

STUDENT RESIDENCE APPLICATION REGISTRATION CONTRACT (2022)

AMJA GALLOW TRUST
T +27 834545762
info@amjagallowtrust.co.za

7 Maree Street
Bellville
7530

P O Box 2220
Bellville
7535



Dear applicant,

Thank you for choosing your home-away-from-home.

GUIDE TO COMPLETE YOUR APPLICATION

The owner of the residence is AMJA GALLOW Trust. Herewith attached please find the hostel application & registration contract.

The application closing dates are final and your application & registration contract must be accompanied with a R1000.00 non-refundable application/registration fee. Proof of payment must be submitted together with the application/registration contract. No application/registration will be considered without the proof of payment. Please use the student's name and surname as reference when making payment.

The residence deposit of R 3000.00 is payable once you receive confirmation of acceptance to the hostel, by no later than 30 November 2021. Late applications deposit is payable by no later than 15 January 2022.

APPLICATION DATES:

- Senior students – 30 September 2021
- First year students – 30 November 2021

Senior students who have not applied by the 30th of September 2021 will not be guaranteed place in the residence in 2022 and will be assisted according to availability.

DISCOUNTS:

Discount: 3.5% discount is offered if you pay the full residence fee by 30 December 2021 and 2% if you pay the full residence fee by 30 January 2022 for the 2022 academic year.

BANK DETAILS:

Account holder: AMJA GALLOW TRUST Account no: 40-9070-8462
Bank: Absa Branch Code: 632005
Email proof of payment to: sandramostert5@gmail.com

CANCELLATIONS:

Please note: Should you cancel the residence application after 30 December 2021, you will forfeit the non-refundable application registration fee of R1000.00 as well as the deposit of R3000.00. Cancellations received after 15 January 2022 will be held liable for the full year's residence fee.

The student should include the following documents
Fully completed and signed Residence Application Registration Contract
Certified copy of your Identity Document
R1000.00 non-refundable application/registration fee
Should you wish to pay the residence in 11 monthly instalments, the principal payer and co-payer(s) documents must be attached.
Certified copy of the principal payer and co-payer(s) Identity Document(s)
Latest Salary slip(s)-(if individual person(s) are the account payers) or the latest Financial Statements (if company is the account payer)
Proof of bursary application and/or approval thereof
Should you wish to pay the annual residence fee in full, the parent/guardian/responsible person signing the documents should include the following:
Certified copy of the responsible person's Identity Document(s)

Do not hesitate to contact us, should you require assistance with your application.

SECTION 1: PERSONAL DETAILS OF APPLICANT

Title (e.g. Mr, Ms)	Mr.		Ms.		Dr		Other		Date of Application						
Surname															
Full Name/s															
Identity/Passport Number															
Date of Birth					Gender	Male		Female							
Home Language	English		Afrikaans		isiXhosa		Zulu		Other (Specify)						
Speak & Write English	Excellent		Good		Average		Below Average		Not at all						
Nationality	South African		Namibian		Botswana		Zimbabwean		Other (Specify)						
Home Address									Postal Code						
Postal Address									Postal Code						
Home Tel No.							Cell No.								
Work Tel No.							Fax No.								
Email Address															
Marital Status	Single		Married		Divorced		Widowed		Children	Yes		No		Ages	
Population Group	White		Black		Coloured		Indian		Other (Specify)						

SECTION 2a: PERSONAL DETAILS OF PRINCIPAL PAYER OF ACCOUNT / SPONSOR (Individual)

Title (e.g. Mr, Ms)	Mr.		Ms.		Dr		Other		Relation to applicant								
Surname																	
Full Name/s																	
Identity Number																	
Home Language	English		Afrikaans		isiXhosa		Zulu		Other (Specify)								
Nationality	South African		Namibian		Botswana		Zimbabwean		Other (Specify)								
Home Address									Postal Code								
Postal Address									Postal Code								
Home Tel No.							Cell No.										
Work Tel No.							Fax No.										
Email Address																	
Marital Status	In Community of Property				Out of Community of Property (with accrual)				Out of Community of Property (without accrual)			Divorced		Widow / Widower		Single	
Employment Status	Self-employed				Permanent Contract				Part-time Contract			Casual/Temp		Pensioner		Unemployed	
Employer / Company Name								Position in Company									
Postal Address of Employer									Postal Code								

* If married in Community of Property, complete spouse details.

