



Campus Africa

Student Handbook & House Rules

2021

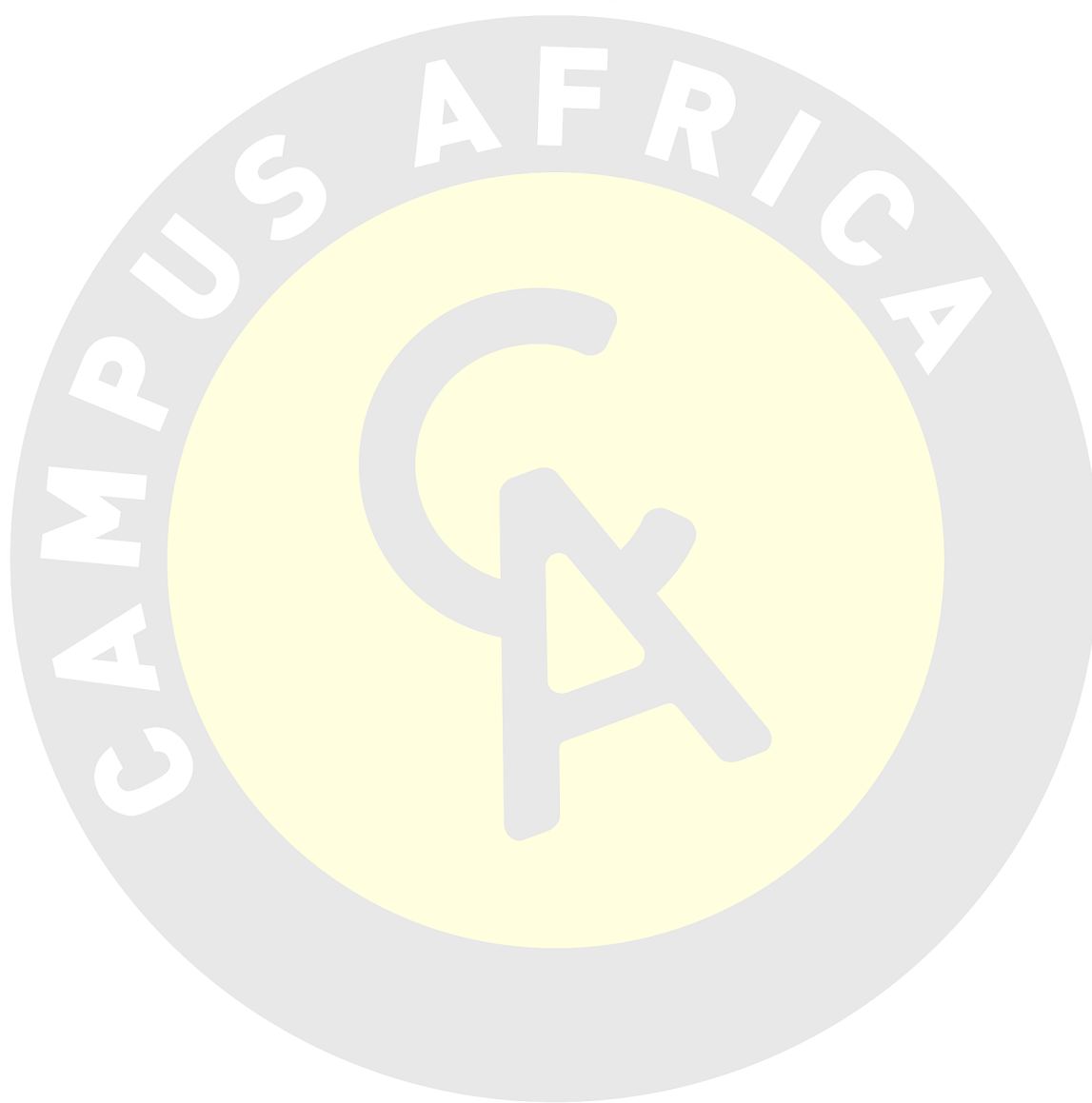


Table of Contents

1. Introduction	3
2. Safety and Security	4
3. Visitor Policy	6
4. Prohibited Conduct: Dismissible Offences	8
5. Disciplinary Process and Procedures	9
6. Staff and Residence Assistants	9
7. Care of Premises and Conduct	10
8. Compulsory Quiet Times	12
9. Alcohol and Drugs	13
10. Firearms and Fireworks	13
11. Politics	14
12. Pets and Animals	14
13. Trading	14
14. Speakers	14
15. Projects and Functions	14
16. Room Assignments	15
17. Notice Boards	15
18. Illness and Medical Treatment	15
19. Maintenance Procedures and Reporting	15
20. Complaints	16
21. Information Technology	16
22. Gymnasium	17
23. Laundry	17
24. Lost Keys	18

1. Introduction

Welcome to Consolidated Urban, Campus Africa We trust your stay with us will be a successful, enjoyable and happy one. It is of vital importance, both to us, and to you, the student, that the living environment within the residence is not only safe and secure, but also provides an atmosphere conducive to effective study, and respectful community living.

The purpose of this handbook is to set out guidelines, rules and regulations which will ensure a harmonious environment for all students in which they can live, learn and excel in all spheres of student life.

Please ensure that you read and understand these carefully. Please ask Residence Staff if you are unsure of anything contained in this handbook, or how it relates to you personally. Please note that Consolidated Urban Management reserve the right to amend the Residence Rules at any time, and insist that all residents adhere to such amendments.

2. Safety and Security

a) General

Consolidated Urban cannot be held responsible for any losses that you may incur whilst residing in our buildings. Please keep your room locked at all times and ensure that windows are fully closed when you are not present in your room. The key for your room must never be given or lent to any other person. You should ensure that there are no key tags or identification that would make it easy to identify your room and the building. It is the responsibility of the students to keep their personal possessions safe and their rooms and cupboards locked at all times.

b) Personal Safety

Consolidated Urban properties have been developed incorporating state of the art security measures to ensure the safety of you and your belongings. By taking a few simple precautions, you can help to support and maintain the security of the site and make sure that you and your neighbors don't become a victim of crime. Staying safe is all about following a few common-sense guidelines. Read the following tips, which could make all the difference;

