



First-year residence application and placement procedure for 2020

Please note that space in University residences is limited. More people apply for accommodation than we have available. Please visit www.maties.com and click on Accommodation for useful links to alternative accommodation options.

1. How do I apply for residence placement?

- 1.1 Residence applications form part of the general application form for admission to Stellenbosch University (SU). Visit www.maties.com to apply online, or phone Client Services on 021 808 9111 for any assistance.
- 1.2 Residence applications close on **30 June in the year preceding registration**. Unfortunately we are unable to consider late applications so please make sure that you meet this deadline.
- 1.3 Place in residence is limited and subject to a selection process. Applications for a place in residence exceed that which we can accommodate. **This is why we cannot guarantee that you will receive place in your residence or a place in a residence of your choice.**
- 1.4 Remember, to be considered for residence placement, you need to be admitted to a programme at the University. If your first study choice is subject to extensive selection (such as a programme in the Faculty of Medicine and Health Sciences), you may indicate a second choice as well. In this way, you will still be considered for residence placement, even if you are not accepted for your first study choice.
- 1.5 Students who are admitted to the programme BAgriC (Elsenburg), a programme at the Business School (Bellville campus), a Telematics Education (Distance Learning) programme or selected for MB, ChB, Physiotherapy and Dietetics (including late selections at the beginning of the academic year) do not stay in residence on Stellenbosch campus.
 - 1.5.1 If the University selects you for MB, ChB, Physiotherapy and Dietetics, you will apply for residence placement on Tygerberg campus, which is situated some 45 km from Stellenbosch campus.
 - 1.5.2 Residence placements on Tygerberg campus only occur once the selection process has been finalised (in August). If you are selected, you will receive a selection letter and a residence application form from Tygerberg campus.
 - 1.5.3 Please note: Place in a Stellenbosch residence does not guarantee place in a residence on Tygerberg campus.
 - 1.5.4 BAgriC (Elsenburg) students apply for residence placement at Elsenburg, where the programme is offered.
- 1.6 Students who register at the University for subjects or modules that do not lead to the awarding of a fully-fledged qualification also do not qualify for place in a residence. This includes students who hold leadership positions in residence.
 - 1.6.1 Special or short course students, as well as students who obtain admission to the SciMathUS programme, are not accommodated in a University residence.
 - 1.6.2 Students who are registered as full-time students at the University who also work full time in the same year and are paid for said work may not use University accommodation.



- 1.7 The entire placement process will be finalised by **31 October**. By that time, you should know whether or not you have received place in residence. If your application was unsuccessful, we will confirm this after 31 October.

2. Which placement criteria does the University use?

Excellence enhanced through diversity is an important principle in the University's residence placement policy, and both are continuously considered along with all the other provisions. The University believes that diversity makes a vital contribution to creating excellence among its students. After all, we learn more from those who are different from us than those who are exactly like us. Diversity at university level also prepares students for the South African and international reality.

With this as a point of departure, the University works according to specific placement categories, as determined in the residence placement policy (available on www.maties.com). The placement categories are as follows:

2.1 Academic performance

- 2.1.1 The University uses academic performance as main consideration in the first round of first-year residence offers on Stellenbosch campus.
- 2.1.2 Offers in this category depend on your results in the Grade 11 final exam if you apply in your Grade 12 year.
- 2.1.3 If you already matriculated, the University will consider your final Grade 12 results.

2.2 Diversity

- 2.2.1 Following the first round of offers, the University uses five diversity factors to achieve the target diversity profile in all residences. Academic performance is still taken into account and used to rank applicants.
- 2.2.2 The University considers the following five diversity factors:
 - (i) students' citizenship – South African or foreign;
 - (ii) students' language preference (Afrikaans, English or other);
 - (iii) students' ethnicity (coloured, black, Indian or white);
 - (iv) whether students are first-generation or non-first-generation students, and
 - (v) students' economic class (for students who need support bursaries and are found to qualify based on a means test).
- 2.2.3 The University considers all five diversity factors of each student to select those applicants who generally best fit the diversity profile we would like to see on campus, as well as to ensure that students with different profiles are spread as evenly as possible across residences (and private student houses (PSO)).



2.3 Special placements

As the residence placement policy indicates, the University will also consider special placements, such as placements of bursary companies, sport placements¹, rector's discretionary placements, students in extended degree programmes and students with physical disabilities that impacts on their mobility.

