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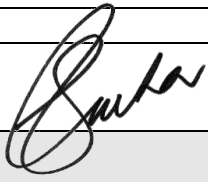
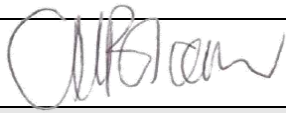
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**TITEL / TITLE: BELEID: AKKOMMODASIE
POLICY: ACCOMMODATION**

SAAMGESTEL / HERSIEN DEUR COMPILED / REVIEWED BY	GOEDGEKEUR DEUR / AUTHORISED BY
MR. G CROCKER	PROF. CHM BLOEM

Titel / Title: MANAGER: OPERATIONS	Titel / Title: RECTOR
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Hersieningsrekord / Revision Record
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I. EXPLANATION OF TERMS

The following terms will be used in this document. The 'explanation of terms' refers to the context of this document only:

House Committee (HC) means the committee of students that was appointed by the residence management system.

Head Student means the student that was appointed to serve as Co-ordinator of the House Committee by the residence management system. Alternate terms are Chairperson: Residence, Primaria (female) and Primarius (male).

College-controlled Residence means a place of student accommodation for which the Hugenate Kollege takes management and administrative responsibility.

Living units refer to the cottages, numbers 1 to 5B, which form part of College Accommodation.

Head of Residence is a permanent fulltime staff member of the Hugenate Kollege who carries out policy and maintains organisational matters within the Residence, in co-operation with the House Committee. In the case of the PSO, the Head of Residence must reside in Wellington.

Private Students Organization (PSO) means all registered students of the Hugenate Kollege who do not reside in College Residences. The PSO ward at Hugenate Kollege is Flippie van Dyk PSO. The private representatives of the SRC acts as the HC of the PSO in their absence or until such time as a separate HC is appointed.

Support Coordinator means the Student Support Officer at the College.

2. VISION AND MISSION STATEMENT

The vision of the Department of Residence Affairs and Accommodation is to offer an on-campus living environment that supports each student's academic experience at the Hugenate Kollege. The mission is to strive towards creating a community that fosters safety and security, personal development and growth, and the rendering of professional services.

We are furthermore committed to be responsive to the needs of all residents and to be driven by the ideal of creating a better quality of student life in our residences.

3. CORE VALUES OF RESIDENCES

Our residences are managed in accordance with a set of core values. We have established a value-driven culture by adopting eight core values along with an associated code of conduct and implementation plan. This serves as a frame of reference for all our actions and practices and it provides an understanding of our shared values (why we do things the way we do) that align our residents and get them all committed to working towards common goals.

Our set of core values is as follows:

Students who wish to reside in a residence, will have to make the following eight core values their own:

Respect – Hugenate Kollege has an unwavering commitment to upholding respect for the dignity and worth of all mankind.

Integrity – Our actions reflect our internal principles of honesty and responsibility and allow us to act sincerely.

Accountability – We recognize the various structures of authority to which we are answerable.

Fairness – We acknowledge that all people want to be treated fairly and that we want to participate as equals and compete for the same opportunities.

Responsibility – We assume full responsibility for our own development and growth.

Excellence – We will create our own future based on excellence – academically, socially and morally.

Pride – A common bond exists once you become a Hugenate Kollege student. This bond is bolstered by pride in the traditions of a world-class institution.

Relevance – We will support a College that is relevant and delivers on its promises.