- i. Many burglaries happen when a door has been left open - lock up whenever you go out;
- ii. Be careful who you let in or who follows you into the building - lock your room door even if you are only going down the corridors;
- iii. Criminals are after an easy target - walk in groups at night or travel by taxi; Always be aware of what is going on around you.
- iv. If possible, use cash-machines during the day - put your card and cash away and be vigilant - never write down your PIN;
- v. After a night out, arrange to go home with friends, or in a taxi;
- vi. To prevent spiking, don't leave drinks unattended;
- vii. Be vigilant when using your mobile phone - if your phone is stolen, call your network to immobilize it;
- viii. Protect yourself with insurance - keep lists of the make, model and serial numbers of your electronic items to help police track them down if they are stolen;
- ix. Mark your property with the initials of your university (e.g. UJ, WITS, etc.) and your student ID number - this makes it harder for a burglar to sell stolen goods and can help the police to return items to you.



c) Property Safety

- i. Make a list of your personal property including identifying serial numbers and the name of the manufacturer;
- ii. Record the number of all credit cards and bank accounts. Also, keep the phone numbers of these companies and banks in a safe location so you can notify them if your cards or cheque book are lost or stolen;
- iii. Keep money and valuables in a secure place;
- iv. Do not keep excess amounts of cash in your room;
- v. Be alert to the presence of strangers in non-public areas (all resident floors) and report their presence to a staff member;
- vi. Keep your room locked whenever you leave, even if you intend to return shortly;
- vii. In the event that you are a victim of a theft, notify any staff member. Filing a report with the police is encouraged and recommended so you can file an insurance claim if necessary;
- viii. Garments in laundry machines should not be left unattended. Residents are responsible for all personal belongings in the laundry room and anywhere else on the premises;
- ix. Insist on seeing identification for any person you do not know seeking access to your room;
- x. Do not leave messages on your door or voicemail indicating when you are out or will not be in your room.

