

## **HOLIDAY RESIDENCY FOR STUDENTS**

### **Residence Occupation during Holidays**

Residence accommodation during holidays can be provided to students on certain conditions.

The residence fee does not include holiday accommodation. This is paid for separately.

Female and Male residents who stay in residences where certain areas cannot be blocked are accommodated in a guest residence.

Female and Male students who stay in residences where certain areas can be blocked can stay in the blocked areas of the residence.

### **Residences without Closing Off Facilities**

#### **Regulations for the accommodation of students at the UFS during holidays**

Accommodation in junior residences is only made available to students for the accommodation period (see [General Contract Conditions Pertaining to Accommodation in Junior Residences](#)). However, on certain conditions, residents, who have to be accommodation for academic and/or official reasons during other periods, can stay in residences during holidays. Residents are accommodated in guest residences.

With the exception of residents in senior residences, student flats and rooms, no accommodation is supplied to students during the annual closing time of the administration.

#### **Conditions and confirmation**

If holiday accommodation is required for academic obligations, the application form has to be signed by the relevant Programme Director. When students are going to take part in the second exam opportunity, an official exam time table has to be attached to the application form.

If holiday accommodation is required for sport obligations, the application form has to be signed by the Director: Kopsie Sport and/or the relevant Sport Official.

If holiday accommodation is required for other official obligations, e.g. choir competitions, Cantare practice opportunities, etc., the application form has to be signed by the Head of the relevant Section, e.g. the Dean of Students.

All residents who require accommodation in order to take part in the second exam opportunity have to apply at Housing & Residence Affairs at least on the last working day before the relevant second exam opportunity starts. Students who participate in the second exam opportunity will be placed in a guest residence/-s.

RC and RAG committee members will be accommodated at the beginning of the year on to the following conditions:

- that all the RC and RAG committee members of a specific residence may stay in their own residences from the Monday prior to the welcoming on the Saturday;
- that the accommodation of these students will be without the payment of the vacation tariff;

- the accommodation of RAG committee members is only valid if the relevant RC members are in the residence;
- the relevant Residence Head has to give permission that the RAG committee members may stay in the residence;
- the names of the students concerned have to be submitted to Housing & Residence Affairs during November of the previous year;
- that under no circumstances may these students have contact with the first years;
- those other senior students (including the Central RAG committee) of a specific residence may move back to their own residences on the last day that the accommodation in the guest residence is available. The above mentioned regulations also apply to them;
- as far as the Central RAG committee is concerned, a list of names and residences from the RAG office has to be attached to their applications.

### Procedure

The official application forms for accommodation during the holidays can be obtained from Room 120 or Room 121, Pres. Steyn Annex. After the form has been completed and the relevant signatures have been obtained, the forms have to be handed in at the same office. Authorization letters for holiday accommodation will be given to the student concerned.

Placement Administration assigns a specific room to each applicant and registers the particulars on the RMS computer system.

The Residence Head can obtain information about the students who have been placed, room numbers, etc. from the RMS computer system. Service Managers can obtain this information from the Residence Head or Placement Administration.

The Card Section organizes that the student cards of students, who use holiday accommodation, are activated to give them access to the residence. It is the responsibility of the Card Section to obtain the relevant information from the RMS computer system and to activate the cards.

The Residence Head and RC member inspect the rooms that have been assigned for holiday accommodation before the arrival of the students, in order to make sure that no furniture, linen, electrical apparatus, etc. are damaged, broken or out of order.

On arrival at the guest residence the students have to show their authorization letters to the student aide on duty. On receipt of the room key, the student has to sign the residence register. On departure the key has to be handed in at the student aide who then signs the residence register. The costs of keys not handed in are debited to the tuition fees account of the relevant student.

On arrival each student has to complete the residence register in full and sign it.

Student cards of students who are going to be accommodated in the guest residence are activated in order to give them access to the residence.

Before and after the accommodation period, the inspection official and the RC member inspect the rooms allocated for accommodation in order to establish possible damages.

### General rules that apply to holiday accommodation

Students who stay in residences without authorization letters will be fined and the normal accommodation fee will still be debited to their tuition fees account.

Female and Male residences are being assigned for holiday accommodation on a rotation basis.

Relevant students are only accommodated for the duration of the second exam opportunity.

During January students are accommodated in the guest residence from 16:00 on the day after the administration offices have reopened until 10:00 on the day before the first year students are admitted to the residences.

During April, July and September students are accommodated in the guest residence from 10:00 on the day on which junior residences close for the holidays until 10:00 on the day before lectures start. Students who want to return before 10:00 on this day have to make the necessary arrangements with the Residence Head or Prime.

During December students are accommodated in the guest residence from 10:00 on the day on which junior residences close for the holidays until 10:00 on the date that is annually set by Housing & Residence Affairs.

Accommodation tariffs for guest residences are determined annually. The costs for holiday accommodation are debited to the tuition fees account of the relevant student.

Students are liable for accommodation fees in a guest residence for the whole duration of time for which they have applied. These costs will be recovered even though students have stayed in the residence for part of the time or not at all. If students cancel their holiday accommodation before or on the date on which holiday accommodation starts, these students will not be held liable for accommodation fees.

During holiday hot water is only supplied in the senior residence, a guest residence and residences where conferees are accommodated.

Only the above mentioned residences are normally supplied with central heating during the winter holidays.

Only limited services are rendered during holidays.

The same rules and regulations concerning accommodation in a residence are applicable to accommodation in the guest residence.

### Household rules applicable to holiday accommodation in guest residences

No wardrobes are available to students who are accommodated during holidays.

After students have been placed in their rooms, they may not move to any other room.

Each resident is held responsible for any damage caused by her in the guest residence.

If damage has been done and the guilty person or persons cannot be pointed out, all the residents will be debited pro rata.

Losses and/or damage have to be reported to the Residence Head immediately, who has to report it, in writing, to Housing & Residence Affairs as soon as possible.

Preparation of food in the residence rooms is prohibited.

No men are allowed in the bedrooms of the female guest residence. Female visitors may be received in the rooms until 23:30. No visitors may stay overnight in the guest residence.

The access door to the guest residence is locked from 24:00 to 06:00. Students who want to gain access to the residence during this period of time or who want to leave the residence have to use their student cards.

No linen is issued at the guest residence.

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