



# CONDITIONS OF ACCOMMODATION

## DEFINITIONS

For the purposes of these Conditions, unless the context clearly indicates otherwise, the term -

- 'Accommodation' means the room/apartment and its associated facilities, as appropriate to the context;
- Wits means The University of The Witwatersrand
- 'Residence Administration Officer' means the officer responsible for the administration of a residence/s;
- 'Residence' includes the residence buildings and the surrounding areas that are designated by the University as part of a student residence of the University and, where appropriate, shall be synonymous with the term 'premises';
- 'Cluster Manager' means the Manager responsible for the management of a residence;
- 'Room/apartment' means the area of the residence assigned to a student for his/her personal residential use;
- 'Student' means a resident of a residence
- 'Working day' means weekday excluding Saturdays, Sundays and public holidays
- 'Housekeeper' means staff member responsible for maintenance/cleaning issues in residence
- 'Residence hall co-ordinator/Warden' is a part-time staff member providing assistance in the residence after office hours

## 1. Admission, Withdrawal, Occupancy & Unauthorised Stays

- a) All students admitted to a residence are subject, inter alia, to these conditions, the rules and policies of the residence programme, and the General Rules for Student Conduct of the university.
- b) Residence accommodation is available only to bona fide full-time students of the University. For the purpose of this provision, the term 'full-time student' shall exclude any salaried employee of the University and shall further exclude any student who is registered for a combination of courses the totality of the workload for which comprises less than 50% of the workload of a student with a full normal curriculum at the equivalent level of study for the same full-time degree or diploma. The University reserves the right to evict without notice any resident who does not satisfy these requirements and/or other university applicable rules.
- c) If the academic registration of a student lapses or is cancelled at any time or if a student is de-registered academically by the University, all rights to accommodation cease forthwith and the student must vacate the residence immediately. Failure to do so will result in legal action.
- d) The use of residence accommodation is restricted to registered residents of the residence only. Overnight visitors are NOT permitted.
- e) Admission to a residence is for the current academic year only, and the University is not obliged to readmit a student to any residence in the following year.
- f) A student who wishes to be readmitted to a residence for the following academic year must apply for such readmission ([url www.wits.ac.za/online/applications](http://www.wits.ac.za/online/applications)) online applications by 30 September each year. Late applications for readmission will not be accepted.
- g) The re-admission of a student to any academic programme shall not oblige the University to readmit the student to a residence.
- h) A student who does not meet the residence admissions- criteria/requirements will not be admitted to any residence..
- i) If a student wishes to withdraw from University accommodation during the academic year, a minimum of one month's written notice is required which is to be submitted online via the self-service portal and will be liable for the duration of their stay and the rentals for the notice period. However, if a student giving notice by the 14th March and vacates his/her accommodation within three weeks after having taken occupation of their room, will not be charged rentals for the notice period.
  - If, however, cancellation occurs after 31 July, the student shall be liable for the entire rental and associated charges for the year, and shall not be entitled to any refund, except for students who are excluded or de- registered by the Faculty.

Masters and PHD students arriving after the 01 April have until have until 01 October to cancel their accommodation to avoid being liable for the full residence rentals.

- When cancelling accommodation in a catered residence, the student must also notify the Catering Liaison Officer of the related dining hall in writing that the remaining booked meals for the year must be cancelled. Failure to do so will render the student liable for the cost of all meals originally booked for the remainder of the year.
- j) The University reserves the right to levy charges for any abuse or for unauthorised use of accommodation. In addition, students so charged may forfeit their right of readmission in the following year.
- k) Wits retains the right to move a student, if necessary, to another room in the same residence or to another residence.

## 2. Periods of Accommodation

- a) The normal periods of accommodation are –
- (i) In the case of **New first-year undergraduates** in catered residences, from the start of the Orientation Period (Gateway to Success Programme) until the day after the last mid-year examination\* and for returning students, three or four days before the start of the general undergraduate academic term until the day after the last mid-year examination\*.
  - (ii) from the day before the start of the second term until the morning after each student's last end-of-year examination in catering residences\*. (\*Any student who remains in residence beyond the day after his/her last examination shall be guilty of an offence and may forfeit the possibility of readmission to a residence in the following year); and
  - iii) In self-catered residences, **New first-year undergraduates** accommodation period is from the start of the Orientation Period (Gateway to Success Programme) and for returning students, three or four days before the start of the general undergraduate academic term until the day after the last end-of-year examination or by the 30<sup>th</sup> November in the case of students residing at Wits Junction.
- b) The normal periods of accommodation for students whose academic term dates do not coincide with the University's normal first-year undergraduate academic term – e.g. Post Graduate Diplomas, Honours and Health Sciences students, may enter a residence on the day immediately prior to the start of his/her academic year and must leave the residence on the day following his/her last end-of-year examination or assessment or by the 30<sup>th</sup> November in the case of students residing at Wits Junction ..
- c) Masters and PHD students will be accommodated according to their academic term with the last day in residences being the day before the elected closing date of the University in December.
- d) Any additional period of accommodation (e.g. for the purpose of vacation work, supplementary or deferred examinations, electives, support programmes or extension of an academic programme) will be subject to additional rental. All rentals for such additional periods of accommodation will be billed to the students' fee account.
- e) If at the end of a normal period of accommodation as specified above, a student fails to vacate his/her room/ apartment and/or to remove all his/her possessions from the room/apartment, he/she shall be liable to pay the standard vacation fee for the period of occupancy after the end of the normal period of accommodation. Such failure shall jeopardize the possibility of the student's re-admission to a residence in the following year and may result in disciplinary action.