d) Fire Alarms and Evacuation

The residence has been equipped with a sophisticated fire detection system which will be activated if it senses extreme heat or smoke in any part of the residence. This system operates to ensure the safety and wellbeing of our residents. If the fire alarm sounds whilst you are in the building:

1. Evacuate the building in an orderly manner via the nearest escape route.
2. The green emergency exit signs placed in the corridors and common areas of the building indicate these routes. Do not use elevators.
3. In the event of an evacuation, no student shall re-enter the building without the permission of Consolidated Urban staff or Fire Brigade officers present.

e). Fire Alarm Testing and Fire Drills

The fire alarm is tested MONTHLY. The test can be recognized as a short 5 to 10 second burst of the fire alarm sirens. A full fire drill will be held periodically and will not be announced in advance and we ask for the full cooperation of residents during the exercise.

ii. Fire Fighting Equipment

Fire extinguishers and fire blankets are available at various points throughout the building. Please familiarize yourself with these on arrival.

If you should discover a fire then your first priority is to sound the alarm and evacuate the building. Do not attempt to tackle the fire.

Fire Alarms can be found on every floor in the building in each corridor and on each stairwell. They are small red boxes. Please familiarize your selves with these in the event of a fire.

iii. Fire Prevention

To prevent fire alarms and unnecessary evacuation of the building, please take care when you are cooking.

🔥 When cooking, please stay in the apartment whenever your stove or microwave is in use, or even when hot food remains on your stove after it is switched off.

- Always make sure that you switch your stove off after cooking.
- Only use your stove to cook with and not as a heater.

🔥 While cooking your food keep the apartment door closed.

🔥 Do not use candles, incense, oil burners or anything with a naked flame.

🔥 Keep fire doors closed and corridors free from clutter at all times, as this will aid your escape should fire break out.

False alarms can be easily avoided by following the advice above, and by taking simple and sensible precautions. False alarms not only waste the time of the fire services, but can also endanger lives. It is because of this that any resident found activating the fire alarm system maliciously or unnecessarily will be liable for expulsion. Interfering with fire prevention or fire safety equipment may also be a criminal offence and Consolidated Urban Management may refer such activities to the police.

3. Visitor Policy

a. General Rules

Visitors are welcome provided they observe the House Rules and no student shall have more than one visitor at any given time. All visitors are required to sign in at security and are not allowed direct access to your room. You will be required to fetch your visitors from the foyer.

RESIDENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR VISITORS AT ALL TIMES WHILST THEY ARE IN THE BUILDING AND ANY INFRINGEMENT OF THE HOUSE RULES BY A VISITOR WILL BE DEEMED TO BE THE INFRINGEMENT OF THE RESIDENT WHO SIGNED THEM IN.

Visitors will be required to leave any of the following positive identification documents with security before they are allowed access into the building:

- Valid and unexpired national ID/ Passport
- Security will return these documents to visitors when they exit the building.

If you have a visitor, you have to come down to reception and sign the visitor in. the visitor must adhere to the visiting hours.

b. Number of Guests

At no time shall the number of guests in the building exceed 45 visitors. No further visitors shall be permitted access to the building if the limit of 45 visitors has been reached. Once guests leave the building,



security may replace those guests as long as the amount of guests on site at any given time does not exceed 45.

c. Visiting Hours are as follows:

Visitors are allowed access **INTO** the building from **9am to 10pm** on a daily basis.
All visitors are required to vacate the building by no later than **11pm** every day.

d. Access to Facilities

Visitors are not allowed entry into the communal study facilities, nor gymnasium or laundry area. Any visitor found in these areas will be requested to leave the building immediately, and will be barred from entering the building again for 6 months.

Tenants can have a maximum of two guests around for a braai, however no parties are allowed to be hosted by tenants in the buildings.