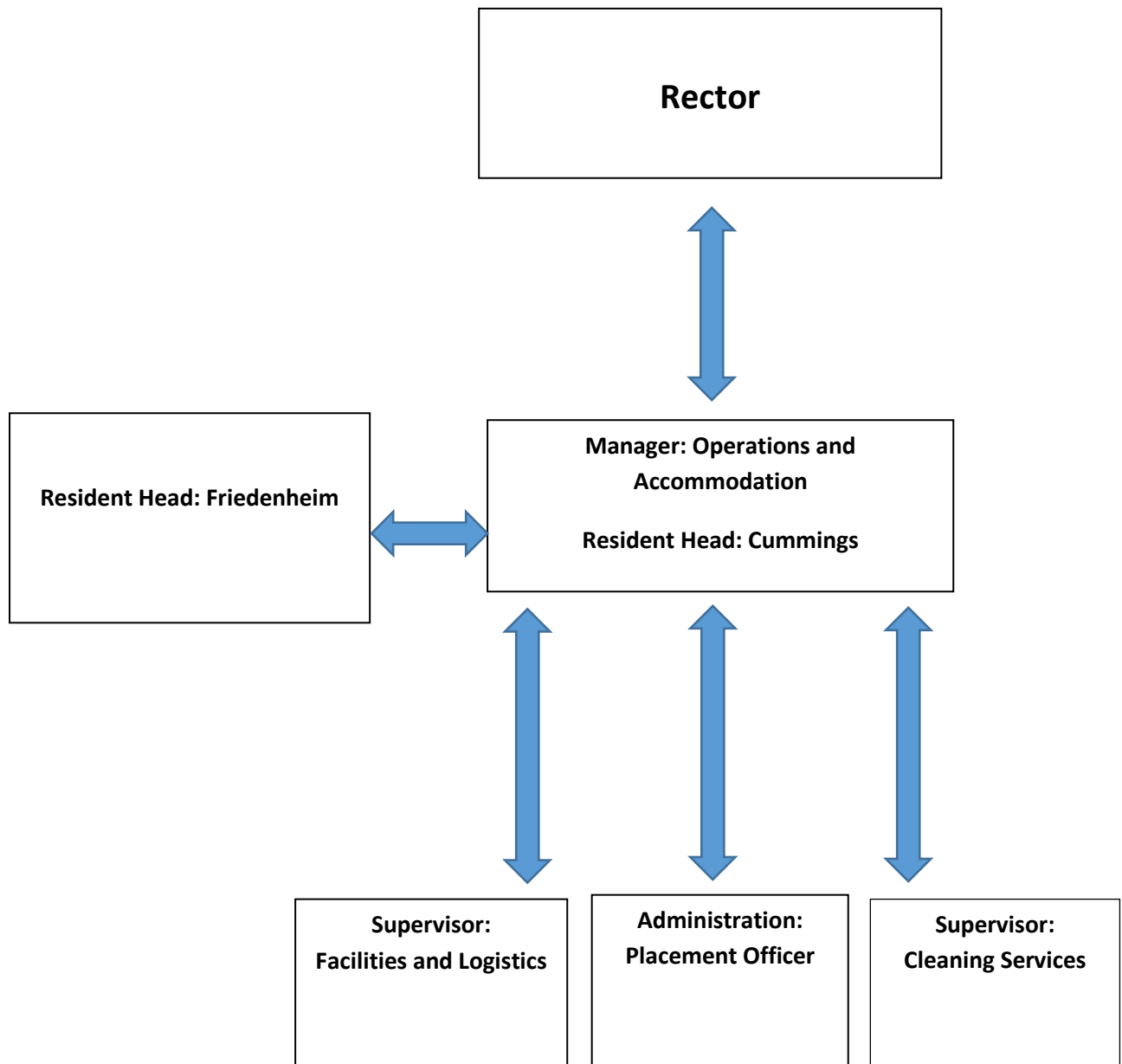
4. Credo FOR RESIDENCES

The Hugenote Kollege is committed to playing a leadership role in the development of a national spirit of moral and ethical citizenship. It is further committed to fostering and encouraging a common will to perform and excel in all fields. Therefore, Hugenote Kollege has developed a credo for residences by which students are expected to abide and by which they are expected to live. It reads as follows:

As a proud member of a Hugenote Kollege Residence:

- We appreciate and value the uniqueness of each individual person.
- We are honest and open in all our endeavours and our actions are consistent with what we say.
- We assume responsibility for our own decisions and personal development.
- We participate as equals and compete for the same opportunities in a spirit of goodwill, collaboration and mutual support as we all strive towards a just society.
- We serve others above ourselves whilst we grow and develop our own potential.
- We maintain rewarding and healthy relationships where we have fun together and celebrate our successes.
- We are on a continuous journey of learning and discovering new things, which we apply in our lives.
- We appreciate, recognize and reward work well done.
- We take pride in a culture of belonging to a community of Hugenote Kollege Residences that is relevant to the future.

5. MANAGEMENT STRUCTURE



6. RULES AND REGULATIONS APPLICABLE TO MAINTAINING ORDER

- 6.1 Upholding residence rules rests with the relevant Head of Residence, Head Student and HC.
- 6.2 Only the Operations Manager in consultation with the Head of the Residence can make any changes or amendments to the residence rules before implementation.
- 6.3 The members of the HC are responsible for implementing the rules and regulations of the College in accordance with the Code of Conduct and relevant residence rules.
- 6.4 The Head of Residence, Head Student and HC is responsible to ensure that only students who are placed in a residence, are residing in the residence.

6.5 Non-adherence to Rules and Conditions

Non-adherence to any conditions pertaining to College accommodation will lead to disciplinary steps and possibly immediate termination of the accommodation contract based on the merit of the case. Ignorance of these provisions cannot be offered as an excuse.

