



Dear Student

INFORMATION REGARDING RENEWAL/CANCELLATION OF ACCOMMODATION FOR 2019

Due to limited accommodation capacity, it is usually not possible to re-allocate all current residents placement in a residence for the following year. Below are frequently asked questions that explain the placement process for residing students as prescribed by the new residence placement policy.

1. **Must I re-apply for the following year or cancel my place if I am not coming back to residence?**

You **must** indicate 'yes' on the **UP Student Portal** to re-apply for the following year or indicate 'no' if you are not returning to residence for the following year.

Take Note:

- Application to **transfer to another residence**: The reapplication system will permit you to apply for your current residence only. **After** you have received placement at your current residence, only then may you apply for a transfer to a different residence. Please send a request by **E-mail** (see contact details at the end)
- Application to **transfer to a postgraduate residence**: Please re-apply for your current residence first as you may only apply for a postgraduate residence once you have been admitted for a postgraduate study program. Application for a postgraduate residence can be made separately by email at tuksres.postgrad@up.ac.za.

2. **When do applications open and close?**

- Applications open **17 July 2018**
- You will receive an SMS to remind you to apply.
- The closing date for re-application is **31 July 2018**
- If you fail to re-apply, you will not be considered for **2019** placement.

3. **How is placement renewed?**

- Renewal of accommodation takes place on academic merit.
- A **minimum GPA of 50** is required to be **considered** for a placement at a residence, however does **not guarantee** you a place. The cut-off GPA differs from year to year, from residence to residence and usually varies from 60 to 65.
- Provisional re-admission to a residence for the following year is determined after the conclusion of the first semester. You must however maintain a GPA of 50 at the **end of the academic year** and must have passed 50% of modules required for that year to ensure your place for the following year
- The placement policy makes provision to consider distance and NSFAS students together with academic merit.
- The **number of years** you may stay in a residence correlates with the minimum number of years allowed for you to complete the degree for which you are first enrolled at the university (e.g. BCom is 3 years).
- If you are subjected to the **G3 regulation** and are academically excluded, you will not qualify for a place in residence.

4. **Which marks are used?**

Your **final first semester** marks, as it appears on the system, are used to calculate your GPA which is then used for provisional allocation of place for **2019**.

Take note:

- Provisional re-admission to a residence for the following year is determined after the conclusion of the first semester.

- You must also maintain a GPA of 50 at the **end of the academic year** and must have passed 50% of full time degree modules s required for that year to ensure your place for the following year.

5. Has my place been renewed or am I on the waiting list?

- During **September** you will **receive a letter** (per e-mail) informing you as to whether a place has been allocated to you or whether you are on the waiting list. Your placement letter is also available on your student portal under Communications.
- You will also be able to view your residence status for **2019** on **UP Student Portal** in September after placement has been finalised.

6. How does the waiting list work?

- Placement from the waiting list strictly takes place on **academic merit** on a continuous basis as cancellations are received.
- Your residence status will be available on **UP Student Portal**.

Take note:

- The **year-end GPA** is calculated in December. This means that your place on **the waiting list will change accordingly** and you will move up or down on the waiting list.
- If your **first semester GPA** was below 50 which means that you were not considered for residence placement and your **year-end GPA** improves to above 50, you will automatically be added to the preference waiting list.
- If your **first semester GPA** was above 50 and your year-end GPA below 50, you will no longer be on the preference waiting list and no longer considered for placement.
- You do not pay a reservation levy if you are on the waiting list. The reservation levy is only payable once you have been notified that a place for **2019** has been allocated to you.

7. Postgraduate Residences

- Only full-time postgraduate students qualify for postgraduate residences.
- Additional information regarding 2019 placement will be circulated at a later date to returning postgraduates

8. Do I need to pay a reservation fee if I have been placed in a residence?

- Yes, you need to pay a reservation levy to secure your place for **2019**

Take note:

- This amount is payable within **30 days** of the date of placement and if the levy is not paid, your place in residence will be cancelled.
- Please be reminded that your **University fees** for **2018** must also be fully paid. If you pay the reservation levy and there are still outstanding fees for **2018**, your place will also be cancelled.

9. I had personal or academic problems that influenced my marks and am still on the waiting list?

- Ten discretionary places per residence are reserved for **allocation by the Director**: Residence Affairs and Accommodation and are allocated on merit.
- You must apply to be considered for one of these places.
- Application can be made on your **UP Student Portal**, you will be required to submit a motivational letter as well as upload documents to support your motivation.

Take note:

- Due to limited Director's places and the huge demand, not everyone's application can be approved.
- These places are allocated with the support of a **committee** and you will be notified, in writing, of whether your application was successful or not, by the middle of November.
- Applications and motivations must be accompanied by **supporting documents/proof** e.g. a medical certificate in case of sickness, a death certificate in the event of someone passing away, psychological report in relevant cases, etc. This information will be handled as confidential and will only be available to the committee.

10. If I am allocated a place in residence, how can I cancel my place and will my reservation levy be refunded?

- No telephonic cancellations will be accepted. Cancellations must be submitted in writing through the following channels:
 - **Reject** the placement via your student portal (UP Student Portal)
 - **E-mail** (see contact details at the end)

Take note:

- As soon as a place has been allocated to you for **2019**, your account is automatically debited with the reservation levy.
- You must cancel your placement **within 30 days** after placement to avoid a late cancellation fee charge

11. If I have a bursary?

A written **confirmation** from your bursar, indicating that they will be paying your **2018** fees in full, is required and must be submitted to Student Accounts at the Student Service Centre.

12. Once I have received a placement for 2019, what are the prescribed conditions to keep the placement?

- Your outstanding **study and accommodation fees for 2018** as well as the **reservation levy** must be paid.
- You must maintain a year-end GPA of 50 and must have passed 50% of the modules required for that year to prevent cancellation of your place.
- You must **register** for a degree/diploma before **15 February 2018**. If you have not registered by this date, you will be requested to leave the residence within 24 hours. This is also applicable to postgraduate students.

Residence Placement Contact details:

Website: <http://www.up.ac.za/student-accommodation>

Email:

Undergraduate Ladies	tuksres.ladies@up.ac.za
Undergraduate Men	tuksres.men@up.ac.za
Prinshof Campus students'	tuksres.prinshof@up.ac.za
Postgraduate students'	tuksres.postgrad@up.ac.za

Please supply your **student number** in all correspondence and enquiries.

Kind regards

Manager: Placement Management

DEPARTMENT RESIDENCE AFFAIRS AND ACCOMMODATION