Facilities are there to be used and enjoyed by the tenants but for security and other reasons, the facilities are not to be used for large gatherings.

e. Subletting / Squatting

UNDER NO CIRCUMSTANCES ARE ANY VISITORS ALLOWED TO STAY OVERNIGHT IN THE BUILDING.

4. Prohibited Conduct: Dismissible Offences

The following offences are grounds for immediate expulsion from the Residence of any Student, at the sole discretion of the Residence Manager:

- a. Any student found to be in contravention of the Drugs and Drug Trafficking Act no 140 of 1992 whilst on Consolidated Urban premises;
- b. Any student suspected of being in possession of illegal substances (either on or off the premises);
- c. Any student suspected of being in possession of alcohol whilst on the premises;
- d. Tampering with fire equipment;
- e. Physical assault or violence (including rape or attempted rape, either on or off the premises); Inciting violence, intimidating or Bullying , mobilizing of student via social media example whatsapp group media , that could lead to emotional effect or vandalization of property
- f. Any student found to be in contravention of the Protection from Harassment Act 17 of 2011;
- g. Any student found to be in contravention of the Sexual Offences Act 23 of 1957;
- h. Any student suspected of theft;
- i. Any student suspected of being in possession of a firearm or any other dangerous weapon whilst on the premises;
- j. Any Student found to be in contravention of the firearms control Act 60 of 2000;
- k. Any student suspected of being in possession of fireworks or other explosive devices whilst on the premises;
- l. Making a fire in any area of the building not designated for such purpose, and/or without prior permission from Management;

If a student is expelled from the building, Consolidated Urban (Campus Africa) will immediately notify the student's parents, the student's tertiary institution, and the student's bursar, if applicable. The police may be notified if appropriate. As a result of the expulsion, the Bursar has the right to terminate the student's bursary or student loan.

The Lodger hereby consents to the owner obtaining a final protection order against the Lodger in the event that the Lodger is suspected to be in contravention of the Protection from Harassment Act 17 of 2011.

5. Disciplinary Process and Procedures

The following verbal and written warning system apply across all violations of House Rules:

- a. Record of all Verbal warnings will be signed by the student concerned, and Residence Staff and will be placed on the Student's file
- b. All written warnings will be signed by the student concerned, and Residence Staff and will be placed on the Student's file.
- c. Failure to acknowledge either verbal or written warning will cause the specific offense to be increased by one frequency increment. (i.e. 1st Offence is automatically treated as 2nd Offence, 3rd Offence automatically treated as 4th Offence etc.). The effect of this is that the students' lack of cooperation results in them being one offence CLOSER to Expulsion.
- d. In the event of a student's expulsion from the Residence, the student shall have four hours (4hours) to vacate the residence from the time that he or she is instructed to do so by Residence staff. Failure to adhere to this will be considered trespassing.
- e. A student who has been expelled from the Residence may appeal their expulsion within 30 days of such occurrence. This may only be done in writing, either in hardcopy or via email, addressed to the Residence Manager. Such appeal will be read and duly considered by:
 - i. Residence Staff
 - ii. Consolidated Urban Management
 - iii. Relevant Tertiary Institution
 - iv. The student's funder / bursar (RBI / Other)

A written response will be sent to the student addressing the outcome of their appeal. This response is final and no further appeal or discussion is permissible after this point.

- f. Upon expulsion of a student, Consolidated Urban will notify that student's:
 - i. Parents
 - ii. University
 - iii. Bursar / Funder
 - iv. SAPS (if the offence is deemed to be a criminal one).

It is recorded that Bursars / Funders reserve the right to withdraw any bursary or funding arrangement as a result of Consolidated Urban's expulsion.

