

Prospective students must use this prescribed application form to apply for accommodation.

YEAR					
YEAR		1st SEMESTER		2ND SEMESTER	

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE

APPLICATION FOR RESIDENCE ACCOMMODATION

Complete and return to:

Residence Life
Central University of Technology
Private Bag X20539
BLOEMFONTEIN
9300

Lapeng Building
1 Park Road
BLOEMFONTEIN
9301

Tel: (051) 507 3158
Fax: (051) 507 3757

Initials & Surname:

Student number:

Student Cell number:

E-mail address:

FOR OFFICE USE ONLY	
Date of Deposit Slip:	
Name of Residence	
Building Code	
Floor / Room number	

11/2014

RESIDENCE ACCOMMODATION

1. General information, rules and conditions

- 1.1 Only students who have been accepted academically by the Central University of Technology, Free State (CUT) and who have received written confirmation of such academic acceptance from the CUT may apply for accommodation in a residence. This is inclusive of students who arrive in January and have not received written confirmation. Such students should present their enrollment forms or confirmation from the Faculty of such academic acceptance.
- 1.2 Applications for residence accommodation by student's who have not been accepted academically, will not be considered.
- 1.3 The date of payment appearing on the deposit slip is presumed to be the date of signing of the *application form*, and placements will be made strictly according to this date. For students who have approved bursary/loan the Student Account stamp date is presumed to be the date of signing of the application form.
- 1.4 A copy of the **bank deposit slip / CUT receipt** as proof of payment of the application fee must accompany the application form, otherwise the application will not be processed or considered. **The student must keep a certified copy of the deposit slip in a safe place.**
- 1.5 Placements will be made according to the date of payment indicated on the deposit slip/Student Accounts stamp date, subject to the following conditions:
 - 1.5.1 If no accommodation is available, students will be placed in residences in accordance with a waiting-list. It is the responsibility of students to maintain contact with Residence Life, at tel. (051) 507 3158 during working hours, in this regard.
- 1.6 The residence application fee will only be refunded in cases where a student's name appears on the waiting-list but the CUT is unable to provide accommodation for that student in a CUT residence.

2. Finance

- 2.1 Accommodation fees do not include meals.
- 2.2 Bursary holders must produce their sponsor's letter of confirmation, clearly indicating that accommodation is covered by the bursary, failing which no placement will be made.
- 2.3 Accommodation fees do not include house levies.

3. Placement

- 3.1 A student who has applied for residence accommodation but fails to report to the residence within FOUR (4) days after the date of enrolment, forfeits his/her place automatically and without further notice. Students who will be late must inform the Residence Manager in question or Residence Life accordingly within said 4 days to avoid forfeiting their place.
- 3.2 Students who have already applied and whose names appear on the list of the relevant residence must report to the residence TWO (2) days prior to the official enrolment date at the beginning first semester and ONE (1) day prior to the official enrolment date at the beginning second semester.
- 3.3 Senior students living in residences and applying for the next year have preference as far as placement is concerned, up until 30 August of the previous year. Senior students who have not applied for residence accommodation prior to the aforementioned date are placed with new seniors and first-years students in order of the date of payment appearing on the deposit slip. Senior students living in residences and applying for the second semester have preference as far as placement is concerned, up until 30 April of the current year.

4. Exclusions

- 4.1 The CUT may deny a student admission or readmission to a residence for the following reasons, which do not constitute an exclusive category, and in accordance with the applicable rules:
 - 4.1.1 Misconduct in the residence, if a student is found guilty thereof in a disciplinary hearing.
 - 4.1.2 Causing trouble in the residence.
 - 4.1.3 Non-payment of an account.

The House Committee has the right to veto the placement of a student in a residence. However, any right of veto that is exercised has to be properly accounted for, and such right of veto is only valid if it is approved by the Residence Manager. The right of veto must be exercised with the greatest discretion and responsibility.

- 4.2 Students who are denied residence accommodation on the grounds specified above may lodge an appeal with the Registrar within the allotted period of time and in the format as determined in the applicable rules.

5. **Indemnification of the CUT**

The CUT accepts no responsibility for any claims that may arise from any injury/illness incurred by a student and/or damage/detriment a student may suffer as a result of any event, incident, theft, accident, injury, illness or death arising from a student's accommodation in a residence, or as a result of a student's participation in any tour/excursion/visit or transportation that may take place during such student's period of accommodation in the residence, and the student hereby accordingly indemnifies the CUT and exempts it from any liability in this regard.

6. **Termination of residence accommodation**

Students wishing to suspend their residence accommodation must complete the *cancellation form* (currently *form LS 150*) in triplicate, in accordance with the provisions of the applicable rules. These forms are available from the office of the Residence Department. The forms must be completed and signed by the Residence Manager before being submitted by the student to the **Academic Structure and Student Enrolment in case of a residence and academic termination and at the Residence Department if it is only a residence termination.**

7. **Responsibilities: Residents**

Residents will be responsible/accountable for any damage/loss of any CUT property in their rooms and/or the property in the residences at large.

