



**Stellenbosch**

UNIVERSITY  
IYUNIVESITHI  
UNIVERSITEIT

forward together  
sonke siya phambili  
saam vorentoe

## AFRIKAANS VOLG ONDERAAN:

### CURRENT STUDENT: APPLICATION FOR (RE)ALLOCATION OF ACCOMMODATION ON STELLENBOSCH AND TYGERBERG CAMPUS FOR INTAKE-2025

#### 1. Application process

- 1.1 Who should apply?** All current students who require university accommodation in the subsequent academic year should apply electronically on the student portal at [student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > apply for residence.
- 1.2 Which residence can you re-apply for?** You may only re-apply for your own residence. We will unfortunately not be able to consider any transfer to another residence. **Please keep in mind if you have reached the maximum number of years in a residence, you will NOT be considered for placement in that residence.**
  - If you are in a junior residence and have reached the maximum number of years in that residence, you will be able to apply for a senior residence.
- 1.3 Closing date:** The application will be available online from mid-May until midnight on **31 July**. If the University does not receive your application by the deadline, **you will unfortunately not be considered for residence accommodation**. Please make sure that your application is captured.
- 1.4** Please note that an application does not guarantee a placement, as the number of applications far exceeds the number of available places in residences.

#### 2. Criteria for (re)allocation of accommodation

##### 2.1 Academic performance:

As the University is migrating to a new student information system, the credit calculation will be updated. Please refer to the [Management Guidelines for the Application of the Policy for Placement in Student Housing and Allocation to Commuter Student Communities](#) for the updated information in this regard.

##### Please note:

##### Based on the June Examination:

Your residence re-application status will be published on the student portal [student.sun.ac.za](http://student.sun.ac.za) at the beginning of **September** and will reflect as either "**Allocated**" or "**Cancelled/Unsuccessful**".

##### Based on the December Examination:

- If you were provisionally allocated space in residence in September, based on the June HEMIS requirement and after that meet the December requirement your residence status will reflect as "**Allocated**" or "**Cancelled/Unsuccessful**" (when the Nov/Dec examinations results are available).

- If your application for (re-)allocation is successful after **both** the June and the Nov/Dec examinations, you will be informed by email by (late) December about the official move-in dates for the new academic year.
- If you meet the HEMIS requirement in June, but fail to meet the requirement in December, you will, unfortunately, lose your placement in residence. You may then register your name on the waiting list that will open mid-January of the new study year. Do take in account that we will only consider you for placement after we have assisted all students who meet the residence placement criteria.
- If you did not meet the HEMIS criteria in June, but do meet the criteria in December, you will be considered for placement from the waiting list. Place is, however, limited and there are no guarantees that place will become available. Placements will be done in accordance with the diversity criteria of the placement policy.
- Please read more on the (re)allocation of residence placement in the residence placement policy as well as the accompanying management guidelines. Both these documents are available on the student portal at [www.maties.com](http://www.maties.com).

## 2.2 Maximum stay in residences:

**2.2.1 Junior residences:** You can stay for the **minimum duration** of the initial (first) undergraduate programme you enrolled for. If you have exceeded the minimum duration of your programme, you will **NOT** be able to stay in your junior residence, regardless of your academic performance.

**NB!** If you do not apply for a senior residence, you will not be considered for placement in a senior residence.

**2.2.2 Senior residences:** The maximum stay in senior residence is three years.

**2.2.3 Tygerberg Campus:** On the Tygerberg Campus students also move from junior to senior residences during their undergraduate studies. The junior phase for MBChB students is regarded as the first to the third year, while the senior phase is regarded as the fourth to the sixth year. For the allied sciences, the junior phase is regarded as the first to the third year, while the senior phase refers to the fourth year.

**2.3 Programmes in Medicine and Health Sciences (Tygerberg campus), Business School (Bellville Campus), Telematic Education (Distance Learning) and Elsenburg students:** Students who study at Tygerberg, Business School, Elsenburg or students that study via distance learning, may not stay in a Stellenbosch campus residence. This excludes students in programmes B of Occupational Therapy I and B of Speech Language and Hearing Therapy I and II who spend their initial year(s) on the Stellenbosch campus.

**2.4 Occasional, SciMathUS or short-course students:** Students who register as special students or enrol for any short course in the specific year will not be accommodated in university residences or houses.

**2.5 Students who are employed full-time:** Full-time registered students at the University who, in the same year of study, also serve as full-time paid employees may not make use of university accommodation. This includes post-Doctoral students.

**2.6 Students with disabilities that necessitate residence placement:** Students with disabilities that necessitate residence placement must please contact the Student Accommodation Office by sending an e-mail to [info@sun.ac.za](mailto:info@sun.ac.za).

