



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Student no: 21481084
Our ref: Department of Residence Affairs and Accommodation
Email: tuksres.placement@up.ac.za

2022-02-24

Mr D Pillay
60 Foxglove Place
Springfield
4091

Dear Mr Pillay

RESERVATION IN TUKSVILLAGE M RESIDENCE FOR 2022

I am pleased to inform you that accommodation has been reserved for you in **TuksVillage M** residence. Before you may move into the above-mentioned residence, the following procedures must be followed:

- Please logon to your student portal <https://www.up.ac.za/portalstudent> (Student Centre) and **Accept/Decline** your placement.
- A reservation levy of **R5,700.00** is payable and charged to your student account once you are placed you. Please see the bank details provided below. If you have been transferred from one residence to another and you have already paid the reservation levy it is not necessary to pay this again as the amount will reflect on our system.
- Collect you're the keys for your **room within 48 hours of this placement letter**. Accommodation fees are charged in line with your placement date. You may arrive at the residence between **09:00 and 14:00 on weekdays only**. Each residence has a Building Coordinator: Residence Facilities who will assist you with your move-in. We encourage you to contact them before arrival.
- A room will be allocated to you when you arrive at the residence. It may also happen that a room is allocated to you on a **temporary basis** to help you move in as soon as possible which means that you may be requested to move again. Please ensure that you acquire all this information.
- You must complete a **Residence Room Occupation Form** before accepting the keys to your room. The link to this form will be available at the residence on arrival or you may request it from your Building Coordinator.
- If you **do not collect your keys within 48 hours**, your place will be cancelled and allocated to the next person on the waiting list.

Please refer to the TuksRes Guide and/or Annexure A, regarding the rules and regulations applicable for accommodation facilities of the University of Pretoria. Please note that ignorance of these provisions cannot be offered as an excuse.

Banking details:

Should you wish to pay fees/reservation levy by means of a bank deposit or electronic transfer:

Bank: **ABSA** Branch: **632005** (Hatfield) Account Number: **214 000 0054**
OR

Bank: **Standard Bank** Branch: **011545** (Hatfield) Account Number: **012 602 604**

Deposit reference: Always quote your student number and surname on the deposit slip – without this the payment cannot be processed.

Residence Placement Contact details:

Please supply your **student number** and **study course** in all correspondence and enquiries.

Website: <http://www.up.ac.za/student-accommodation>

Email:

Undergraduate Ladies	tuksres.ladies@up.ac.za
Undergraduate Men	tuksres.men@up.ac.za
Prinshof Campus Students	tuksres.prinshof@up.ac.za
Postgraduate students	tuksres.postgrad@up.ac.za

Kind regards

Manager: Placement Management
DEPARTMENT RESIDENCE AFFAIRS AND ACCOMMODATION

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**UNIVERSITY OF PRETORIA
UNIVERSITY ACCOMMODATION
CONDITIONS, STIPULATIONS AND GENERAL INFORMATION**

The following details and provisions are for the information of students and their parents. **Please note that ignorance of these provisions cannot be offered as an excuse.**

1. University accommodation

- 1.1. A TuksRes Guide which consists of additional information regarding procedures, rules and regulations is made available on the web. The onus will rest on each student to ensure that they receive this guide. The University reserves the right to make changes as it deems fit.
- 1.2. Only students who are registered for full-time study for a degree or diploma course at the University, fulfil all the admission requirements for such a course, and are not in full-time employment, may live in a University residence. Admission to a residence does not guarantee a student admission to a course of study.
- 1.3. Single persons only are admitted and undergraduate students may obtain admission to an undergraduate residence up to and including the age of 24.
- 1.4. Only students who already have a degree or three-year diploma will be considered for postgraduate accommodation.
- 1.5. The University reserves the right to accommodate a student in any residence and to transfer a student to another residence. Applications for transfer from one residence to another will only be considered in exceptional cases.
- 1.6. During July/August of each year, students in residences are given the opportunity to apply for readmission to the residence for the following year. If readmission is required, a place is reserved subject to academic achievement within the category of senior students in each residence, conduct and fulfilment of financial obligations. On readmission, the University contract is continued by implication and it applies together with all its conditions and provisions for the subsequent year/s.

