

NELSON MANDELA

UNIVERSITY

STUDENT HOUSING DEPARTMENT

Student name (Initials and Surname): _____

Student number: _____

Residence name: Post Graduate Student Village

Village and room number: _____

Dear Prospective Student,

RE: NELSON MANDELA UNIVERSITY ON-CAMPUS RESIDENCE ACCOMMODATION CONTRACT

You are requested to sign two copies of the Residential Accommodation Agreement which, together with the Residence Rules and Regulations, seals your contract with Nelson Mandela University Student Housing. One of the signed copies will be returned to you.

Various terms and conditions form part of the contract and you are advised to read them carefully before signing this Residential Accommodation Agreement. If you do not understand any of the terms and conditions or have any questions, please get in touch with your Residence Manager who will be happy to assist.

The limited available space in the residences, requires that the admission of students and the allocation of rooms be implemented in an open, fair, and non-discriminatory manner.

- ❖ All students are advised to complete and sign the Check-In forms that form part of this contract **before** room occupation. Once signed, you will take full responsibility for the state and condition of the room you are about to occupy for the semester.
- ❖ In the case of residence registration or cancellation during the course of the month, the student will be liable for the residence fees for the remainder of that month.
- ❖ Residence fees cover the academic semesters only and exclude all the long recess periods (June/December)
- ❖ Students are responsible for their own laundry
- ❖ Residence fees **do not** include provision for meals
- ❖ Students with outstanding semester 1 residence fees will not be readmitted into residences in the second semester until the first semester debt is settled.
- ❖ Residence fees for international students are payable in advance, prior to commencement of the respective semesters.

- ❖ It is advised that room changes, new occupancies, and cancellations only be done at the end of a month as residences fees are calculated based on a month-to-month pro-rata basis.
- ❖ Students will be liable for the full cost of that month's residence fees on the vacated room as well as the full month's fees for the new room with regard to room changes/transfers done during the month.
- ❖ Residence room cancellation is subject to **a two months' notice period**. In the event of a student failing to notify the Residence Manager or the Residence Admission and Placement Office of the cancellation, the student shall remain liable for the residence fees until such a time that the two offices mentioned above are informed of the vacancy of the room.
- ❖ Residence room cancellation will be provided only after a student has officially withdrawn from the residence, removed his/her belongings from the room, returned the room key (if any) and signed the Check-Out form (as the documents form part of this contract).
- ❖ The cancellation and breakage deposit claim forms must be collected and submitted to the Residence Manager for signing off.
- ❖ The student has to present the breakage deposit claim form to Student Accounts.
- ❖ Refunding of the residence breakage deposit is conditional upon the student account being settled in full.
- ❖ The information above also applies to students that are going to be leaving the residences at the end of the first semester.
- ❖ Students will be billed if furniture needs to be assembled and/or replaced, if extra cleaning is necessary, or if personal items have to be removed by the University.

We are entering into this Residential Accommodation Agreement with yourself.

Please sign and return a copy of this contract to this office as confirmation of your formal acceptance of this agreement.

May we take this opportunity of welcoming you to our Nelson Mandela University residences.

Yours sincerely,

Residence Management.

Student/Resident

Residence Manager

Date: _____

Date: _____