6.6 Disciplinary Code

College-controlled accommodation is governed by a disciplinary code as well as various governance structures.

7. RULES AND REGULATIONS APPLICABLE TO ACCOMMODATION

7.1 Accommodation Agreement

- 7.1.1 It is compulsory to complete, sign and submit the Accommodation Agreement prior to occupation. Failure to do so will lead to a student summarily being forced to vacate College accommodation.
- 7.1.2 On re-admission, the accommodation contract is automatically continued and continues to apply together with all College conditions and provisions for the subsequent year/s.

7.2 Accommodation Offering

- 7.2.1 Accommodation offering is done in accordance with the Policy and Procedures for Placement of Students in Hugenote Kollege accommodation.
- 7.2.2 Hugenote Kollege accommodation implies occupation of an allocated room and/or unit as determined by the College, and may exclude certain recess periods, during which the College reserves the right to utilize the rooms to accommodate other persons.
- 7.2.3 As the College only offers self-catering accommodation, access to allocated food preparation areas will be given. Therefore, no food may be prepared in rooms, corridors, halls, verandas or balconies, if available.
- 7.2.4 A list of permissible items will be communicated prior to occupancy being taken.

7.3 Personal Property Insurance

It is strongly recommended that students obtain insurance cover for their personal property at the residence, as the College is under no circumstances responsible for the damage, destruction or loss of a student's property.

7.4 Damage to College property

- 7.4.1 Residents will be held financially liable for any damages caused to College property by them or their guests.
- 7.4.2 Any damages must immediately be reported.

7.5 Condition of Rooms

- 7.5.1 Each occupant is fully responsible for the condition of his/her room.
- 7.5.2 Any damage to or defects in a room must be reported immediately.
- 7.5.3 If holes are drilled, nails are knocked into surfaces, posters are affixed to walls, doors, etc. resulting in damage to the property, the cost of repairs will be charged to the student's account.
- 7.5.4 No painting of walls or furniture may be done or authorized by students.
- 7.5.5 No furniture, fixtures, equipment and curtains may be removed/moved from a room without written permission of the Head of Residence. Should permission

be granted, it remains the student's responsibility to return the accommodation to its original state upon vacating it.

- 7.5.6 Any other damage caused by an occupant will be repaired by the College at the occupant's expense. If the occupant that caused the damage cannot be identified, all the residence occupants will collectively be liable for damages caused.

7.6 Alterations

Students in College accommodation are strictly prohibited from making any alterations to or carry out any work on the electrical equipment or installations. Any violation of this rule will be treated as a serious misconduct.

7.7 Electrical Appliances

- 7.7.1 If any electrical item not specified in the residence rules is found in a student's possession, it may be confiscated and only be released for collection at the end of the semester or year. If it is found that a student uses/abuses any electrical appliance that leads to a safety risk, the relevant disciplinary steps will be taken.
- 7.7.1 For safety purposes, the metal casing of electrical appliances must have an effective earth connection. It is in the student's own interest to have all electrical appliances tested by a qualified electrician before using them.
- 7.7.2 The use of double adapters will be limited to approved electric plugs with three outlets at most. If more than three outlets are required, an apparatus with a trip switch must be used.

7.8 Injury and Illness

- 7.8.1 Any serious injury, indisposition or illness of a residence student must immediately be reported to the Head of Residence. Hugenote Kollege is not responsible for any medical costs as this is for the student's own account.
- 7.8.1 In the event of serious injury or illness or when hospitalization is necessary, the Head of Residence will inform the parents, guardian or relatives of the student concerned. The relevant parents, guardians or relatives will remain responsible for the student concerned.

- 7.8.2 Students should immediately report cases of contagious disease to the Head of Residence, who will in turn report it to the College Management and/or relevant local health authorities.

7.9 Abuse of Alcohol and Habit-Forming Substance Abuse

The policy regarding the abuse of alcohol or other habit-forming substances is aligned with South African legislation as well as College policy governing residences. The Residence Management is responsible for implementing these rules.

7.9.1 Alcohol

- 7.9.1.1 The possession and consumption of alcoholic beverages is prohibited on the College grounds and within the residences, unless special permission has been obtained from the Resident Head prior to a specific event.
- 7.9.1.2 Residents must ensure that no guest brings alcoholic beverages into the residence or onto the College grounds without the necessary permission.
- 7.9.1.3 Containers that originally contained alcoholic beverages are not permitted in the residence or on the College grounds.
- 7.9.1.4 Students in the company of a person who is under the influence of, consuming or in possession of alcoholic beverages may also be subject to disciplinary action.
- 7.9.1.5 The College reserves the right to search student's property / accommodation / rooms should possession of alcohol be suspected.