* Co-payer must also complete.

* If company/bursar is the principal payer, the parent/guardian must fill in Section 5b as part of the indemnity.

SECTION 2b: PERSONAL DETAILS OF CO-PAYER OF ACCOUNT / SPOUSE (Individual)

Title (e.g. Mr, Ms)	Mr.		Ms.		Dr		Other		Relation to applicant		
Surname											
Full Name/s											
Identity Number											
Home Language	English		Afrikaans		isiXhosa		Zulu		Other (Specify)		
Nationality	South African		Namibian			Botswana		Zimbabwean		Other (Specify)	
Home Address									Postal Code		
Postal Address									Postal Code		
Home Tel No.							Cell No.				
Work Tel No.							Fax No.				
Email Address											
Marital Status	In Community of Property			Out of Community of Property (with accrual)			Out of Community of Property (without accrual)		Divorced	Widow / Widower	Single
Employment Status	Self-employed			Permanent Contract			Part-time Contract		Casual/Temp	Pensioner	Unemployed
Employer / Company Name							Position in Company				
Postal Address of Employer									Postal Code		

SECTION 2c: IF COMPANY OR BURSAR IS THE PRINCIPAL PAYER

Registered Name		Registration No.	
Contact Person		Position Held	
Business Telephone No.		Cell No. of Contact	
Email Address		Fax No.	
Contact			
Physical Address			Postal Code
Postal Address			Postal Code

SECTION 3: SELECT ROOM

Single room with en-suite		Single room without en-suite		Standard shared-room (2 persons per room) without en-suite	
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FRIDGE APPLICATION

Although the Residence is equipped with various Fridge/Freezer facilities, we receive many requests from parents/students to bring a separate fridge. However, it is not always guaranteed that the room has sufficient space to keep a fridge. An alternative area will then be provided to keep the fridge.

Guidelines for application:

- Application to bring a fridge must be indicated and completed on this form. No late applications will be allowed.
- Only BAR-TYPE fridges will be allowed. (Height: 84cm x Width: 46cm x Depth: 50cm)
- An additional fee of R600.00 per annum is charged. The fee is payable in full or over 10 months at R60.00 per month as from 1 March 2022 to 1 December 2022
- All fridges must be equipped with an "overflow pan". This is specifically to avoid any damage to wooden floors in the event of the fridge leaking water.

Do you wish to bring your own fridge and understand the terms and conditions?	Yes		No	
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TRANSPORT APPLICATION

To make use of this service you need to select this option on the form. No late applications will be allowed. An additional fee of R7000.00 per annum is charged for students who want to make use of the subsidised transport service to and from the campus. The fee is payable in full or over 10 months at R700.00 per month as from 1 March 2022 to 1 December 2022.

Transport services is ONLY for students WITHOUT a vehicle who has not been granted a parking bay at the hostel. Students with allocated parking will not be able to make use of the transport service and must make use of own transport to and from the campus.

This fee is subject to change if fuel prices increase.

Do you wish to make use of the campus shuttle services provided? Do you understand the terms and conditions?	Yes		No	
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PARKING APPLICATION

Parking applications must be completed herein, as detailed in Section 3. No parking allocations will be considered otherwise. The parking application does not automatically mean that you have been allocated a parking bay. Allocation of parking bays will be confirmed by **15 January 2022**. A student who arrives without a vehicle in February/March 2022 will automatically forfeit the parking.

