



**Dear applicant,**

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

### **GUIDE TO COMPLETE YOUR APPLICATION**

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. Late applications deposit is payable by no later than 31 January.

### **APPLICATION DATES**

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

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

### **DISCOUNTS**

Discount: 3.5% discount is offered if you pay the full annual residence fee by 30 December and 2% if you pay the full residence fee by 30 January.

### **BANK DETAILS**

Account holder: Study and Stay

Account no: 62864891017

Bank: FNB

Branch Code: 210655

Email proof of payment to: [jakes@studyandstay.co.za](mailto:jakes@studyandstay.co.za)

### **CANCELLATIONS**

Please note: Should you cancel the residence application after 30 December, 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 will be held liable for the full year's residence fee.

<b>The student should include the following documents</b>
Fully completed and signed Residence Application Registration Contract
Certified copy of your Identity Document
R1000.00 non-refundable application/registration fee
<b>Should you wish to pay the residence in 11 monthly instalments, the principal payer and co-payer(s) documents must be attached.</b>
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
<b>Should you wish to pay the annual residence fee in full, the parent/guardian/responsible person signing the documents should include the following:</b>
Certified copy of the responsible person's Identity Document(s)

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

Regards

**Fiona Stewart**  
**Hostel Manager**

## APPLICATION/REGISTRATION CONTRACT

Date of Application	
Student Number	
Where do you study?	
What do you study?	
What year are you?	

### SECTION 1: PERSONAL DETAILS OF APPLICANT

Title	Mr		Ms		Mrs		Other (Specify)					
Surname												
Full Name/s							Nick Name					
Identity / Passport Number				Date of Birth				Gender	Male		Female	
Home Language	English		Afr.		isiXhosa		Zulu		Other (Specify)			
English	Good		Average		A Bit		Home Language (Specify)					
Nationality	South African		Namibian		Botswana		Zimbabwean		Other (Specify)			
Home Address									Postal Code			
Postal Address									Postal Code			
Home Tel No.							Cell No.					
Email Address												
Marital Status	Single		Married		Children	Yes		No		Ages		
Population Group	White		African		Coloured		Indian		Other (Specify)			

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

Title	Mr		Ms		Mrs		Other (Specify)				
Surname											
Full Name/s							Nick Name				
Identity / Passport Number				Date of Birth				Gender	Male		Female
Home Language	English		Afr.		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		Un-employed
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	Mr		Ms		Mrs		Other (Specify)				
Surname											
Full Name/s							Nick Name				
Identity / Passport Number				Date of Birth				Gender	Male		Female
Home Language	English		Afr.		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		Un-employed
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.	
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	
<p><b>FRIDGE APPLICATION</b></p> <p>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.</p> <p>Guidelines for application:</p> <ol style="list-style-type: none"> <li>1. Application to bring a fridge must be indicated and completed on this form. No late applications will be allowed.</li> <li>2. Only BAR-TYPE fridges will be allowed. (Height: 84cm x Width: 46cm x Depth: 50cm)</li> <li>3. 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 to 1 December</li> <li>4. 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.</li> </ol>					
Do you wish to bring your own fridge and understand the terms and conditions?			Yes	No	
<p><b>TRANSPORT APPLICATION</b></p> <p>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 R8000.00 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 R800.00 per month as from 1 March to 1 December.</p> <p>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 only be able to make use of the transport service on special request and must make use of own transport to and from the campus.</p> <p>The indirect effect of change/increase in fuel price will result in an increase in the price of transportation (shuttle costs). We will communicate the decision in writing.</p>					
Do you wish to make use of the shuttle services provided? Do you understand the terms and conditions?			Yes	No	

## 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 1 February. A student who arrives without a vehicle in February/March 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. 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:		Vehicle Colour:	
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## SECTION 4: FEES

	SINGLE ROOM WITH EN-SUITE			SINGLE ROOM WITHOUT EN-SUITE			SHARED 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	31 Jan	Instalments	30 Dec	31 Jan	Instalments	30 Dec	31 Jan	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 Deposit	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
<b>Annual Fee</b>	<b>61 200.00</b>	<b>61 200.00</b>	<b>61 200.00</b>	<b>59 500.00</b>	<b>59 500.00</b>	<b>59 500.00</b>	<b>49 800.00</b>	<b>49 800.00</b>	<b>49 800.00</b>
Deposit (Pay by 31 Oct)	- 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	58 200.00	58 200.00	58 200.00	56 500.00	56 500.00	56 500.00	46 800.00	46 800.00	46 800.00
Discount	- 2 037.00	- 1 164.00		- 1 977.50	- 1 130.00		- 1 638.00	-936	
<b>TOTAL</b>	<b>56 163.00</b>	<b>57 036.00</b>	<b>58 200.00</b>	<b>54 522.50</b>	<b>55 370.00</b>	<b>56 500.00</b>	<b>45 162.00</b>	<b>45 864.00</b>	<b>46 800.00</b>
10 Instalments			5 820.00			5 650.00			4 680.00
11 Instalments			5 290.91			5 136.36			4 254.55