3. What happens if I receive place in residence?

- 3.1 If you are allocated place in a university residence on Stellenbosch campus, your application status on www.maties.com will change to "reserved". Note, however, that you have not been placed in any specific residence at this stage.
- 3.2 Next, you will receive a reservation letter requesting you to pay an acceptance amount of **R6 800** within 30 working days. The following information is important with regard to the acceptance amount:
- 3.2.1 The acceptance amount confirms that you accept your place in residence as well as the provisions enclosed with the reservation letter. This also includes the provisions as stipulated in the residence placement policy as well as the guidelines as published on www.maties.com.
- 3.2.2 The acceptance amount forms part of the first mandatory instalment for residence fees. The full first instalment of your residence fees is payable at registration.
- 3.2.3 Should the University not receive your acceptance amount by the stipulated deadline, we will assume that your application for residence placement may be cancelled. Your application status on www.maties.com will then change to "cancelled".
- 3.2.4 If you receive financial assistance based on financial need, you can request to be exempted from the acceptance fee and, when you have proof of your bursary, be reconsidered for placement based on places available.
- 3.2.5 The banking details for payment of the acceptance amount is as follows:

<p>Cash Deposits: Bank: Standard Bank Account name: US Studentegelde Account number: 063163225 Account type: Cheque Branch code: 050610 or 051001 Reference: SU student number (first eight digits only) E-mail proof of payment to studentaccounts@sun.ac.za</p>	<p>Online Credit Card payment: Go to www.maties.com. Click on "Fees". Click on "Payment options". Follow the steps. E-mail proof of payment to studentaccounts@sun.ac.za</p>
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- 3.3 After the reservation process has been concluded, we will start placing students in specific residences. This usually happens in **September**. The residence in which you are placed will appear on www.maties.com under your application status, and you will also receive a confirmation letter.

¹ Provincial players can contact Maties Sport on 021 808 4642/4941 for more information.



- 3.4 If, at any stage, you are no longer interested in receiving place in residence, please cancel your application by sending an e-mail to info@sun.ac.za.
- 3.5 Also note the following important information with regard to your placement in residence:
- 3.5.1 Place in residence is limited and **this is why we cannot guarantee that you will receive a placement in a residence of your choice.**
- 3.5.2 If you have not been placed in one of your preferred residences, this means that the category under which you would have been placed in those residences had already been filled (see placement categories under section 2 in this document).
- 3.5.3 We aim to promote diversity and to have an even spread of students from diverse backgrounds across all our residences. Therefore, we follow the guidelines in our residence placement policy and **will unfortunately not be able to consider any transfers to other residences.**
- 3.5.4 The University treats all students alike, irrespective of whether their parents also studied at Stellenbosch, and does not give preferential treatment based on alumni status.
- 3.5.5 As we use various placement categories, it is possible for students with lower marks to be placed before those with higher marks.
- 3.5.6 There are NO single rooms available for first-years, except in Majuba and Metanoia.
- 3.5.7 The University considers only senior students for placement in student houses and university apartments. You will therefore not be able to stay in these houses/apartments in your first year of study.
- 3.5.8 All residence placements are **conditional**. Residence placement does not guarantee admission to the University. If, for example, you do not meet the University's admission requirements at the end of Grade 12, any residence placement offered to you will fall away.
- 3.5.9 There is very little parking space on campus. Senior students have preference when residence and street parking bays are allocated.
- 3.5.10 Residences are evacuated for June and December holidays, and students are expected to remove all their belongings from their rooms prior to their departure. Most residences do however have storage facilities.
- 3.6 The University hosts a welcoming programme for first-years before the official start of the academic year. You will receive a copy of the welcoming programme and an information document from your residence beforehand, which should make your arrival and participation in events much easier. Also visit the websites of the residences at www.maties.com for more information.

4. What happens if I don't receive place in residence?

If you have not received a reserved or confirmed place in residence by **31 October**, your application was unfortunately unsuccessful. We will confirm this by early November. You would now be able to register on the waiting list. Please keep in mind that we cannot guarantee a place in residence or in your residence of choice at this late stage. Places are very limited, and we therefore strongly recommend that you also consider private accommodation options.