Upon approval of the parking application, an amount of R220.00 for an electronic remote must be paid by 15 January 2022. This amount is refunded at the end of the academic year once the student returns the remote and evacuate his/her room. This amount is not included in the refundable breakage deposit.

Vehicle Registration No:		Vehicle Make:	
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SECTION 4: FEES

	SINGLE ROOM WITH EN-SUITE			SINGLE ROOM WITHOUT EN-SUITE			LEISURE ROOM WITHOUT EN-SUITE		
	Pay Full by	Pay Full by	Pay in	Pay Full by	Pay Full by	Pay in	Pay Full by	Pay Full by	Pay in
	30 Dec'21	30 Jan'22	Instalments	30 Dec'21	30 Jan'22	Instalments	30 Dec'21	30 Jan'22	Instalments
	Discount 3.5%	Discount 2%		Discount 3.5%	Discount 2%		Discount 3.5%	Discount 2%	
Application Fee	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00
Breakage Fee	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Annual Fee	60 000.00	60 000.00	60 000.00	57 800.00	57 800.00	57 800.00	47 000.00	47 000.00	47 000.00
Deposit (pay 31 Oct'21)	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00	- 3 000.00
SUB TOTAL	57 000.00	57 000.00	57 000.00	54 800.00	54 800.00	54 800.00	44 000.00	44 000.00	44 000.00
Discount	- 1 995.00	- 1 140.00		- 1 918.00	- 1 096.00		- 1 540.00	- 880.00	
TOTAL	55 005.00	55 860.00	57 000.00	52 882.00	53 704.00	54 800.00	42 460.00	43 120.00	44 000.00
10 Instalments			5 700.00			5 480.00			4 400.00
11 Instalments			5 181.82			4 981.82			4 000.00

SECTION 5: PAYMENT METHOD – Select the method of Payment

Full Residence Fee before 30 December 2021 (receive 3.5% discount)	
Full Residence Fee before 30 January 2022 (receive 2% discount)	
10 Residence Payments (1st Instalment 1 February 2022, 10th Instalment 1 November 2022)	
11 Residence Payments (1st Instalment 1 February 2022, 11th Instalment 1 December 2022)	

SECTION 6a: EXTERNAL STUDENT LOAN OR INCIDENTAL CREDIT PLAN – Select

Do you have the intention to apply for an external bursary or have you received a bursary?	Yes		No	
Company/Bursar		Tel:		
Do you have the intention to apply for a student loan at a Financial Institution	Yes		No	
Financial Institution		Tel:		
Will you be able to pay the 10 monthly instalments in the event of the external bursary or student loan not being approved?	Yes		No	

SECTION 6b: CREDIT ANALYSIS

Should you wish to use any of the options in Section 6a, you will need to complete the below section to obtain an incidental credit approval. When applying for a student loan with a financial institution, you will still be required to complete the below-mentioned credit analysis.

	PRINCIPAL PAYER		CO-PAYER	
	Yes	No	Yes	No
Have you ever been under debt review or are you currently under debt review or have you been declared insolvent?				
	R	.	R	.
Nett Monthly salary (after deductions)				
Regular Overtime				
Specify Other Income e.g. Rental Income (after deductions) *Please attach proof				
A: Total Monthly Income				
House Bond/s or Rent				
Home Rates/Tax (Average)				
Domestic: Water / Electricity (Average)				
Vehicle/s Instalments				
Fuel / Travel Expenses				
Medical Aid / Hospital Plan / Additional Medical Expenses				
Life Insurance Policies				
Short Term Insurance on house and car				
Food for family				
Clothing for family				
Current School Fees / University Fees				
Credit Card monthly repayments				
Other loans monthly repayments				
B: Total Monthly Expenditure				
A - B: Nett Monthly Income less Expenditure				

SECTION 7: TERMS AND CONDITIONS / DECLARATION

7.1 DURATION OF REGISTRATION CONTRACT

The residence application registration contract, concluded between AMJA GALLOW TRUST and the Student/Principal Payer/Co-Payer (hereafter "the Student"), applies to the 2022 year only. The Student registers each year and pays a registration fee per annum.

