional circumstances and subject to availability of residence space. Prioritization of such application shall be in the following order:

- **Priority 1:** Disabled students who are not able to commute daily.
- **Priority 2:** Students whose sponsors require that they reside in residence as a condition of providing full financial support for tuition and residence. Written confirmation of such conditions must be provided.
- **Priority 3:** Students whose course of study requires that they attend lectures and/or practical's during the evening on a regular basis. Confirmation of courses and timetable details must be provided.

5.4 Post Graduate Students

Post Graduate accommodation shall be provided to Colleges on a proportional bases in line with their post graduate enrolment targets.

Post Graduate applications and allocation of places shall be processed by the relevant College.

6 PROCEDURES FOR APPLICATIONS, SELECTION AND PLACEMENTS

6.1 Applications

In applying for residence accommodation Entrant and Returning students shall follow the procedure outlined below

6.1.1 Entrants Applications

- All First Entrant residence applications must be done through the Central Applications Office (CAO) on the same form used for academic application.

6.1.2 Returning Students Applications

- Residence Applications for Returning students is processed on an annual basis. Application forms are available at the Department of Student Residence Affairs at the beginning of September of each year.
- Returning students who want to be considered for residence must submit an application form to DSRA.
- No consideration will be given for allocation and placement without a submitted application form.
- SRC and House committee members are also required to submit application forms.

6.2 Selection

6.2.3 Entrant Student Selection

- Only students who have indicated that they require residence accommodation on their CAO forms shall be considered for residence accommodation. All Entrant selections shall be undertaken by the Colleges.
- Residence selection shall not exceed the total allocated College quota.
- The applicants National Senior Certificate Scores and Distance should be considered when Colleges make residence selection offers.

6.2.4 Returning Student Selection

- DSRA shall make a selection offers to returning students who have (a) submitted the requisite application form, and (b) meet the admission criteria as stated in section 6 above.

- Based on available residence spaces selection offers shall be from the highest academic achievement to the lowest.
- Where qualifying applicants exceed available spaces the shortfall will be placed on a waiting list or be directed to approved private accommodation.

6.3 Room Placement

- Room placement shall be the full responsibility of the Department of Student Residence Affairs.
- Priority placement to on-campus residence shall be given to Entrant students.
- Placement preference to large rooms shall be given to students that excel academically.

7 RESIDENCE CLEARANCE

In order to gain access to an allocated room a student must:

- Produce evidence of having paid the required initial residence registration fee.
- Where a student is supported by a sponsor, a sponsor's letter for the current year certified by Student Funding must be provided.
- A residence code of conduct form must be signed.
- A residence sign-in and Inventory form must be completed and signed.
- They have signed acceptance of the Community Standards booklet (Rules).

8 RESIDENCE AND/OR ROOM TRANSFER

- To ensure stability and accurate record keeping students are permitted to transfer from one residence to another during the mid-semester vacation.

9 NON REGISTERED STUDENTS

- Students that are not registered at the end of the first or second semester registration process, shall be required to vacate residence.

10 RESIDENCE WITHDRAWALS

- Any resident student who occupies a room, and subsequently withdraws from the University at any time during a semester or the Winter Term shall be liable to pay residence fees for the period during which the room was occupied. Proof of withdrawal from the University must be provided.

- Any resident student who decides to withdraw from residence (but not the University) at any time during a semester or Winter Term shall be liable to pay the full residence fees for that semester or Winter Term, unless:

The Student Residence Affairs Office is able to fill the vacancy created by the withdrawal, in which event the student concerned will be liable to pay for the room from the date of occupation to the date on which a substitute student occupies the room, plus a cancellation fee (to be set annually by the University).

The Manager of the Department of Student Residence Affairs approves the withdrawal. In this regard the student concerned will be liable to pay for the room for the period of occupation, plus a cancellation fee.

- A post-graduate student who is required, for purpose of his/her research, to move out of residence permanently at any time of the year, shall be only liable to pay for the full period during which the room was occupied, provided that proof of the academic reasons for the withdrawal are provided by his/her Head of School or Supervisor.
- If students are compelled to leave the residence by the University, for whatever reason, they will only be liable to pay for the full period during which they occupied a room.

VACATION ACCOMMODATION

- All students are required to vacate residence during the University vacation period.
- Students who may be required to remain during the vacation period for reasons stated below must submit a vacation application form obtainable from the Department of Student Residence Affairs.
- Permission may be granted for :
 - Academic purposes (written confirmation from the Head of School must be provided).
 - Participation in sports events on behalf of the University (written confirmation from Head of Sport Administration must be provided).
 - International students who may be unable to go home;
 - Post-graduate students registered and charged for the full year inclusive of vacation periods and placed in a post-graduate residence may not be required to vacate or relocate residence, except for security and safety reasons.

Vacation Placement and Charges

- A specific residence shall be identified on each campus for vacation accommodation.
- Students will be required to relocate to the designated residence.
- The current year's daily rate will be charged to a student and the cost must be settled in advance by:
 - Having the students fee account debited (only if there is a credit balance and the debit is approved by Student Fees).
 - Presenting an original letter from a bursar/sponsor confirming that vacation costs will be covered.
 - Paying the amount required in cash, and presenting a receipt to DSRA (attached the application form).

7 AMENDMENTS TO PRINCIPLES AND PROCEDURES

- Changes to these Principles and Procedures shall require approval by EMC after consultation with relevant stakeholders.