**17 November 2017**

Dear Residence Student,

As the academic year nears the end and the examinations are about to commence, Student Housing would like to draw your attention to the following arrangement pertaining to checking out of residences and accommodation during the vacation period. We also like to take this opportunity to wish all students good luck for their exams.

* ***Check Out***

All students are expected to vacate their rooms, 24 hours after their last examination as per the Residence Admissions and Readmission Policy. Please note that last date of examination as indicated in the NMMU academic calendar is the **22 November 2017**. If a student’s examination period extends beyond this date, arrangements must be made and proof of such must be submitted to the Vacation Accommodation (Vac Acc) Office.

The proper check out procedure must be followed and all belongings must be removed from the respective rooms and placed in storage. Students who leave their belongings in their rooms will be fined a **R100** per day for the duration of the vacation period.

* ***Remaining in Res***

***(Undergraduate Residences)***

Students wanting to remain in residence for the vacation period must make arrangements with the Vac Acc Office. Only students currently staying in residences and those with academic commitments will be allowed to remain in Res.

Students will be accommodated in a designated Vac Acc residence which could warrant moving from their current res.

The period for students to stay in residences for the vacation period will be **22 November to 22 December 2017** after which all residences will close for students.

(***Postgraduate Residence***)

Students in post graduate residence (PGSV) must vacate their rooms no later than **15 December 2017.** Students wanting to remain for the vacation period must follow procedure as indicated.

* ***Supplementary Exams/Re-examinations/Special Exams***

Students coming to write supplementary or special exams will be catered for and must make arrangements with the Vac Acc office at least two days before arrival.

Accommodation will be available for students writing these exams on:

**11-13 December 2017**

**11-19 January 2018**

Students writing supplementary or special exams will be **exempted from payment**. However students will be charged for early arrival and stay after exam.

* ***Applying for Vacation Accommodation***

Vac Acc is offered primarily to students remaining for academic purposes. The offer can be extended to students remaining for other reason only if space is available.

Application forms are available from the Vac Acc Office (SSV) from **30 October 2017 – 21 November 2017.**

The application must be accompanies by a valid proof of stay. The written proof must be obtainable from the faculty, academic department or course supervisor. This letter must comply with the following requirements:

* Be on an original letterhead and be signed by a permanent staff member. Photocopies will not be accepted.
* Letter must contain the following information:
* Name of student
* Student number
* Reason for staying
* Arrival and departure dates
* All information must be clearly legible.
* An email can be sent to the by the staff member in the place of the letter.

**PLEASE NOTE:** All fields on the application form need to be completed clearly and correctly. It is your responsibility to ensure that your arrival and departure dates are correct and that you sign in the signature field as you will be charged for the dates reflecting on the register. Should you not complete the departure date, Vac Acc office reserves the right to ask you to vacate the room soon after depleting your tariff.

* ***Payments***

A daily rate of R30 is payable (undergraduate residence) and R80 payable (self-catering residences) in advance for accommodation during vacation.

Payment must be made cashiers via cash, credit or debit card. Cash payments will NOT be accepted at by the Vac Acc office nor any Vac Acc official or at any residence

Payment can also be made via bank deposit / EFT. Proof of payment must be handed/emailed/faxed (contacts below) to the office.

***E-mail address: offcampus.accommodation@mandela.ac.za / Fax number: 041 504 9661 Subject: Dec 2017/Jan 2018 Vacation Accommodation***

***Banking details:***

***Account Name: Nelson Mandela Univ-Main***

***Bank Name: Standard Bank***

***Account Number: 08 026 3011***

***Branch Code: 051001***

***Branch Name: Rink Street, Port Elizabeth***

***NB: Reference: (BV) 5741 4420 + student number***

* ***Changing of bookings***

For any date changes you will need to complete a date change form i.e. a separate form which Each student is only allowed to change his/her dates up to an absolute maximum of two times.

* ***Cancellation of bookings***

All bookings should be cancelled in writing 48 hours before your expected arrival date as specified on your booking form, otherwise you will be liable for a ‘no show’ charge. All correspondence must be e-mailed, faxed or hand delivered in person to the Vac Acc Office.

* ***Failure to cancel bookings***

Any late cancellations or failure to notify the Vac Acc Office will result in a 3 day accommodation charge. Should you be in a Vac Acc residence and wish to cancel, a 48 hour notice should be given. Failing to do so, a 3 day cancellation fee will be charged, i.e. if you cancel on the day you are departing, a 3 day cancellation fee will apply. Telephonic changes to the original booking dates will not be accepted as written proof is required. If you fail to sign out of the Vac Acc register you will be charged as if you had booked for the entire vacation period unless absolute proof can be provided that you left the residence on the day you originally indicated you would.

* ***Arrivals and Departures***

You have to report to the front desk at the Vac Acc Office and complete the sign in register on arrival. Vac Acc Office will not be responsible for errors if you do not complete the register clearly and legibly.

On your departure, it is important that you sign out on the register. Failure to do so will lead to being billed right up to the last day of Vac Acc.

On signing an application form for vacation accommodation, students also agree to vacate their rooms by the departure date indicated on the booking form or the “date change” form.

* ***Student Housing Residence Rules***

Students are reminded that the same students’ residence rules apply during the vacation periods. When students violate any of the rules such as engaging in social gatherings in their rooms and play loud music, etc. which results in complaints from their neighbours, he/she will be required to vacate his/her room and seek alternative accommodation off campus for the remainder of the period and moreover face a disciplinary hearing.

In addition students are subjected to the vacation accommodation rules.

Students are reminded to leave rooms clean and tidy otherwise they will be required to pay for cleaning charges.

* ***Office hours for booking enquiries***

Week Days: 08:30 - 16:30. This is subject to change as workload dictates.

Weekends and Public Holidays: Closed

If you arrive on a weekend or public holiday with no booking, you would need to proceed to the Vac Acc Office once a consensus is reached with the assistants as far as time is concerned.

* ***Security***

Students are reminded to bring their own good quality (durable) padlocks with which to lock their wardrobes.

Please keep your padlock key in a safe place at all times.

Where you make use of a security coded swipe card/slip to get in and out of the residence, please keep this card/slip in a safe place and don’t lend it to anyone.

You will not be permitted to enter the premises without having the slip obtained from the Vac Acc office in conjunction with your student card. .

* ***Disclaimer***

Each person who enters and/or stays on the University’s premises does so at his/her own risk.

The University shall not be liable for any of the following:

* Loss of or damage to property of any nature owned by whomever on the University’s premises.
* For any injury, disablement or death caused to anyone who ever on the University’s premises howsoever such damage, loss, injury, disablement or death may be caused, or whenever it is occasioned by the Act, omission or negligence (gross or otherwise) of any employee or office holder of the University or anyone else whose action the University may be liable in law.
* ***Contact Details:***

For enquiries please contact the following:

NMMU Off-Campus Housing & Vacation Accommodation Office

Sanlam Student Village (next to FNB ATM)

North Campus

Contact Person: Athabile Xuba

offcampus.accommodation@mandela.ac.za

041 504 2921/4736