IMPORTANT NOTICE:

Should you cancel the residence application after 30 December 2021, you will forfeit the non-refundable application registration fee of R1000.00 as well as the confirmation deposit of R3000.00. If the cancellation is received after 15 January 2022, the Student will be held liable for the full year's residence fee.

7.2.1 APPLICATION DATE AND FEE PAYABLE (NON-REFUNDABLE)

First year students must ensure the application form reaches us on/before 30 November 2021 and senior students by 30 September 2021. The non-refundable application fee of R1000.00 is payable when submitting this form. We cannot guarantee the Student's request for accommodation if the Student registers late or fail to pay the non-refundable registration fee.

7.2.2 CONFIRMATION DEPOSIT (NON-REFUNDABLE)

All applicants are required to pay a residence confirmation deposit of R3000.00 on confirmation of provisional acceptance in the hostel by no later than 30 November 2021. This deposit is deducted off the hostel annual fee. The confirmation deposit is non-refundable.

7.3.1 RESIDENCE FEES

The residence fees (Section 4) in this contract are fixed for 2022. The Residence Owners (AMJA GALLOW TRUST) reserves the right to make changes to these fees in the case where municipal rates and taxes, water and electricity bills increase.

7.3.2 FRIDGE FEE

Your fridge application must be completed herein, as detailed in Section 4. No fridge applications will be considered otherwise. Only bar-type sized fridges (Height: 84cm x Width: 46cm x Depth: 50cm) will be allowed. Communal fridges are supplied. Should you bring your own fridge an additional fee of R600.00 per annum will be levied towards electricity used. All fridges must be equipped with an "overflow pan" to avoid damage to the floors in the case of the fridge leaking water.

7.3.3 PARKING

Your parking application must be completed herein, as detailed in Section 4. No parking applications will be considered otherwise. The parking application does not automatically mean that you have been allocated a parking bay. Allocation of parking bays will be confirmed by **15 January 2022**.

7.4 EARLY PAYMENT DISCOUNT

Discount as per fees list applies (Section 4 of this contract). No variation of the full payment date will take place.

7.5 TRANSFER TO ANOTHER ROOM TYPE

Transfer of a student to another room type can only take place if another room type is available and cannot be guaranteed. In the case of a student wishing to transfer from one room type (2 persons per room to 1 person per room), the student must apply to do so within the first 7 working days after classes commenced as per the academic calendar. By not being able to transfer to another room type is not a sufficient reason to cancel the contract.

7.6 REDUCTION IN FEES / ADDITIONAL FEES

The student shall not be entitled to any reduction of fees whatsoever. In the event where experiential learning / work-integrated learning takes place at a different location, no reduction in fees will be given. If a student decides to reside in the residence during any academic/campus holiday for experiential or work-integrated learning purposes, a fee of R75.00 per day is payable in advance.

7.7 NON-PAYMENT IN FEES – BARRING FROM RESIDENCE

The undersigned parties accept that should payments according to this contract not be made for a period of two consecutive months, the student will be barred from living at the residence until fees are paid up to date. Late interest will be charged. We reserve the right to bar students more than once in an academic year from the residence due to no or insufficient payment received. No reduction of fees will take place during this period.

7.8 RIGHTS TO CANCEL / TERMINATE THIS CONTRACT:

7.8.1 Cooling off period

The Student are granted a 7 day cooling-off period, from the date of application recorded on the student residence application and registration contract to cancel his/her registration. The undersigned parties accept that the cooling off period is only valid until 15 January 2022. Once the Student registers after 15 January 2022, the Student cannot cancel his/her residence registration and the principal payer/co-principal payer will be held liable for the full annual fee.