**2.7 Registration at the end of February:** All students living in University residence/housing (including Masters and Doctoral students) **must be registered by the end of February**.

**2.8 Postgraduate international students:** International students who wish to be placed in senior residences should contact the Stellenbosch University International Office at [interhouse@sun.ac.za](mailto:interhouse@sun.ac.za).

**2.9 Accommodation in listen, live and learn (LLL) houses:** LLL is a year programme and students need to apply every year. Information on applications for this type of accommodation is available from Mr Enos Lekala, [enos@sun.ac.za](mailto:enos@sun.ac.za) or on [www.sun.ac.za/lll](http://www.sun.ac.za/lll).

**2.10 Student Leadership:** Students who are selected for an official leadership position in residence will be able to stay longer than the minimum duration of their programme. **Leaders also need to meet the academic requirements for re-placement.** Please

keep in mind that there is a limit of 25% of the approved mentors per residence who may exceed the minimum duration of their programme.

**2.11 Commuter student (students living at home or in private accommodation) applications:** Due to the limited number of spaces, a maximum of 20 spaces (10 male and 10 female) will be allocated to **commuter students** for intake 2025. Please note that students who have cancelled their residence place are also considered commuter students. Commuter students will, however, be able to register on the waiting list that opens when the new academic year commences in 2025.

**2.12 New placements in senior residences:**

**2.12.1** Preference will be given to applicants from junior residences.

**2.12.2** The residence HEMIS requirement is the main criteria used for placement.

**2.12.3** Financial need based on a student's socio-economic status will also, where possible, be considered.

**2.12.4** A student who could not be placed in senior residence will be able to register on the waiting list that opens on 1 September 2024 on their student portal [student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > apply for waiting list.

**2.13** All students must have moved into their residences by the commencement of class of the new study year. If the student did not move into residence and no prior arrangements were made, the student's placement will be cancelled.

### 3. Cancellation of accommodation

**3.1** If you have applied for accommodation, but no longer want to make use of it, please cancel your application or allocated place **on/before** 30 September.

**3.2** If you cancel **after** 30 September, you will be charged the following cancellation fees:

Cancellation date	Cancellation fee
Between 01 October and 31 October	R1 000
Between 01 November and 30 November	R2 000
From 01 December	R3 000
After the commencement of official residential occupation at the beginning of the academic year	See <a href="#">residence placement cancellation rules</a>

**3.3** Any cancellation of any SU accommodation **before** 31 August should be done on [student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > cancel application to cancel your residence application. If you cancel **after** 31 August, you need to send an email to [rescancellations@sun.ac.za](mailto:rescancellations@sun.ac.za).

**3.4** If you cancel **after the commencement of the academic year** (or if you do not show up on time), you will be liable for a cancellation fee as stated in the [residence placement cancellation rules](#). If a replacement is identified and the cancellation fee is waived, you will still be responsible for the accommodation fee until the replacement moves into the residence.

**3.5** The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.

*Student Accommodation Office, September 2024*



## HUIDIGE STUDENTE: AANSOEK OM (HER)TOEKENNING VAN VERBLYF OP STELLENBOSCH- EN TYGERBERGKAMPUS VIR INNAME-2025

### 1. Aansoekprosess

- 1.1 Wie moet aansoek doen?** Alle huidige studente wat vir die volgende studiejaar universiteitsverblyf benodig, moet elektronies op die studenteportaal by "[student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > apply for residence" aansoek doen.
- 1.2 Vir watter koshuis kan jy heraansoek doen?** Jou heraansoek sal slegs vir verblyf in jou huidige koshuis geld. Ons kan ongelukkig geen oorplasing na 'n ander koshuis oorweeg nie. **Hou in gedagte as jy die maksimum aantal jare in 'n koshuis bereik het, jy nie vir plasing in daardie koshuis oorweeg sal word nie.**
  - Indien jy in 'n junior koshuis is en die maksimum aantal jare in daardie koshuis bereik het, sal jy vir 'n senior koshuis kan aansoek doen.
- 1.3 Sluitingsdatum:** Die aansoek sal aanlyn beskikbaar wees vanaf middel Mei tot om middernag op 31 Julie. Indien die Universiteit nie jou aansoek voor die spertyd ontvang nie, **sal jy ongelukkig nie vir koshuisverblyf oorweeg word nie.** Maak dus seker dat jou aansoek vasgelê is.
- 1.4** Hou in gedagte dat 'n aansoek nie 'n plasing waarborg nie. Die aantal aansoeke is heelwat meer as die getal beskikbare koshuisplekke.

### 2. Kriteria vir (her)toekenning van verblyf

#### 2.1 Akademiese prestasie:

Soos die Universiteit oorbeweeg na 'n nuwe studente-inligtingstelsel, sal die kredietberekening ook dienooreenkomstig aangepas word. Verwys gerus na die [Riglyne vir die Toepassing van die Beleid vir Plasing in Studenteverblyf and Indeling by Pendelgemeenskappe](#) vir die opdateerde inligting in hierdie verband.