8. **Rules, Regulations, Policies, Procedures, etc.**

The information contained in this Section, does not constitute an exclusive category, and is to be read in conjunction with the approved applicable rules, regulations, policies and procedures, etc. of the CUT.

Students must complete this form in full block letters

APPLICATION FORM FOR RESIDENCE ACCOMMODATION

Student Number										
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Course	
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PERSONAL PARTICULARS

Title /		Mr		Ms		Dr		Prof		Rev		Other	
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Initials						
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Surname																			
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ID No																				
Passport No																				

First Names																			
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Maiden Name (if applicable) /																			
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Date of Birth	Y/	Y/	Y/	Y/	M	M	D	D
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Marital Status	Single		Married		Divorced		Widow/Widower	
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Gender	Male	Female	
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Race:	
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Home Language	English		Afrikaans		English/Afrikaans	
	Northern Sotho		Southern Sotho		Swati	
	Tsonga		Tswana		Venda	
	Xhosa		Zulu		Ndebele	
	Other/European		Other/Black		*Other _____ *Please specify	

Town/City:	
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Province:	
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Country of origin:	
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Disabled	Yes		No	
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Briefly state your disability	
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(Attach proof of disability)

ADDRESS DETAILS OF PARENTS/GUARDIAN

Street Address/Residential Address of Parents/Guardian	Postal Address of Parent/Guardian (if different from residential address)
_____ _____ _____ _____ _____ Postal Code _____	_____ _____ _____ _____ _____ Postal Code _____

Telephone nr parent										
(Home)										
(Work)										
(Cell)										

E-mail Address parent	_____
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RESIDENCE PARTICULARS

Please indicate the Residence of your choice

Name of Residence	Gender	Building Code	Choice
LADIES			
Technikon	Ladies	89	
Welgemoed	Ladies	55	
Mannheim Ladies	Ladies	102	
MEN			
Mannheim Men	Men	103	
Eendrag	Men	87	
Loggies	Men	15	

Residence Accommodation required for:

	First Semester	1	
Period	Second Semester	2	
	Year	0	

Students following a year programme register for a one-year (0) period in a residence, whilst students following a semester programme register in a residence for semester 1 and/or semester 2 respectively.

LEADERSHIP SKILLS: BACKGROUND INFORMATION

Leadership Skills	Background Information
Head Boy	Sport
Head Girl	Drama
Deputy Head Boy	Music
Deputy Head Girl	Choir
Prefect	KJA
Hostel Prefect	Other

REMEMBER (PLEASE VERIFY)

Please Tick Off	✓
• Remember to pay your residence application free.	
• Remember to return your application form as soon as possible to the address appearing on the front of this form.	
• Remember to post the original bank deposit slip / CUT receipt together with your application form.	
• Remember to keep a certified copy of your deposit slip in a safe place.	

UNDERTAKING BY STUDENT

I, the undersigned _____ (full names and surname),
with Identity number _____, assisted by _____ (full names and surname of parent/guardian)

1. Declare:
 - 1.1 that prior to the date of enrolment, I will familiarise myself with the contents of all student rules and regulations (as contained in the Calendar – Part I), as well as all Central University of Technology, Free State (CUT) policies and procedures relating to students;
 - 1.2 that for the duration of my studies at the CUT I commit myself to compliance with all rules, regulations, policies and procedures the CUT Council or any authorised body or person may announce or amend from time to time, with said rules, regulations, policies and procedures forming part of my agreement with the CUT;
 - 1.3 that I am completing and signing this declaration and application for admission with the full knowledge and permission of my parent/guardian;
 - 1.4 that all particulars as provided to the CUT are true and correct, failing which my registration will be cancelled with immediate and automatic effect; and that I have authorised the CUT and its duly authorised verification agents to forward my personal information, as well as any information that I have provided in support of my application, to the suppliers of verification information for the purpose of verifying my personal credentials and records,
 - 1.5 that the agreement arising from the signing of this application, notwithstanding the place of signing, is deemed to have been concluded in Bloemfontein, provided that this application only becomes a valid and binding agreement upon my official enrolment at the main campus in Bloemfontein. Proof of the latter is available from the Unit: Academic Structure and Student Enrolment Services;
 - 1.6 that I will immediately notify the Unit: Academic Structure and Student Enrolment Services in writing of any change of address.
 - 1.7 that, in terms of the Promotion of Access to Information Act, Act No 2 of 2000 I herewith grant permission to the CUT to disclose my personal information to third parties, as deemed necessary by the CUT;
 - 1.8 that I grant permission to the CUT to submit progress reports, counselling information and other applicable information related to my studies / activities and/or counselling at the CUT, to my parents and/or guardians and/or sponsors or donors.
2. I hereby renounce any possible action against the CUT and indemnify the CUT from any claim that may arise from the following:
 - 2.1 any loss of or damage to property, movable or immovable, including any consequential damage directly arising from damage to such property;
 - 2.2 any injury, illness or death;
 - 2.3 any event, incident or accident;
 - 2.4 any legal costs or expenses relating to claims or lawsuits arising from the specified incidents; and
 - 2.5 any costs incurred for medical treatment; where such loss, damage, illness, injury, death, event or incident arises from my visit to, training at and/or accommodation at the CUT and/or any associated tour/trip/excursion/visit/Work-integrated Learning or transport that may occur during my period of study at the CUT.
 - 2.6 any liability that may result from furnishing verification information from and to the CUT and its duly authorised verification agents.
3. I accept that I participate in the activities mentioned in paragraph 2 at my own risk and I voluntarily accept all risks associated therewith.
4. Irrespective of any bursary or loan that has been received or is to be received, I hereby accept liability/accountability, as the responsible person, for the prompt and punctual payment of all tuition, class, residence and other fees, of whatever nature, owed to the CUT.
5. I hereby accept and confirm that I will not occupy any residence of the CUT before all minimum claimable fees have been paid.
6. I hereby accept and confirm that I will not attend any classes of the CUT before the minimum claimable fees have been paid, provided that no student will be considered for registration before all minimum fees have been paid and all outstanding payments arising from previous commitments have been settled.
7. I hereby accept liability/accountability for the payment of all legal fees of the CUT, including attorneys' and client fees, as well as collection fees, if I should fail to honour any of my commitments with respect to payments.
8. I am aware of the fact that my enrolment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of this application by the CUT.
9. If this application is accepted, it will constitute part of the contract with the CUT.
10. I hereby undertake to respect the provisions of the Copyright Act and I indemnify the CUT from any claims that may arise from allegations of copyright violation by me as student. I furthermore undertake to purchase all original works, as required for my studies, from my personal funds, and I accept that the CUT is not responsible for providing original works, copies of original works, or copyright licences on original works.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____.

