



GRADUATION ACCOMMODATION BOOKING FORM – 2011

RHODES UNIVERSITY
Where leaders learn

Conference Manager, Residential Operations Division, P O Box 94, Grahamstown, 6140.
Tel: +27 46 603 8772/8138/8901 ● Fax: +27 46 603 8962 ● E-mail: conference@ru.ac.za

NAME OF GUEST	Initials	Mr/Mrs Ms/Dr/Prof	Date of Arrival	Date of Departure	No. of Nights
NAME OF GRADUAND	Initials	Student No.	Date of Arrival	Date of Departure	No. of Nights

If the group exceeds 4 guests and 2 graduands please attach a separate list of names including arrival and departure dates.

SUMMARY: Bed & Breakfast (All rates are per person, NOT per room)

	Number	No of Nights	Rate	Total	Grand Total
No. of Guests			R280.00		
No. of Graduands			R250.00		

Address of Correspondent: _____

Tel No. _____ Fax No. _____

Cel No. _____ E-mail: _____

Please RETURN this form with your payment:

1. **CHEQUE OR POSTAL ORDER** made payable to RHODES UNIVERSITY

OR

2. **DEBIT MY CREDIT CARD** - Visa or Master

Conference Manager
Rhodes University
P O Box 94
Grahamstown 6140
(Tel +27 (0)46 603 8138)

Number																			
For security reasons please insert the last three digits on the reverse of the card																			

Expiry Date _____ Name of Card Holder _____

Amount _____ Date _____ Signature _____

OR

3. **DIRECT DEPOSIT**

Bank: First National Bank, Grahamstown. **Branch Code:** 210-717

Account Number: 6214 5507 490 **Account Name:** Rhodes University Conference

Fax a copy of the deposit slip to +27 (0)46 603 8962

Amount Deposited:
Date of Deposit:

N.B. The name of the person making the booking must be printed on the deposit slip

OR

4. **STUDENT ACCOUNT**

Student No: _____

Please debit my student account with amount due

Student Name: _____

Cancellation Policy

No refund is given unless notification of any cancellation is received in writing. A cancellation levy of 33% is levied up to 48 hours of the booking. Cancellations received within 48 hours prior to arrival, incur a levy of 40% of the booking charge. No refunds are given for cancellations on or after arrival date. Refunds are processed after Graduation.



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<http://www.ru.ac.za/conferences>

Stay in South Africa's most beautiful university residences for affordable and vibrant accommodation.

“Wishing to come here again and again. Such lovely people with a smile. Thanks!” (2009)

“We would just like to compliment you on the high standard of accommodation & facilities made available to us during the Festival and the efficiency and pleasantness of your staff on duty at the front desk when we arrived to check in. We were very comfortable and were most impressed. We look forward to staying with you in the future.” (2009)

RESIDENCE

- All guests are hosted by a team of committed hand-picked sub wardens, who are trained to assist guests, and make everyone's stay as pleasant as possible
- Accommodation is provided in student residences and designed to accommodate the student lifestyle, i.e. rooms comprise furniture suitable for student needs at University
- Almost all accommodation is in single rooms. A few twin-bedded rooms are available in some of the residences.
- Bathing, showering and toilet facilities, with hot water, are available in shared bathrooms. Most rooms include hand basins.
- Bedding is provided. This comprises a covered duvet and blanket (when required), fitted bottom sheet and two pillows. Additional blankets are available on request
- Catering: A buffet breakfast is served in a nearby dining hall.
- Public telephones are available. Porters are not.
- Towels and soap are provided.
- Shaving plugs and double adapters are not available.
- Rooms are serviced daily, unless requested otherwise.
- Tea/coffee is available every evening, on a self-service basis in the common room/lounge within each residence.
- Every residence has its own 'common room' /lounge where guests are welcome to watch television, (including DSTV), read a book or meet like-minded guests
- Animals are not permitted in the residences.

Arrivals and Departures

Visitors may book into a residence any time **after 14:00** on the day of arrival.
Guests are requested to sign out **before 10:00** on the day of departure.

Guests are required to abide by the rules of the residence to which they have been booked. In addition guests are expected to observe the code of conduct and respect other occupants of the residences. (The code of conduct is available in all residences and the Conference Office).