2. Reservation levy and departure

- 2.1 A student who is admitted to a University residence for the first time must pay a reservation levy of R5700, 00 by the date as indicated in the placement letter.
- 2.2 If a student does not move into the residence place allocated to them, the placement will be cancelled, and the reservation levy refunded according to the cancellation criteria as indicated in the placement letter.
- 2.3 A student, who stayed in a University residence the previous year, must pay a reservation levy of R5700, 00 by the date as indicated in the placement letter and must also ensure that all outstanding fees have been fully paid.
- 2.4 Should you neglect to pay your reservation levy by the date as indicated in the placement letter; your place in the residence will be cancelled and allocated to the next suitable candidate on the waiting list.
- 2.5 Placement in a UP residence is subject to admission to or selection for a course of study.
- 2.6 Students who are dependent upon a bursary and/or loan for their studies must make satisfactory financial arrangements with the University.
- 2.7 If, for whatever reason, a student does not take up the reserved accommodation, TuksRes must be advised immediately.
- 2.8 Accommodation is accepted and provided for a full academic year, covering the period from the opening of the residences in January/February to the conclusion of the University examinations (**recess/holiday periods excluded**), but never later than the official closing date for residences. This means that students completely evacuate their rooms during the April and July holidays. Storage facilities are provided at own risk for property that cannot be taken home.
- 2.9 Should a student have moved into a UP Residence and not be registered by the final registration date, the student must move out of the relevant residence within 48-hours. Failure to do so will result in his/her room/unit be locked and no longer accessible. The student can make the necessary arrangements and he/she will be accompanied by a University staff member to remove his/her belongings. Should the belongings not be claimed and/or removed, the belongings will be removed by University staff and stored elsewhere for a limited period.
- 2.10 At the end of each term, students must depart from the residences as follows:
 - **Students who write examinations:** depart within two days of the conclusion of their examination; or
 - **Students who write supplementary examinations:** depart within one day after their last supplementary examination; or
 - **Students who are not writing examinations, or who have not been admitted to the examinations:** depart within two days of the conclusion of their lectures.
- 2.11 Should a student discontinue his/ her studies, it is expected that he/she moves out of the relevant University accommodation within 48-hours. Failure to do so will result in his/her room/unit be locked and

no longer accessible. The student can make the necessary arrangements and he/she will be accompanied by a University staff member to remove his/her belongings. Should the belongings not be claimed and/or removed, the belongings will be removed by University staff and stored elsewhere for a limited period.

- 2.12 Departure/moving out of residence: Students who wish to leave the residence must give 30 days' notice of departure via their Student Centre on the UP-Student Portal. The final date to submit this notice in order to receive a credit on the residence fees is 15 August and thereafter must depart by 15 September 2022. A student who leaves must hand the keys and the Departure Form in with the Co-ordinator: Residence Facilities. The room will only be deemed vacated after submitting the keys and Departure Form.
- 2.13 Students who depart after 15 September 2022 will not be refunded for accommodation.
- 2.14 Students are accountable for a full month (30 days) notice period, irrespective of whether it is done of their own free will or as a result of unsatisfactory academic progress or conduct. A student will thus be held financially accountable for the duration of stay plus one months' notice.
- 2.15 If students are unable to continue their studies in the second semester due to poor academic achievement in the first semester, they are obliged to leave the residence within 48 hours of the final dismissal and will be held financially accountable for the duration of stay.
- 2.16 If, at a later stage, such students (2.15) are again admitted to a course of study and require accommodation in a residence, they shall have to reapply for admission to a residence.
- 2.17 Student who have complete their studies during the academic year are obliged to leave the residence within 48-hours of their final examination or academic obligation.