7.8.2 Cancellation of Registration after 30 November 2021

The undersigned parties agree and accept that the residence application fee of R1000.00 is non-refundable and that a R3000.00 confirmation deposit is payable by 30 November 2021. The undersigned parties also agree that should a student/co-payer(s) cancel this contract after 30 November 2021 the non-refundable application fee of R1000.00 as well as the R3000.00 deposit will be forfeited.

7.8.3 Cancellation after 15 January 2022

The undersigned parties accept that they will be kept liable for the full annual residence fee should the Student cancel his/her registration after 15 January 2022. This means that even if no monies were paid over to AMJA GALLOW Trust, and the student did not cancel on time and in writing, the undersigned parties will be kept liable for the full annual residence fees. The undersigned parties also accept that if the student decides not to reside at the residence for a part of the year only, that they will be kept liable for the full annual residence fees.

7.8.4 Cancellation in Writing

A cancellation will only be accepted if done in writing. The undersigned parties are herewith notified that no verbal agreement with any employee is enforced unless the Student have cancelled in writing and acceptance in writing has been given. An e-mail may be sent to info@amjagallowtrust.co.za marked for the attention of Estelle Ciaglia.

7.8.5 Early Exit from the Residence or Absconding after student commenced residing at the residence

The undersigned parties agree that the student and payer(s) will be held liable for the full annual residence fee in the event of the student choosing to not reside in the residence for the entire academic year, but only part thereof. It is agreed by the parties that this clause will only be waived in the case of the student passing away.

7.8.6 Suitable Premises

The student/parents/payer(s) may view the residence premises on official open days and during the winter workshop. The Residence premises are situated at 7 and 9 Maree Street, Bellville. It is the responsibility of the student/parents/principal payer(s) to make sure that they are satisfied with the residence facilities and location thereof. By not visiting the residence premises before the contract is signed, is not a sufficient reason to waive any of these cancellation clauses whatsoever.

7.9 INTEREST

No annual interest is included in the residence monthly instalments. If instalments are not paid on due date, interest in terms of the Prescribed Rate of Interest Act will be applicable (currently 18% p.a.) Late payments of bank loans to Amja Gallow Trust are not an excuse/defence against interest charged. When applying for a student loan it is the Student's /Principal payer's responsibility to apply for financial assistance well in advance to avoid interest charged to the account.

7.10 METHOD OF PAYMENT & CASH DEPOSIT FEES

Fees must be paid via EFT. No cash over the counter at the bank or the financial department of AMJA GALLOW TRUST will be accepted due to large cash deposit fees. Cash deposit fees will be charged at ABSA's cash handling fee.

7.11 EXTRAORDINARY EVENT

In the case of any circumstance or an extraordinary event beyond the Residence Premises owners' control, such as war, strike, riot, crime, health pandemic, or act of God (e.g. flood, earthquake, etc.) the AMJA GALLOW Trust shall be entitled to temporarily close the residence affected thereby. In this event the student shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction on fees payable or any compensation from AMJA GALLOW Trust. The Student, where possible, will be transferred to another building or the damages will be repaired in the current building(s) to continue with residing at the residence.

7.12 ORIENTATION

The student has the right to voluntarily take part in the orientation process at the residence. Orientation takes place in an orderly manner for example, braai's, dance, camp, concerts, etc. No additional fee is paid during the residence orientation week. Students will be required to sign a declaration to acknowledge receipt of the Hostel Rules issued to them.

7.13 INDEMNITY

IMPORTANT NOTICE:

7.13.1 The Student hereby acknowledge that he/she may be exposed to risks while being a resident of and using the accommodation facility. This includes, but is not limited to, participating in activities such as the orientation programme and social or leisure events such as "braais", sustaining injury by accident, and unexpected events such as an outbreak of fire, or any other abnormal occurrence, including a health pandemic, despite measures implemented and ensuring a reasonable standard of protection.