6. Staff and Residence Assistants

Consolidated Urban (Campus Africa) Staff



The Campus Africa staff members are here to help residents get the most out of their living experience. The staff will provide a variety of services and means of assistance. Additionally, they will respond to emergency situations and are available to meet with residents. Whenever the management office is closed, the Residence Manager can be contactable via the security guard on duty.

i. Residence Manager

The Residence Manager is responsible for the overall operations and management of the Campus Africa Residence. This encompasses Residence Life, Cleaning, Maintenance, Security and Student Wellbeing.

ii. Residence Life Coordinator (CAMPUS AFRICA MANAGEMENT)
info@campusafrica.co.za

The Residence Life Coordinator (RLC) is responsible for the general well-being of the Student Body within the residence. The RLC's duties are varied, but are mainly:

- a. Communication with students
- b. Coordination of events and operational procedures
- c. Liaising with Residence Manager
- d. Enforcement of House Rules
- e. Provides feedback from students to Management

iii. Cleaning & Maintenance Staff

The cleaning and maintenance staff are responsible for the cleaning and upkeep of all common areas within the building including entrances, corridors, lounges, stairwells and other common areas. They also provide a once-weekly cleaning service within the apartments.

iv. Security Team

Our security staff are responsible for maintaining a secure environment for all who live, visit and work in the building, and provide convenient and controlled access to the site. Located at the building entrance, our security staff monitor and oversee building access 24 hours per day, 7 days per week, 365 days per year. In addition to monitoring CCTV camera footage, Security Staff regularly patrol the building and perimeter of the property on foot to ensure that our residents are safe and secure at all times.

7. Care of Premises and Conduct

a. Care of Buildings, Common Areas and Bedrooms

You must keep your room clean and tidy at all times.

All residents shall be jointly and individually responsible for keeping the residence premises clean and neat, and the Residence Staff shall ensure that this is done. The Residence Staff shall handle placements in rooms, in consultation with the Residence Manager.

- i. The walls should not be damaged when pictures, portraits or paintings are put up on the walls of the recreation halls, sitting rooms and bedrooms. No nails, hooks or two-sided tape are allowed. Therefore, only prestik may be used.
- ii. No fixed features, e.g. bookshelf and desks, mirrors, etc. may be dismantled or relocated.



- iii. Each resident is responsible for his/her own room and the room should be in the same condition on evacuation as the way it was received. No unauthorized student may enter the room of another student unless that student is in the room.
- iv. When a resident moves into a room, he/she must notify Campus Africa registration staff immediately if anything in the room is not in a good condition. If the problem is not reported it will be assumed that he/she has found the facility in a good condition and with no defects. Thereafter, any breakage or damage shall be deemed to have been caused by the occupant. An inventory of the contents of the room and of any defects must be signed by the student when he/she occupies the room.
- v. No vehicle spare parts, motorbikes and bicycles may be taken into the residence building, but they may be taken to places specifically intended for such vehicles or spare parts.
- vi. No student may tamper with electricity or intercoms or any electrical appliances.
- vii. Ironing of clothing or linen is STRICTLY prohibited within the apartments, and may only be done in the common laundry area and nowhere else on the property.
- viii. Furniture, mattresses, cushions or equipment may not be removed from any room, house recreation hall or any other recreation area.
- ix. Under no circumstances may walls or doors be written on. No form of 'graffiti' will be allowed in or at any residence.
- x. No private parties or functions shall be allowed in the building., unless by prior arrangement.
- xi. MANAGEMENT reserve the right to have access to any room in the residence at all times and rooms may be spot checked at any time with a specific purpose and with the permission of the Residence Staff. A student may be requested to open his/her cupboard, bags or suitcases in this regard.
- xii. Rooms shall be inspected on a regular basis to identify and attend to deficiencies, repairs and general maintenance.
- xiii. Residents are expected to empty all trash (kitchen and other) when appropriate and deposit all garbage in the black wheelie-bins provided in the Refuse Rooms on each floor.
- xiv. Residents shall under no circumstances hang their washing/clothes on and outside the residence windows.
- xv. It shall at all times be forbidden to litter through residence windows, balconies, passages and on residence grounds.
- xvi. Residents are strictly forbidden from sitting on windowsills, and hanging out of windows.
- xvii. A medical certificate shall be submitted to obtain special permission to bring your own mattress.