3. Accommodation and meal fees

Accommodation and meal fees are revised annually and calculated according to the official academic days of the year. Recess periods or study programs that fall outside the official academic program are not covered by these fees.

- 3.1 Meal Fees: The University has a computerized system which enables students in residences to make reservations for meals and to pay for reserved meals only. The University levies basic meal fees of **R14 400** (this amount is subject to change) in advance, from which meals can be booked at a fixed rate. Once the credit on the system is depleted, the student must deposit additional funds for further meals. Credit balances at the end of the year are credited to the student account or; in the case of final departure from the residence or; paid to the student account on request. Please note that the meal allowance does not cover all meals for the academic year.
- 3.2 The estimated cost for meals if all (100%) meals are provided by the University in 2021: R 35 600 (which will be adjusted for 2022).
- 3.3 Postgraduate residences are self-catering and will therefore be levied for accommodation only.
- 3.4 The basic accommodation and meal fees for **2021 (which will be adjusted for 2022)** are as set out below:

Campus	Residences	Single room	Meal Fees
Hatfield Campus	Ladies residences: House Nala & House Khutso	R 60 200	R 14 400
	Ladies residences: Asterhof, Erica, Madelif, House Mags & Nerina	R 49 500	R 14 400
	Ladies residences: Asterhof VMN	R 60 400	R 14 400
	Ladies residences: Nerina (New blocks) (Self-Catering)	R 55 200	R 14 400
	Mixed residence: Xayata	R 49 500	R 14 400
Hillcrest Campus	Ladies residences: Azalea	R 61 400	R 14 400
	Men's residences: College & The Tower	R 60 200	R 14 400
	Men's residences: Tuks Ekaya & House TAU	R 57 600	R 14 400
	Men's residences: Mopane & Morula Legae	R 61 400	R 14 400
	Mixed residences: TuksVillage (Self-Catering)	R 55 200	R 14 400
Groenkloof Campus	Ladies residences: Zinnia, Hayani & Ikageng	R 49 500	R 14 400
	Men's residence: Tirisano	R 49 500	R 14 400
Prinshof Campus	Ladies residence: Curelitzia	R 49 500	R 14 400
	Men's residence: House Ukuthula (Self-Catering)	R 52 600	R 14 400
	Men's residence: House Ukuthula (Single flat) (Self-Catering)	R 71 300	R 14 400
	Mixed residence: Tuks Bophelong (Self-Catering)	R 55 200	R 14 400
	Mixed residence: Hippokrates (Bachelor flat) (Self-Catering)	R 71 300	R 14 400
	Mixed residence: Hippokrates (Single room) (Self-Catering)	R 62 600	R 14 400
Onderstepoort Campus	Mixed residence: OP Village (blocks A-C)	R 53 400	R 14 400
	Mixed residence: OP Village (blocks D-G)	R 49 500	R 14 400
	Mixed residence: OP Village (New blocks) (Self-Catering)	R 60 200	R 14 400

Postgraduate: Hatfield Campus	Jakaranda, Protea Mbalenhle (Single flat) (Self-Catering)	R 71 300	n/a
	Jakaranda, Protea Mbalenhle (Sharing flat) (Self-Catering)	R 64 500	n/a
	Tuksdorp (Single room) (Self-Catering)	R 52 600	n/a

- 3.5 Due to the nationwide lockdown restrictions as a result of the Covid-19 pandemic, only one student has been allowed to occupy a double room, meaning this student will be responsible for a single room fee. However this is subject to change at any stage.
- 3.6 Once students are registered, their own specific student account details and balance can be found on the UP-Student Portal, Student Centre.
- 3.7 Please see the following link for the due dates of full accommodation and meals fees: <https://www.up.ac.za/student-fees/article/2735925/when-to-pay-what->