## SECTION 5: PAYMENT METHOD

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

**SECTION 6a: EXTERNAL STUDENT LOAN OR INCIDENTAL CREDIT PLAN**

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			
Have you ever been under debt review or are you currently under debt review or have you been declared insolvent?	Yes		No		Yes		No	
	R .				R .			
Nett Monthly salary (after deductions)								
Regular Overtime								
Specify Other Income e.g. Rental Income (after deductions) *Please attach proof								
<b>A: Total Monthly Income</b>								
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>B: Total Monthly Expenditure</b>								
<b>A - B: Nett Monthly Income less Expenditure</b>								



## SECTION 7: TERMS AND CONDITIONS / DECLARATION

### 7.1 DURATION OF REGISTRATION CONTRACT

The residence application registration contract, concluded between Study&Stay and the Student/Principal Payer/Co-Payer (hereafter "the Student"), applies to the 2023 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, 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, the Student will be held liable for the full year's residence fee.

### 7.2 APPLICATION DATE AND FEE PAYABLE (NON-REFUNDABLE)

First year students must ensure the application form reaches us on/before 30 November and senior students by 30 September. 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.

### 7.3 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. This deposit is deducted off the hostel annual fee. The confirmation deposit is non-refundable.

### 7.4 RESIDENCE FEES

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

### 7.5 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.

### 7.6 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 1 February.

### 7.7 EARLY PAYMENT DISCOUNT

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

### 7.8 TRANSFER TO ANOTHER TYPE OF ROOM

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 commence as per the academic calendar. Not being able to transfer to another room type is not a sufficient reason to cancel the contract.

### 7.9 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.

### 7.10 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.

## **7.11 RIGHTS TO CANCEL / TERMINATE THIS CONTRACT:**

### **7.11.1 Cooling off period**

The Student is 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. Once the Student registers after 15 January, the Student cannot cancel his/her residence registration and the principal payer/co-principal payer will be held liable for the full annual fee.

### **7.11.2 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. The undersigned parties also agree that should a student/co-payer(s) cancel this contract after 30 November the non-refundable application fee of R1000.00 as well as the R3000.00 deposit will be forfeited.

### **7.11.3 Cancellation after 15 January**

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. This means that even if no monies were paid over to Study & Stay, 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.

### **7.11.4 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 [fiona@studyandstay.co.za](mailto:fiona@studyandstay.co.za) marked for the attention of Fiona Stewart.

### **7.11.5 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.

### **7.11.6 Suitable Premises**

The student/parents/payer(s) may view the residence premises on official open days. Only public areas will be viewed. The Residence premises are situated at 7 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.

## **7.12 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 Study&Stay 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.

## **7.13 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 Study&Stay will be accepted due to large cash deposit fees. Cash deposit fees will be charged at FNB's cash handling fee.

## **7.14 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.) Study&Stay 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 Study@Stay. 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.

In the event of Study&Stay deciding not to continue with the hostel operations (herein referred to as providing accommodation for students), due to lack of hostel registrations for the academic year and/or in the event of deciding to sell the property, students/parents/principal payers will be informed before taking such a decision. All monies paid in advance towards the year's hostel residence fee will be refunded. It will be the sole responsibility of the student/guardian/parents/principal payers to seek alternative accommodation at their own cost.

#### **7.15 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.

#### **7.16 INDEMNITY**

##### **IMPORTANT NOTICE:**

7.16.1 The Student hereby acknowledges 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;

7.16.2 also acknowledges 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;

7.16.3 waive all claims against Study&Stay, Study & Stays Management and Directors 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, regardless of how the harm, damage or loss is caused, but is not limited to, the negligence of Study&Stay, its managing agents, or any employee or representative;

7.16.4 furthermore declare that he/she will not hold Study&Stay, 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 Study&Stay 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.

7.16.5 The Student is 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 Fiona Stewart at [fiona@studyandstay.co.za](mailto:fiona@studyandstay.co.za)

#### **7.17 DECLARATION**

##### **IMPORTANT NOTICE**

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

7.17.1 that Study&Stay 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;

7.17.2 that the Student further gives permission to Study&Stay officials to do the necessary credit checks for credit arrangements;

7.17.3 that the Student also declares that the information in this application registration contract is complete and correct;

7.17.4 that the Student undertakes 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;

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

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

#### **7.18 SURETY AND CO-PRINCIPAL DEBTORS**

7.18.1 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.

7.18.2 The management of Study&Stay 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.

7.18.3 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.

**SECTION 8: ACCEPTANCE**

Name, Surname and Signature of Applicant (Student)		Type Place/City/Area e.g. Bellville		Date	
Name, Surname and Signature of Principal Payer		Type Place/City/Area e.g. Bellville		Date	
Name, Surname and Signature of Co-Payer / Spouse		Type Place/City/Area e.g. Bellville		Date	
Name, Surname and Signature of responsible person on behalf of Company/Trust		Type Place/City/Area e.g. Bellville		Date	