## 3. Payment of Fees

Residence fees must be paid strictly in accordance with Residence rentals, meal prices and levies schedule which can be found in Part 7 of the Universitys Fee Booklet.

## 4. Visitors, Pets & Noise

- a) No non-resident may occupy residence accommodation other than provided for in this Clause 4(c) below.
- b) The University may refuse to admit any person to any building or precinct of the University, including a residence.
- c) Visitors may enter residences or parts of residences only at the invitation of one of the residents and only if they are signed in by their host in person. Visits may take place at specified times and on the condition that the visitor/s does not cause a disturbance. Visiting hours are between 09:00-24:00 on Friday and Saturday and between 09:00-23:00 on Sunday to Monday. The Residence Administration Officer, Cluster Manager, Warden or any other authorised employee or agent of the University (including a member of the House Committee) may request a visitor to leave a residence at any time if in the opinion of such employee or agent a disturbance has been caused, or for any other reason.

- d) All visitors are bound by the rules, regulations, policies and procedures of the University, including these conditions.
- e) A resident may not invite or permit or cause any other person to remain overnight in the accommodation.
- f) A resident may not keep live animals on the premises.
- g) A resident must not cause a disturbance in, or in the vicinity of, the residence, disrupt any residence, or disrupt any residential or other services.
- h) The prohibition on noise is relaxed in residences between 17:00 and 19:00 daily, but this does not entitle a student to make excessive noise during this period. These "noise hours" fall away during examination periods.

## **5. Alcohol, Smoking, Drugs & Weapons**

- a) No person may bring alcoholic beverages or intoxicating substances of any kind or inflammable liquids (as defined by the University) into a residence, or consume alcohol on the premises, without the prior written permission of the Head of Residence or his/her nominee.
- b) No person may bring any weapons.
- c) No person may smoke in any part of the residence building and this includes the use of Hubbly Bubbly. (Contraventions may result in disciplinary action and/or no readmission in the following academic year).

## **6. Inventory & Condition Report**

The student must complete the online Inventory Checklist immediately after occupying the room/apartment covering the contents and condition of his/her room/apartment, failing which the room/apartment and its usual contents shall be deemed to have been in good proper order automatically after 24 hrs.

## **7. Furniture, Equipment & Appliances**

- a) A student may not use (or have in his/her possession) in the residence any heater or cooking appliance other than a kettle, small microwave oven or toaster except those heaters/appliances provided by the University. (Contraventions may result in disciplinary action and/or no readmission in the following academic year)
- b) A student must notify the Residence Administration Officer before bringing a refrigerator, microwave oven or television set onto the premises. Additional electricity charges will be levied for such appliances. Failure to notify the Residence Administration Officer will result in financial penalties and disciplinary action.
- c) A student must not remove any of the University's movable property from the premises and may not swap or relocate any residence furniture without the permission of the Residence Administration Officer. A student who moves communal furniture into his/her room and/or other parts of the residence shall be guilty of an offence and fined a penalty.

## **8. Damage & Maintenance**

- a) The University is not liable for any damage to property of a student or his/her guest, howsoever caused. Students are strongly advised to insure their possessions.
- b) The student is liable for any damage to the premises or to any building or to any movable property of the University where such damage is caused, either intentionally or unintentionally, by the student or by any guest or invitee of the student. Students shall be liable for any direct and/or indirect damage and losses, including without limitation consequential damages and losses sustained by Wits due to any loss of or damage to the Wits property as a result of the students actions. For any damage to a room or the residence, the student concerned shall be held liable jointly and severally with his/her co-tenant, as the case may be.
- c) If, during the period of accommodation, the student becomes aware of any recent damage to the room/apartment or to its contents or any recent deficiency in the accommodation and its furnishings, he/she must report such damage or deficiency to the Housekeeper for corrective action. Failure to do so may result in disciplinary action. If the reported damage or deficiency is not attended to within a reasonable time, the student should refer the matter to the Cluster Manager.
- d) The student must maintain the room/apartment and all movable items in good condition, and at the end of the period of occupation must return these in the same condition as they were in at the date of initial occupation. Reasonable wear and tear is expected
- e) The student may not paint, decorate, deface or alter his/her room/apartment or any other part of the premises or the contents thereof, and may not alter or interfere with any electrical or plumbing installations or with any lock, or cause or permit any nails or screws to be driven into, or objects (including posters) to be pasted or glued onto the furniture or fittings or equipment or doors, windows, walls, floors or ceilings of the premises. Residents should affix posters, etc. only to the noticeboards provided by the University.