#### Let wel:

##### Gebaseer op die Junie Eksamen:

Jou koshuis her-aansoekstatus sal dan teen die begin van September gepubliseer word op "[student.sun.ac.za](http://student.sun.ac.za)" en sal as "**Allocated**" of "**Cancelled/Unsuccessful**" aangedui word.

##### Gebaseer op die Desember Eksamen:

- As jy voorwaardelik in September 'n plek toegeken was, gebaseer op die Junie HEMIS vereiste en daarna ook aan die Desember HEMIS vereiste voldoen (ná die Nov/Des-eksamen resultate beskikbaar is) sal jou verblyfstatus as "**Allocated**" of "**Cancelled/Unsuccessful**" reflekteer.
- Indien jou aansoek om (her-) toekenning van verblyf ná albei eksamens (Junie en Desember) suksesvol is, sal jy teen (laat) Desember wel korrespondensie per e-pos ontvang rakende die amptelike intrekdatums vir die nuwe akademiese jaar.
- Indien jy in Junie aan die HEMIS-vereistes voldoen, maar nie in Desember nie, sal jy ongelukkig jou plek verloor. Jy mag dan jou naam op 'n waglys registreer, wat middel

Januarie van die nuwe studiejaar open. Hou egter in gedagte dat jy eers oorweeg sal word vir plasing na almal wie aan die koshuisplasingse kriteria voldoen, oorweeg was vir plasing.

- Indien jy nie in Junie aan die vereistes vir plasing voldoen nie, maar wel in Desember voldoen, sal jy slegs van die waglys af oorweeg kan word. Neem in ag dat plekke beperk is en dat daar geen waarborg is dat jy wel 'n plasing sal kry nie. Die diversiteitsbeginsels soos uiteengesit in die koshuisplasingse beleid, sal geld as kriteria vir terugplasing.
- Lees gerus meer oor die hertoekenning van verblyf en kriteria in die Koshuisplasingse beleid en Bestuursriglyne op die studentepoortaal by [www.maties.com](http://www.maties.com).

## 2.2 Maksimum verblyf in koshuis:

**2.2.1 Juniorkoshuise:** Jy mag bly vir die minimum duur van jou aanvanklike (eerste) voorgraadse program waarvoor jy ingeskryf het. As jy die minimum duur van jou program oorskry het, kan jy **NIE** in jou juniorkoshuis aanbly nie, ongeag jou akademiese prestasie.

**NB!** As jy nie vir seniorkoshuis aansoek doen nie, sal jy nie oorweeg word vir plasing in 'n seniorkoshuis nie.

**2.2.2 Seniorkoshuis:** Die maksimum verblyftyd in senior verblyf is 3 jaar.

**2.2.3 Tygerberg-kampus:** Op die Tygerberg-kampus beweeg studente deur die loop van hul voorgraadse studie van junior na senior koshuise. Die junior fase vir MBChB-studente word beskou as eerste tot derde jaar, terwyl die senior fase beskou word as die vierde tot die sesde jaar. Vir die aanvullende wetenskappe word die junior fase as eerste tot derde jaar beskou, terwyl die senior fase na die finale vierde jaar verwys. Voorkeur sal gegee word aan Arbeidsterapie en Spraak- Taal- en Gehoorterapie aansoekers van voorgraadse koshuise op die Stellenbosch-kampus. (Weens beperkte spasie, is plasing nie gewaarborg nie)

**2.3 Programme in Geneeskunde en Gesondheidswetenskappe (Tygerberg-kampus); Besigheidskool- (Bellville-kampus), Telematiese Onderrig- (Afstandsonderrig) en Elsenburg-studente:** Studente wat by Tygerberg, Besigheidskool of Elsenburg studeer of via ons Telematiese Onderrig studeer, kan nie in 'n koshuis op Stellenbosch-kampus tuis gaan nie. Dit sluit studente wat die programme B in Arbeidsterapie I en B in Spraak-Taal- en Gehoorterapie I en II uit, wat hulle aanvanklike studiejare op die Stellenbosch-kampus deurbring.

**2.4 Geleentheid-, SciMathUS- of kortkursusstudente:** Studente wat as geleentheidstudente registreer of enige kortkursus volg, kan nie op universiteitsverblyf in daardie jaar aanspraak maak nie.

**2.5 Studente wat voltyds werk:** Voltyds geregistreerde studente aan die Universiteit wat in dieselfde studiejaar ook voltyds werk en daarvoor betaal word, mag nie van universiteitsverblyf gebruik maak nie. Dit sluit Post Doktorale studente in.

