

RESIDENCE APPLICATION AND PLACEMENT FOR FIRST YEARS

Please note that space in University residences is limited. More people apply for a place in residence than we have available. Please visit www.maties.com and click on **Accommodation > Private Accommodation** for information on private accredited accommodation.

1. How do I apply for residence placement?

- 1.1** Residence applications form part of the general application for admission to Stellenbosch University (SU). Visit www.maties.com to apply online.
- 1.2** Residence applications close on 31 July 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. Therefore we cannot guarantee that you will receive a place in a 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 MBChB, Physiotherapy, Nursing 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 MBChB, Physiotherapy, Nursing and Dietetics, you will apply for residence placement on the Tygerberg campus, which is situated some 45 km from Stellenbosch campus.
- 1.5.2** Residence placements on the Tygerberg campus only occur once the selection process has been finalised.
- 1.5.3** **Please note:** Place in a Stellenbosch residence does not guarantee a place in a Tygerberg residence.
- 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.
- 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 placement process will be finalised by 31 October. By that time, you should know whether or not you have received a 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. The University therefore 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 the main consideration in the first round of first-year residence offers on the Stellenbosch campus.
- 2.1.2** Offers in this category depend on your results in your 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** 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, Asian or white);
 - iv) whether students are first-generation or non-first-generation students, and
 - v) students' economic status (for students who need support bursaries and receive, for example DHET NSFAS funding).
- 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 communities).

2.3 Special placements

The University will also consider special placements, such as sports placements, residence discretionary placements, students in extended degree programmes and students with physical disabilities that impact their mobility.

3. What happens if I receive a place in residence?

- 3.1** If you are allocated a place in a university residence on the 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 R5 100 within 30 calendar 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** 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".
 - 3.2.3** **Financial need:**
 - (a) Based on the socio-economic information you provided in your application to Stellenbosch University, you could be requested to pay a reduced acceptance amount of R500 within 30 calendar days, to secure a place in residence.
 - (b) You may also submit a motivation with proof of financial need to info@sun.ac.za to request an exemption from the acceptance amount.
 - (c) If you receive financial assistance based on need, you can be exempted from the acceptance fee. If proof of this bursary is submitted, the student may be considered for placement (based on places available). Please send the necessary documentation to info@sun.ac.za.

- 3.2.4** The banking details for payment of the acceptance amount is as follows:

CASH DEPOSITS:

Bank: Standard Bank
Account name: US Studentfees
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

ONLINE CREDIT CARD PAYMENT:

Go to www.sun.ac.za. Click on "Students"
Click on "Fees"
Click on "Payment options" Follow the steps
E-mail proof of payment to studentaccounts@sun.ac.za

- 3.3** After the reservation process has been concluded, we will start placing students in specific residences. This usually happens later in September. The residence in which you are placed will appear on www.maties.com under your application status. Thereafter, a confirmation letter will be sent to you.
- 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 has 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 be cancelled.
 - 3.5.9** There is very little parking space on campus. Senior students have a preference when residence and street parking bays are allocated.
 - 3.5.10** Residences are evacuated during the 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.

4. What happens if I don't receive a 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.

www.maties.com > accommodation > private accommodation

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 the 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 from 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 on the waiting list.
- 4.1.6** As far as academic performance is concerned, your matric results will be used as soon as the University has received and verified these results.
- 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** 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 this opportunity.
- 4.1.9** A new waiting list will open on the 1 February (for all registered students). You can place your name on the list available on my.sun.ac.za > accommodation > residence waiting list (current students). As far as academic performance is concerned, the University will at this stage only 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 4.1.8 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 to a Private Student Community. Private student communities participate in all cultural, social and sports activities of the University, and are also allocated to clusters along with residences. The private student communities on the Stellenbosch campus are Pieke, Aurora, Capri, Oude Molen, Vesta, Equité, Venustia, Silene, Olympus and Aristeia. Osler is the private student community on the Tygerberg campus. Please note that these private student communities **DO NOT supply accommodation** but ensure that students who live in private accommodation are included in all university activities.
- 4.2.2**
- 4.2.3** Therefore, if you are looking for more information on private accredited accommodation, you can visit www.maties.com.

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 cancellations 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 R900.
 - 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 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 for the year.

COMPLETE POLICY AND GUIDELINES

For the full policy and management guidelines on placement in residences and the listen, live and learn houses, as well as allocation to private student communities 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 given here is to the best of our knowledge and as accurate as was possible at the time of going to press in March 2024. Verifying the given information remains the responsibility of the prospective student. The latest information is available on www.maties.com.