7.13.2 also acknowledge that he/she must take personal responsibility for, and voluntarily accept, any risks associated with activities within the boundaries of the residence, and associated student behaviour.

7.13.3 waive all claims against AMJA GALLOW TRUST referred to as the managing agents, employees employed at the residence and the hostel council for any harm, damages or loss suffered while I am, or as the result of being a resident in the hostel, resulting in personal harm (psychological, emotional), illness or death, or to any other person. Such consequences include loss, destruction of or damage to personal property, or any other person, howsoever the harm, damage or loss is caused by, but is not limited to, the negligence of AMJA GALLOW TRUST, its managing agents, or any employee or representative.

7.13.4 furthermore declare that he/she will not hold AMJA GALLOW TRUST, the managing agents, employees, or hostel council responsible and liable for any harm, injury or loss related to or caused by using transport arranged by AMJA GALLOW TRUST or requested by him/her for travelling to and from venues, including but not limited to campus, the airport, and a medical practitioner or hospital.

The Student are responsible to announce any health and safety risk to the Hostel Representative **Council** and/or Superintendent. In the case where the Student finds that his/her request are not attended to, to timeously announce in writing the health and safety risk to Mrs Estelle Ciaglia at info@amjagallowtrust.co.za

7.14 DECLARATION

IMPORTANT NOTICE

The student and undersigned payer(s) understand, accept, and agree:

7.14.1 that AMJA GALLOW TRUST has the right to summarily terminate the Student's stay at the residence should the undersigned breach any aforesaid undertakings or by reason of disciplinary actions taken. The Student understand that he/she will be kept liable for the full annual residence fee event if the Student has been expelled;

7.14.2 that the Student further give permission to AMJA GALLOW TRUST officials to do the necessary credit checks for credit arrangements;

7.14.3 that the Student also declare that the information in this application registration contract is complete and correct and

7.14.4 that the Student undertake to comply with all the rules and regulations, including the disciplinary rules and any amendments thereof as published from time to time and to acquaint the undersigned with all the provisions thereof.

7.14.5 The student, sponsor/account payer(s) declares by signing hereunder that they have studied the tuition fees and accept these fees, the terms and conditions thereof.

7.14.6 The Student, sponsor/payer(s) declare that they have studied the fees and accept these fees.

SURETY AND CO-PRINCIPAL DEBTORS

The Student and account payer(s) bind themselves, jointly and severally, as co-sureties and co-principal debtors for the payment of all fees and other charges due by them in terms of this contract.

The management agent of AMJA GALLOW TRUST will be entitled to institute any legal proceedings which may arise out of or in connection with this contract in any Magistrates Court having competent jurisdiction in respect of the surety's person, notwithstanding the fact that the claim or value of the matter in dispute might exceed the jurisdiction of such Magistrates Court in respect of the cause of action.

Costs:

Legal costs to be awarded to any party to this contract in the event of legal proceedings in respect of a cause of action arising from this contract, will be calculated on the attorney and client scale of fees and will include collection and tracing charges in enforcing the obligations of any of the parties to this agreement.

Type Name and Surname as proof of Signature of Applicant (Student)		Type Place/City/Area e.g. Bellville		Type date dd/mm/yy	
Type Name and Surname as proof of Signature of Principal Payer		Type Place/City/Area e.g. Bellville		Type date dd/mm/yy	
Type Name and Surname as proof of Signature of Co-Payer / Spouse		Type Place/City/Area e.g. Bellville		Type date dd/mm/yy	
Type Name and Surname as proof of Signature of responsible person on behalf of Company/Trust		Type Place/City/Area e.g. Bellville		Type date dd/mm/yy	

OFFICE USE / APPROVAL:

Student Recruitment Advisor Initials		Residence Manager Initials		Comments		Comments
Date dd/mm/yy		Date dd/mm/yy		Comments		