- f) Wits shall be entitled at all reasonable times, to have access to the room to effect any necessary repairs, alterations or maintenance work.
- g) Wits shall be entitled to inspect the room for any purpose whatsoever at reasonable times or by prior arrangement with the student.

### **9. Housekeeping, Laundry, Health & Hygiene**

- a) For reasons of health, students must keep their rooms or apartments in a hygienic and reasonably tidy condition, including washing utensils and food containers immediately after use. Failure to do so may result in disciplinary action.
- b) All student rooms are cleaned by cleaning staff once a week. Students are obliged to give staff access to their rooms for this purpose, and any attempt to hinder cleaning staff will result in disciplinary action. Students should lock all valuables away on cleaning day.
- c) Students must deposit litter/refuse only in the receptacles provided.
- d) The laundry facilities at the residence are for the use of residents only. The clothing of persons other than authorised residents may not be laundered in the residence laundries.
- e) Fumigation and bed bug treatment will take place 4 times a year and students are requested to lock their stuff away on those days.

### **10. Beds & Bedding**

- a) The student must provide his/her own bedding, including sheets. Failure to do so may result in disciplinary action and a penalty levied.
- b) The student must launder his/her own bedding. In the interests of hygiene, sheets should be laundered weekly.
- c) No bed or mattress may be used without proper bedding. For reasons of hygiene and cleanliness, University mattresses must always be protected by the mattress covers provided by the University as well as by proper bedding. All mattresses must be used on a proper bedstead or base. Mattresses placed directly on the floor, a fine will be levied and mattress removed.
- d) When students leave their residences at the end of any period of accommodation they must return any University mattress covers on loan to them in a clean and serviceable condition and returned to the Housekeeper.

### **11. Meals & Dining Halls**

- a) Residence meals must be taken in a designated dining hall. No student may remove food from a dining hall except meal packs that are issued to a student in lieu of a normal meal.
- b) It is an offence for any student to remove any cutlery, crockery or glassware from a dining hall other than such items as have been formally issued to the student.
- c) Non- Wits students are not permitted to enter any residence dining hall during normal meal times.
- d) All students must comply with the University's catering regulations.

### **12. Catering Procedures, Equipment & Facilities**

- a) A student may not cook in any part of the residence other than in a designated kitchen area.
- b) The University does not provide crockery, cutlery, cookware or other catering utensils in any self-catering residence. Students in self-catering accommodation must therefore provide their own crockery, cutlery, cookware and catering utensils. In using the cooking facilities provided by the University, the student may use their own cookware and utensils.
- c) All cooking appliances (stoves, microwave ovens, etc.) and catering facilities (including working surfaces) must be cleaned by the student immediately after use, and floor or wall spillages or splashes must be cleaned immediately.
- d) The student must not pour any fat, oil, foodstuffs or other foreign matter or objects of any nature whatsoever into a sink, basin, bathtub, shower or drain. Expenses arising from the need for contractors or staff to unblock washbasins in student rooms will be charged to the student's fee account where the blockage is food-related.
- e) Students must clean their food storage cupboards and defrost their University fridges regularly, and at the end of term.

### **13. Safety, Security, OHSE and Insurance**

- a) Students must keep all valuables under lock and key at all times and should lock their rooms when leaving them unattended.
- b) Students are advised to insure all personal property that they bring onto the premises. The University will not be liable for any loss, damage or injury of any nature whatsoever which the student or visitor may sustain, howsoever caused.
- c) A student may not do anything that may endanger the safety of the residence or its occupants, or that may detrimentally

affect the University's insurance coverage or premiums.

d) Due to Occupational Health and Safety reasons, students are not allowed to burn candles, incense etc.

#### **14. Storage**

(a) Limited storage is available with students only allowed to place items in storage during the mid- year break. Students leaving items in storage do so at their own risk.

(b) No electronic equipment and perishables will be stored..

(c) A maximum of 3 boxes for catered residences and a maximum of 4 boxes for self-catered residences will be allowed into storage. Box sizes should not exceed 500mm x 500mm x 500mm. Items to be collected no later than the end of the third quarter, failing which, all items in storage will be disposed by the University.

d) Not all residences have sufficient storage facilities to store the quantum of boxes stipulated above and students may be requested to limit the number of boxes even further. Some residences do not have storage facilities and students will not be assisted with storage in these residences.

#### **15. Rules & Discipline**

a) All students must abide by the General Rules for Student Conduct and the University's Code of Conduct at all times.

These documents are available from Faculty offices, Central Accommodation Office and the university/residence website during the academic year. In essence, all students are expected to observe generally-accepted norms of socially-responsible behaviour.

b) A student must accept and comply with any lawful instruction given by any member of the staff of the University or any agent or representative of the University. Such compliance will not compromise the student's right subsequently to challenge such instruction through the University's formal channels.

c) Misconduct will be dealt with in accordance with the Rules for Student Discipline.