When a strong odor can be identified to a particular apartment, the students are expected to rectify the situation immediately if requested by staff or other residents.

h. Posting and Decorating

i. Doors

Posting or applying any item to either side of all entrance and room doors is prohibited

ii. Windows

Nothing may be displayed or pasted on or in any window

iii. Walls

Nothing may be applied to the walls in the apartments that can damage the paintwork in any way. Any pictures or notices to be posted within the apartments should be done on the soft noticeboards provided on the back of the desks, and should be fastened with the appropriate drawing pin products. Any poster put on any wall should be pasted with Prestik only. No hooks or nails of any nature are to be hung on any wall.

iv. Posting

All postings in common areas must be approved by Management and must be submitted to the Management Office. Bulletin boards are provided in a few central locations throughout the building.

v. Alterations in Apartments

No changes may be made to any walls, cupboards, ceilings, window coverings, window panes or floors.

vi. Common Areas

No posting of any sort may be made in any common area, nor may any alteration be made to any walls, cupboards, ceilings, window coverings, window panes or floors in these areas.

8. Compulsory Quiet Times

It is the responsibility of all students, jointly and individually, to maintain an atmosphere conducive to study and rest. The right of others to enjoy the privacy and quietness should be respected. Each resident shall be able to pursue their studies in peace and without causing a disturbance of any kind.

All students are required to follow the Quiet Hours and Courtesy Hours policies.

Quiet Hours are defined as:

Sunday Night through to Friday Morning: 11pm to 7am

Friday Night and Saturday Night: Midnight to 7am

A breach of the Quiet Hours Policy would be classified as any noise from any source which is audible from outside the room in which it is occurring. Courtesy Hours are applicable in various common areas throughout the building, and these are indicated via signs located in these areas. Students are required to adhere to these Courtesy Hours. During Exam time, a 24-hour compulsory Quiet Time will be enforced.



Further to the above, students are required to adhere to the following:

- i. Playing of music or other sounds at unreasonable levels is strictly forbidden at all times
- ii. Television sets are not allowed in the rooms unless agreed with Management. The study atmosphere shall not be disturbed.
- iii. Radio and sound equipment shall not disturb the study atmosphere. No sound speaker(s) shall be displayed through and/or outside windows and doors of rooms in the corridors.
- iv. Any equipment with which a resident continues to disturb the study atmosphere may be confiscated or disciplinary measures may be taken. If confiscated, it will be returned to the resident concerned only at the end of the semester or when leaving for home during a weekend.
- v. A 24-hour compulsory quiet time will be maintained during examination times.
- vi. Disciplinary proceedings shall be done by the Residence Committee in line with the disciplinary code of conduct and its provisions in terms of penalties (appendix).

9. Alcohol and Drugs

- a. The building is a smoke-free zone. Smoking is strictly prohibited in all apartments and common areas, except those that may be specifically designated for this purpose, and clearly marked as such.
- b. The smoking of “Hubbly Bubbly” is strictly prohibited on the premises in its entirety.
- c. No alcohol may be stored or consumed on the premises.
- d. No illegal narcotics may be stored or used on the premises
- e. No illegal narcotics may be purchased or sold on the premises by any student, or within a 1,500metre radius of the property.
- f. Random searches may be conducted at any time by The Yard staff. These include personal searches (clothes, pockets, bags etc.) as well as apartment searches (cupboards, beds, bookshelves, kitchens etc.). Students are obliged to comply with these searches. Failure to do so will result in the student being deemed to have breached the rules with regard to alcohol and drugs and the necessary action will be taken.
- g. Consolidated Urban reserve the right to involve South African Police Services (SAPS) in any drug search or spot-check referred to in Point E above.

h. Any student in contravention of the Alcohol and Drugs policy will be liable for immediate expulsion.