4. Opening of residences and taking up of residence places

- 4.1 The date on which the residences will open at the beginning of the year as well as the date on which students must report will be communicated in their placement letter.
- 4.2 A reserved place must be taken up on the day that the residences open. If it is not taken up, the reservation will be considered cancelled, and the reservation levy will be forfeited.
- 4.3 When residences open, students report to the relevant residence in which they have been placed.
- 4.4 Members of the House Committee assist the Head of Residence with the reception of students and supply information about domestic matters and the regulations of the residence.
- 4.5 Change of room: An application form must be completed, and the necessary permission must be acquired from the Head of Residence to change rooms. Non-adherence will result in a fine.
- 4.6 A TuksRes Guide containing most of the rules, regulations will be available on the University's Website.
- 4.7 Postgraduate residences (Tuksdorp, Jakaranda and Protea Mbalenhle): The same procedures are relevant for the postgraduate residences.

5. Important provisions about accommodation

Accommodation in a residence is subject to the following provisions:

- 5.1 Students must clean and tidy their rooms satisfactorily before 09:00 daily.
- 5.2 The right is retained to move students in a residence - after consultation with these students and if required by circumstances such as extensive renovation - to another residence, room or flat where they will not be disturbed.
- 5.3 The Head of Residence or his/her representative is entitled to inspect the room at any reasonable time, and to institute appropriate action in cases where a room is found to be in an unsatisfactory condition or an unauthorised person(s) found staying in the room.
- 5.4 Each occupant is fully responsible for the condition of his/her room. Any damage to or defects in a room must be reported immediately to the Coordinator: Residence Facilities. Damage caused by an occupant will be repaired by the University at the occupant's expense. If the identity of the guilty occupant cannot be determined, the residence and/or residents will be liable for damages caused.
- 5.5 Personal belongings may be locked in wardrobes at own risk during recess periods during the academic year, unless notice is given that residences must be vacated. At the end of the academic year, all personal belongings **must** be removed from residences.
- 5.6 Residence students (excluding postgraduate residences) are expected to vacate their rooms and remove their belongings during the April and July holiday periods as residences are utilised for guests/groups during these periods. Storage facilities will be provided and will be at own risk. The University will not be liable for any losses.
- 5.7 When vacating a room at the end or during the academic year, each occupant is responsible for leaving his/her room in a clean and neat condition. Should an occupant fail to do so, he/she will be held financially responsible for the condition of the room and furniture.
- 5.8 Furniture and other equipment may not be exchanged or moved from one room or hall to another.
- 5.9 No unauthorised person(s) is allowed to occupy or use the room for whatever purpose, regardless of the period of occupation or use. Subletting, squatting and permitting unauthorised persons to use the room are forbidden. The contract will summarily be terminated if a student contravenes this clause.
- 5.10 No visitors of the opposite gender are permitted in residence rooms without permission of the Head of Residence.
- 5.11 Students are responsible for obtaining insurance cover for their personal belongings/property at the residence, as the University is under no circumstances responsible for damages or loss of whatever nature that is incurred in respect of property/belongings owned by the student or in his/her possession.
- 5.12 Students will adhere and submit to the Disciplinary Code for Residences as well as the various governance structures.
- 5.13 Non-adherence to any conditions pertaining to University accommodation will lead to disciplinary action and possible immediate termination of the accommodation contract.

GENERAL INFORMATION

6. Location of University residences

- 6.1 Apart from Azalea and TuksVillage, the ladies' residences are located close to the University. The University men's residences, Azalea and TuksVillage are located at the Hillcrest campus approximately 1,5 kilometres from the University. A bus service operates between these residences and the University, and at present this service is free of charge for students living in residences. All residences are within 1,5 kilometres from the sports fields of the University and a bicycle would therefore be useful.
- 6.2 Tuksdorp, Jakaranda and Protea Mbalenhle are situated within walking distance of the Hatfield Campus.
- 6.3 The Hatfield and Hillcrest Campus residences are located approximately 6 to 8 kilometres respectively from the Pretoria railway station where taxis are available.
- 6.4 Groenkloof Campus is situated approximately 3,5 kilometres from the Hatfield Campus. A bus service is available free of charge to students who attend classes at the Hatfield Campus.
- 6.5 Students staying at the Prinshof Campus are responsible for their own transport, but a limited shuttle services is available between the two campuses.