**2.6 Studente met gestremdhede wat koshuisverblyf vereis:** Studente met gestremdhede wat koshuisverblyf vereis, moet die Student Akkommodasie kantoor kontak deur 'n e-pos aan [info@sun.ac.za](mailto:info@sun.ac.za) te stuur.

**2.7 Registrasie aan die einde van Februarie:** Alle studente wie in Universiteit koshuise/huise woonagtig is (**insluitend** Meesters- en Doktorale studente), **moet teen einde Februarie van die jaar van inwoning geregistreer wees.**

**2.8 Nagraadse internasionale studente:** Vir plasing in senior koshuise moet internasionale studente die Universiteit Stellenbosch Internasionale Kantoor kontak op [interhouse@sun.ac.za](mailto:interhouse@sun.ac.za).

**2.9 Verblyf in luister-, leef- en leer- (LLL-) huise:** LLL is 'n jaarprogram en studente moet elke jaar aansoek doen. Inligting oor aansoeke om hierdie tipe verblyf is beskikbaar by Mnr Enos Lekala by [enos@sun.ac.za](mailto:enos@sun.ac.za) of [www.sun.ac.za/lll](http://www.sun.ac.za/lll).

**2.10 Studenteleierskap:** Studente wat verkies word vir 'n amptelike leierskapsposisie in die koshuis, kan langer as die minimum duur van hul program bly. **Leiers moet ook aan die akademiese vereiste vir herplasing voldoen.** Neem kennis dat net

25% van die mentors wat per koshuis aangewys word langer as die normale duur van hul program kan aanbly.

- 2.11 Pandalstudente (Studente wie by die huis of in privaat akkommodasie woon) aansoeke:** Vanweë die beperkte aantal beskikbare plekke, sal 'n maksimum van 20 plekke (10 mans en 10 dames) aan **pandalstudente** vir 2025 geallokeer word. Let daarop dat studente wat hul koshuisplek gekanselleer het, ook as pendalstudente beskou word. Pandalstudente sal egter op die waglys kan registreer, wat met die aanvang van die nuwe akademiese jaar in 2025 oopmaak.
- 2.12 Nuwe plasing in seniorkoshuis:**
- 2.12.1** Voorkeur sal gegee word aan aansoekers vanuit juniorkoshuise.
  - 2.12.2** Die koshuis HEMIS-vereiste is hier die hoof kriteria vir plasing.
  - 2.12.3** Finansiële behoefte gebaseer op 'n student se sosio-ekonomiese status sal ook, waar moontlik, in ag geneem word.
  - 2.12.4** 'n Student wat nie in 'n seniorkoshuis geplaas kon word nie, kan op die waglys wat in September 2024 op "[student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > apply for waiting" list aansoek doen.
- 2.13** Alle studente moet by die aanvang van die klas van die nuwe studiejaar in hul koshuise ingetrek het. Indien die student nie in die koshuis ingetrek het nie en geen vooraf reëlings is getref nie, sal die student se plasing gekanselleer word.

### 3. Verblyfkansellasies

- 3.1** Indien jy om akkommodasie aansoek gedoen het, maar nie meer daarvan wil gebruik maak nie, kanselleer asseblief jou aansoek of toegekende plek aanlyn **voor/op** 30 September.
- 3.2** Indien jy **ná** 30 September kanselleer, sal ons die volgende kansellasiefooie hef:

Kansellasiedatum	Kansellasiefooie
Tussen 1 Oktober en 31 Oktober	R1 000
Tussen 1 November en 30 November	R2 000
Vanaf 1 Desember	R3 000
Na die aanvang van amptelike inwoning aan die begin van die akademiese jaar	Sien <a href="#">koshuisplasing kansellasie reëls</a>

- 3.3** Enige kansellasie **voor** 31 Augustus moet op "[student.sun.ac.za](http://student.sun.ac.za) > services & communities > student accommodation > cancel application" gedoen word. Indien jy **na** 31 Augustus kanselleer, moet 'n epos na [rescancellations@sun.ac.za](mailto:rescancellations@sun.ac.za) gestuur word.
- 3.4** As jy kanselleer na die **aanvang van die akademiese jaar** (of nie betyds opdaag nie), is jy aanspreeklik vir 'n kansellasiefooie soos aangedui in die [koshuisplasing kansellasie reëls](#). Indien 'n plaasvervanger geïdentifiseer word en jy van die kansellasiefooie kwytskeld word, sal jy steeds verantwoordelik wees vir die verblyffooie totdat die plaasvervanger in die koshuis intrek.
- 3.5** Die datum van ontvangs van die skriftelike kennisgewing sal as die amptelike datum vir die berekening van enige verskuldigde gelde gebruik word.

*Studente Akkommodasie kantoor, September 2024*