SIGNATURE OF STUDENT: _____

NB: All student rules, regulations, policies and procedures are available upon request from the Unit: Academic Structure and Student Enrolment Services and are also available for perusal at the Library & Information Centre.

UNDERTAKING BY PARENTS/GUARDIAN

I, the undersigned _____ **(full names and surname**
of parents/guardian), _____ **(ID number)**

1. Declare:

- 1.1 that I have verified the information contained in the above form and that the particulars contained therein are true and correct;
- 1.2 that I have familiarised myself with the contents of the declaration given by my son/daughter and have given my permission for the concluding of the specified and consequent agreement with the CUT, entered into by my minor son/daughter;
- 1.3 that I am aware of the fact that there are student rules, regulations, policies and procedures in existence that have been promulgated by the CUT Council or another authorised body or person. I confirm that I am aware that the Council or other authorised body or person may from time to time promulgate additional student rules, regulations, policies and procedures and I agree that my son/daughter must commit himself/herself to compliance with such;
- 1.4 that I will immediately notify the Unit: Academic Structure and Student Enrolment Services in writing of any change of address;
- 1.5 that my son/daughter may enter into any bursary and/or loan agreement, as well as any amendment thereof, with the CUT;
- 1.6 that, in terms of the Promotion of Access to Information Act, Act No 2 of 2000 I herewith grant permission to the CUT to disclose my son's/daughter's personal information to third parties, as deemed necessary by the CUT;
- 1.7 that I grant permission to the CUT to submit progress reports, counselling information and other applicable information related to my son's/daughter's studies / activities and/or counselling at the CUT to his/her sponsors and/or donors.

2. I hereby renounce any possible action against the CUT and indemnify the CUT from any claim that may arise from the following:

- 2.1 any loss of or damage to property, movable or immovable, including any consequential damage directly arising from damage to such property;
- 2.2 any injury, illness or death;
- 2.3 any event, incident or accident;
- 2.4 any legal costs or expenses relating to claims or lawsuits arising from the specified incidents; and
- 2.5 any costs incurred for medical treatment; where such loss, damage, illness, injury, death, event or incident arises from my son's/daughter's visit to, training at and/or accommodation at the CUT and/or any associated tour/trip/excursion/visit/Work-integrated Learning or transport that may occur during my son's/daughter's period of study at the CUT.
- 2.6 any liability that may result from furnishing verification information from and to the CUT and its duly authorised verification agents.

3. I accept that my son/daughter participates in the above activities at his/her own risk and that he/she voluntarily accepts the risks associated therewith.

4. I hereby accept, jointly with and separately from my son/daughter, with renunciation of the exceptions of execution, division of debt and cession of action, liability/accountability for the prompt and punctual payment of all amounts, of whatever nature, which my son/daughter may owe to the CUT, whether he/she follows the above-mentioned learning programme or any other learning programme, and also with regard to residence accommodation. This security may only be cancelled or withdrawn with the written permission of the CUT.

5. I undertake to pay all legal costs of the CUT, including attorneys' and client fees, as well as collection fees, if I should fail to honour any of my commitments with respect to payment.

6. I hereby agree that the agreement arising from the signing of this document, notwithstanding the place of signing, is deemed to have been concluded in Bloemfontein; provided that this application only becomes a valid and binding agreement upon the applicant's official enrolment at the main campus in Bloemfontein. Proof of the latter is available from the Unit: Academic Structure and Student Enrolment Services.

SIGNED AT _____ **ON THIS** _____ **DAY OF** _____ **20** _____.

SIGNATURE OF PARENTS/GUARDIAN: _____