10. Firearms and Fireworks

- a. No firearms or dangerous weapons are allowed in the Residences.
- b. Under no circumstance shall a firearm be carried on any person, be displayed or fired or stored in the residence.
- c. Students are not allowed to possess or handle any dangerous weapon, explosive or fuel on any premises. Threats of or pretending that any firearm or any other dangerous weapon, explosive or fuel is being used, is prohibited. Any student making such a threat will be deemed to be in contravention of this rule.



d. No fireworks or any other flammable substance, liquid, or explosive devices shall be kept on or detonated on the premises.

e. Random searches may be conducted at any time by The Yard staff. These include personal searches (clothes, pockets, bags etc.) as well as apartment searches (cupboards, beds, bookshelves, kitchens etc.). Students are obliged to comply with these searches. Failure to do so will result in the student being deemed to have breached the rules with regard to Firearms and Fireworks and the necessary action will be taken.

f. Consolidated Urban reserve the right to involve South African Police Services (SAPS) in any search or spot-check referred to in Point E above.

g. Any student in contravention of the Firearms and Fireworks policy will be liable for immediate expulsion.

11. Politics

Although residents may each hold different opinions, which might lead to arguments amongst themselves, each resident is expected to treat all other residents and their view points with respect.

a. External political organizations/activities are strictly prohibited in the residence.

b. Internal organizations such as soccer team, choir, etc. will only be allowed with prior permission and arrangement with the Residence Staff.

c. External political speakers or meetings will not be allowed on the residence premises, unless carried out in accordance with Rule 13 below.

12. Pets and Animals

Residents are not allowed to bring or keep any pets or animals (or any living creatures) onto the premises at any time.

13. Trading

There shall be no form of trading of any service or product within or from the premises whatsoever.

14. Speakers

Where any student, or any visitor, wishes to address the student body, or a part thereof, permission shall first be obtained from the Residence Manager.

15. Projects and Functions

Permission shall be obtained from the Residence Manager before any fundraising or community or residence projects are initiated.

16. Room Assignments

- a. Consolidated Urban does not make room assignments based on race, nationality, ethnicity, religion, sexual orientation or disability.
- b. Campus Africa assigns single or double bedrooms in apartments on an all-male or all-female basis
- c. The Campus Africa building is fully co-ed, meaning that male and female students will reside on the same floors – but not in the same apartments.
- d. Students may advise Management if they have preference to share with a specific person. This request may be granted if practical, feasible, and considered appropriate by Management.
- e. Management are not obliged to make any changes to apartment allocations based on student preferences.

17. Notice Boards

Notice boards may be used by the Residence Staff only. If a resident wishes to use a notice board, he/she must first obtain permission from the Chairperson of the Residence Committee or Residence Manager. Notices may not be posted up at any place other than the notice boards provided for this purpose.

18. Illness and Medical Treatment

- a. Students must inform Management if he/she is confined to bed due to illness.
- b. Obtaining and taking chronic or other medication is the student's own responsibility.
- c. Medical services are not available on residences all the medical treatment is the student's own responsibility.
- d. Full details of doctors, hospitals, pharmacies and emergency services in the area are available at Security Reception.
- e. Communicable diseases must be reported to Management. Students must leave the residence immediately after being diagnosed, up until such a time he/she is medically fit to return.

19. Maintenance Procedures and Reporting

- a. All maintenance issues should be reported via one of the following channels:
 - i. Enter in the maintenance book kept at the Security Desk
 - ii. Raise a maintenance request directly in the Campus Africa app
 - iii. Notify your residence's WhatsApp group
- b. Maintenance issues will be dealt with on a daily basis.



c. Urgent maintenance required should be reported to security. Items deemed to be urgent are:

- i. Lack of water
- ii. Lack of hot water
- iii. Flooding or blocked drains
- iv. Power failures

d. No student shall be permitted to attempt any repairs themselves. Any damage caused by such an attempt will be the responsibility of the student.

e. Students are accountable for any breakages or damages to their apartments or any of the furniture or appliances supplied, save for normal wear and tear.

20. Complaints

If any student is unhappy with a particular aspect of the Consolidated Urban living experience, they should discuss first with the Residence Manager.

21. Information Technology

a. Consolidated Urban Internet Acceptable Usage Policy (AUP)

We provide residents and staff living within Consolidated Urban communities, with broadband and wireless access to the Internet from the secure log-in for personal study, social and leisure purposes.