4.1 How does the waiting list work

- 4.1.1 If you still wish to be considered for residence placement, you may register on the electronic residence waiting list from **1 November** for Stellenbosch campus.
- 4.1.2 Go to www.maties.com and click on "Waiting list". This is the only place where you will be able to register or deregister for the waiting list.
- 4.1.3 This waiting list expires on **31 January** before the academic year commences and classes start.
- 4.1.4 Please note that the same placement categories used for other residence placements will apply (see section 2). Students below you on the waiting list could therefore be placed based on one of the placement categories. **In accordance with the residence placement policy, preference will be given to students on the waiting list who are funded based on financial need.**
- 4.1.5 Your spot on the waiting list will continue to change as other candidates register.
- 4.1.6 As far as academic performance is concerned, the same results mentioned in paragraph 2.1.2 and 2.1.3 above will be used. You will not be able to adjust your matric results at this stage, as we are still completing the placement cycle before the commencement of the academic year and have not yet received all matric results. All matric results will be available once the academic year commences and will be used as soon as the new waiting list opens on **1 February**.
- 4.1.7 When a place becomes available and it is your turn on the waiting list, the Residence Placement Office will make you an offer regardless of your specific residence choice.
- 4.1.8 Please keep in mind that we cannot guarantee a place in residence or in your residence of choice at this late stage. Places are very limited at this stage. We strongly recommend that you also consider private accommodation options.
- 4.1.9 If you cancel or decline your awarded place in a residence, or cancel after having moved into a residence, you will move down on the waiting list. The University had in fact already allocated a place to you and will grant other students on the waiting list the opportunity.
- 4.1.10 **A new waiting list will open on the 1 February (after registration). You can place your name on the list available on my.sun.ac.za** As far as academic merit is concerned, the University will at this stage consider your final Grade 12 results. The placement criteria (see section 2) as well as the process set out in par 4.1.4 to 4.1.9 will still apply.

4.2 What if I'm looking for private accommodation?

- 4.2.1 Students who do not stay in residence are automatically allocated in a Private Students' Organisation (PSO) ward. PSO wards participate in all cultural, social and sports activities of the University, and are also allocated to clusters along with residences. The PSO wards on Stellenbosch campus are Pieke, Aurora, Capri, Oude Molen, Vesta, Equité, Venustia, Silene, Olympus and Aristeia. Osler is the PSO ward on Tygerberg campus.
- 4.2.2 Please note that these private wards ensure that PSO students are included in all university activities – **they do not supply accommodation.**



4.2.3 Therefore, if you are looking for private accommodation, phone the University's rental office on 021 808 2895 or have a look on the website www.stayatstellenboschuniversity.co.za. You can also visit www.maties.com for some useful websites to help allocate private accommodation.

5. What should I do to cancel my residence placement?

- 5.1 The University will only accept a residence placement cancellation if you submit it in writing. Therefore, please send any cancellation to info@sun.ac.za, and remember to include your student number and the reason for your cancellation.
- 5.2 Without having submitted such a notice, you will unfortunately not qualify for any possible reimbursement of the acceptance amount.
- 5.3 The University will use the date of receipt of your written notice as the official date for calculating any monies owed.
- 5.4 In respect of cancellations of residence placement, the acceptance amount will be dealt with as follows:
 - 5.4.1 If you cancel on or before 31 October, the University will reimburse you the full acceptance amount.
 - 5.4.2 If you cancel after 31 October, the University will charge a cancellation fee of **R750**.
 - 5.4.3 If you cancel later than a week after the release of the NSC results at the beginning of the registration year, **you will unfortunately forfeit the full acceptance amount.**
 - 5.4.4 If you have not arrived by the time that the welcoming programme starts, you will forfeit the full acceptance amount and the University will also cancel your residence placement.
 - 5.4.5 If you are not admitted to your study programme or, due to circumstances beyond your control, are unable to take up the residence placement for which you have already paid the required acceptance amount, you may apply for reimbursement in writing. Address a fully motivated letter to the Residence Placement Office and send it to info@sun.ac.za.
 - 5.4.6 However, keep in mind that the decision to reimburse any monies ultimately rests with the University.
 - 5.4.7 Place in residence is allocated for the full academic year. If you cancel your place during the course of the academic year, you will need to pay a cancellation fee of 30% of the outstanding residence fee.

COMPLETE POLICY AND GUIDELINES

For the full policy and management guidelines on placement in residences and in listening, learning and living houses, as well as allocation to PSO wards and clusters, click on the "Accommodation" link on the website for prospective students, www.maties.com.

INDEMNITY

The University reserves the right to adjust the information in this brochure at any time and as the need arises. This information may therefore be incomplete or out of date. The information is given here to the best of our knowledge and as accurately and fully as was possible at the time of going to press in January 2019. Verifying the given information remains the responsibility of the prospective student. The latest information is available on www.maties.com and at the telephone numbers given in this brochure.

Residence Placement, Division for Student Access 25 February 2019