7.9.2 Drugs

- 7.9.2.1 Residents should note that the unlawful sale or possession of such substances will be subject to immediate disciplinary action by the institution and will also be reported to the police.
- 7.9.2.2 The College reserves the right to search student's property / accommodation / rooms in person, or with the assistance of detection dogs, should possession of drugs be suspected.

7.9.3 Smoking

- 7.9.3.1 Cigarette smoking in areas other than those designated for the purpose is prohibited.

7.10 Safety

- 7.10.1 No resident is permitted to keep firearms, explosives or any other dangerous article in the residence. Should it be found that a student is in possession of such, it will immediately be confiscated by the Head of Residence or designated person.
- 7.10.1 Gas cylinders and fireworks are not allowed in the residence.
- 7.10.2 Open fires, dangerous chemicals or highly inflammable materials (petrol, cleaning solvents, charcoal, and lighter fuel) are not permitted in or around the residences. Braais are only permitted in designated areas.
- 7.10.3 Tampering with or the unauthorized use of any security or fire equipment is prohibited. This includes lighting any fire, breaking fire glass, setting off fire alarms without cause, or misuse of fire extinguishers or hoses.
- 7.10.4 Students may not use any apparatus, follow any occupation, and keep any inflammable or otherwise dangerous goods in the residence which may render the insurance of the property invalid or otherwise present a risk or danger.
- 7.10.5 Students are not allowed on the roof of any building.

7.11 Selling of Goods/Conducting a Business

- 7.11.1 Residences may not be used for commercial activity. Residents may therefore not conduct a business or other commercial activity using their room or room address.
- 7.11.2 The HC may invite a commercial representative as a personal guest, but these representatives cannot solicit others or use the residence facilities to advertise their presence or products.
- 7.11.3 Should the HC elect to run a tuckshop, funds generated will not be for personal use, but will be allocated to the House Chest to fund future events/purchases to benefit the house.

7.12 Advertising

- 7.12.1 Advertising is restricted to printed materials and/or digital images approved in writing by the Head of Residence.
- 7.12.2 Such material may only be displayed in approved areas of the residence such as the notice board and may not be placed on walls, windows, doors or under a student's door.
- 7.12.3 Door-to-door and other personal solicitations are prohibited, whether engaged in by students or commercial salespeople.

7.13 Animals and Pets

Students may not bring any animals / pets (fish, birds, hamsters, rabbits, dogs, cats, etc.) into the residence or keep animals / pets in or near the residence.

7.14 Construction and Maintenance

- 7.14.1 Student acknowledge that it may be necessary for the College to, from time to time, do maintenance and that it may have a negative impact on their living conditions or necessitate students to be moved to alternative accommodation.
- 7.14.2 The College cannot guarantee uninterrupted supply of water, warm water, electricity or network / Wi-Fi connectivity, but will take all measures to minimise inconvenience.

7.15 Visitation by Guests

- 7.15.1 Overnight Guests in College Accommodation
 - 7.15.1.1 Under no circumstances may any person who is not a resident of the College accommodation in question be permitted to spend the night in or use any facilities of the residence.
- 7.15.1 Cohabitation/unauthorized persons/subletting
 - 7.15.2.1 Residence rooms shall only be occupied by the authorized occupants of the room. No unauthorized persons are allowed to occupy or use the room for any purpose whatsoever, irrespective of the duration of such occupation or use. Subletting,

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squatting and permitting unauthorized persons to use the room are strictly forbidden.

- 7.15.2.2 No resident shall allow any person other than his or her authorized roommate to reside with him/her in a double room.
- 7.15.2.3 The authorized occupant of a single room shall be the only person occupying that room.
- 7.15.2.4 If a student contravenes these provisions the accommodation contract disciplinary steps will be taken against him/her.
- 7.15.3 Guests during holiday periods
 - 7.15.3.1 Student accommodation at Hugenote Kollege residences covers academic terms only. Therefore, students have to vacate their rooms during certain recess periods and will be informed as to which residences are open during these periods. Students, who wish to remain in residence during recess, must apply for permission in this regard and day fees will be charged for the duration of the accommodation during the recess period.

8. Revision and Continuity

Revision occurs at least on an annual basis where after it will be approved by the Head of Residence.

This policy must be read in conjunction with:

1. Student Residence Disciplinary code
2. Hugenote Kollege Residence guidelines as published in more detail.