Broadband and Wireless internet services can be accessed by students either by means of the Consolidated Urban Computer Labs (if provided), alternatively through direct access computer connection points in single and shared rooms or generally as made available throughout the premises.

Notwithstanding the prohibited activities listed in 21b below, neither Consolidated Urban nor any of its agents or affiliates shall be responsible for the provision of any form of censorship or content filtering pertaining to the use of the provided broadband and wireless internet services by students. In this regard students are expected to exercise the requisite discretion and discipline in the use of the provided broadband and internet services in accordance with this cause 21.

b. Prohibited Activities

The following activities are prohibited under all circumstances:

- i. Unauthorized downloading and copying of music, videos, films, software and other copyrighted material;
- ii. Distribution of pirated software or data;
- iii. Posting, receiving and/or distributing any illegal, racist, sexist, defamatory, obscene, pornographic, abusive and threatening material;
- iv. Displaying, archiving, storing, distributing, editing or recording any illegal material (for example indecent images of children) or any kind of sexually explicit image or documents;
- v. Gaining or attempting to gain unauthorized access to any computer systems for any purpose;
- vi. Impairing or attempting to impair the operation of or access to any computer, program or data;

- vii. Deliberately introducing or passing on any virus, worm, Trojan Horse or trapdoor program code.
- viii. Downloading entertainment software or games or playing games against opponents over the Internet;
- ix. Operating high bandwidth applications (for example video, audio 'tickers', news feeds) which exceed the standard 2 megabyte bandwidth we allocate to each user, unless you have purchased additional bandwidth in advance. We monitor your Internet usage and will notify you if you exceed your standard bandwidth allocation [on a regular basis].
- x. Many of these Prohibited Activities could result in legal action, a fine or a term of imprisonment or both. If you accidentally engage in a Prohibited Activity (e.g. connect to a site that contains sexually explicit or offensive material), you must cease the Prohibited Activity immediately (disconnect from the site) and report the breach to IT Support.
- xi. If you download software you must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its licence.
- xii. **Any student found contravening any of the prohibited activities may have his/her internet access and privileges in the building removed for the remainder of the academic year.**

c. Monitoring and Compliance

Whilst we do not monitor the content of any web space or content you may create when using the UNEST Internet Services (including postings on chat rooms, instant messaging, email, Newsgroup or other communications), we do operate systems to ensure compliance with this AUP and for security purposes.

These include network scanning and bandwidth usage Monitoring. We also co-operate with any reasonable request from law enforcement and regulatory agencies for records on an individual's Internet usage. Consequently, you should have no expectation of privacy in relation to your use of the Internet Services.

d. Breaches of AUP (Acceptance use policy)

If you do not comply with this AUP we may disable your access to the Internet Services. In the event of serious instances of abuse, we may also notify the police or relevant law enforcement agencies. You can report breaches of this AUP via the Helpdesk.

e. Security

To access the Internet Services, you will need a user name and password. You are responsible for the security of your username or password and you should not disclose these to anyone.

22. Gymnasium

- a. A gymnasium is available in the building. Use of the equipment is at the student's own risk and Consolidated Urban is not liable for any injury sustained whilst utilizing these facilities.
- b. Students are expected to leave the gym equipment in a clean and hygienic state after use.
- c. Visitors are not allowed to use the gym equipment under any circumstances.

23. Laundry

- a. The communal laundry room is accessible Monday to Friday.
- b. We have laundry Assistant available to help student and manual wash basins are provided,.4 tokens will be given to the student per month, additional tokens can be purchased from the laundry assist at a fee.
- c. Drying lines are available and students are required to provide their own drying pegs.
- d. Consolidated Urban(Campus Africa) is not responsible for any damage or loss to or of any article of



clothing whilst in the washing or drying process.

24. Lost Keys

Any student who breaks, damages or loses a key or lock will be responsible for full replacement thereof at their own expense. These costs are listed below:

- a. Key R 100.00
- b. Lock R 300.00