7. Allocation of rooms

- 7.1 Due to the limited number of single rooms available in residences, the larger proportion of first-year students and several senior students are accommodated in double rooms. The Residence Management allocates rooms when students report at the beginning of the year.
- 7.2 Postgraduate accommodation: Allocation of rooms/flats is managed by the Department of Residence Affairs and Accommodation by the Division: Placement Management.

8. Annexes

- 8.1 Some ladies' residences have annexes and students accommodated in these are subject to the same rules and regulations and enjoy the same rights and privileges as students in the main building.
- 8.2 Each annex has one or more senior students who exercise control over the residents of the annex under the direct supervision of the Head of Residence.
- 8.3 Residents of an annex have their meals with the residents of the main building and in the same dining hall.

9. Laundry

Students in residences are responsible for their own personal laundry. Washing machines and tumble driers have been installed in residences for this purpose. Students may use them at their own risk but must supply their own washing powder and iron.

10. Bedding/linen

No bedding/linen is provided. Students must therefore supply their own sheets, pillows, blankets/duvets etc.

11. Electrical appliances

- 11.1 It is the responsibility of each resident to ensure electrical appliances used for personal purposes have a 15 ampere three-pin plug and are connected correctly to the lead of the appliance concerned.
- 11.2 For safety purposes, the metal housing of electrical appliances must have an effective earth connection.
- 11.3 It is in the student's own interest to have all electrical appliances tested by a qualified electrician before using them.
- 11.4 Students may not use any apparatus, or follow any occupation, or keep any inflammable or otherwise dangerous goods in the residence, which can render the insurance on the property invalid or otherwise present a risk or danger.

12. What to bring to residence?

- Glass, mug and cutlery for use in bedroom (optional)
- Hangers, towels and soap (compulsory)
- Sport equipment (optional)
- Computer (optional)
- Iron (all ironing is done in the ironing room and not in the bedrooms)
- Own bedding/linen – sheets, duvet/blankets, pillow (compulsory)
- Self-catering residences (refer to no 3: Accommodation Fees, as to ascertain which residences are self-catering) are to provide their own cooking utensils, cutlery and crockery. **Under no circumstances will cooking be permitted in any other residence than self-catering residences.**

13. Special diets

It is unfortunately not possible for the University to provide special food to students who follow a special diet due to their religious conviction or illness.

14. Visitors

It is not possible to provide accommodation in a University residence to anyone who is not a resident. Under exceptional circumstances only a student in residence must obtain permission from the Head of Residence for a visitor to spend the night in the residence.

15. Parking arrangements

Residents may keep a roadworthy car subject to the following conditions:

- 15.1 A resident, who wants to keep/use a car, must obtain a parking disc/temporary permit by applying for parking online via the Student Portal.
- 15.2 The parking disc/permit must be affixed to the windscreen of the car at all times.
- 15.3 The car may only be parked on the specific allocated parking area at the residence.
- 15.4 Parking fees are payable for open and covered parking.

16. Bicycles

Students in residences, who want to keep/use a bicycle, must preferably display their student number on the frame of the bicycle. The Department of Security Services will affix the number free of charge on request.

17. Parking and traffic rules

The parking and traffic rules and regulations are applicable to all students in residence. All students in residence should ensure that they know these rules.

18. Enquiries

Correspondence and enquiries regarding placement can be addressed to the Student Service Centre at Tel: 012 420 3111, University of Pretoria, 0002 or email: ssc@up.ac.za.

PLEASE RETAIN THIS ANNEXURE FOR LATER REFERENCE.