

## **GRADUATION ACCOMMODATION BOOKING FORM - 2025**

Conference and Events Manager, Residential Operations Division, P O Box 94, Makhanda, 6140 Tel: +27 46 603 8772//8901/8138/8607 ● Fax: +27 46 603 8962 ● E-mail: conference@ru.ac.za

Student Name:

NAME OF GUEST			Initials	Mr/Mrs Ms/Dr/Prof		Date of Arrival			Date of Departure	No. o Night			
NAME OF GRADUAND Initia Only if accommodation is required			Initials	Student No.		Date of Arrival		Date of Departure		No. of Nights			
If the group exceeds 4 guests and 1 graduand please attach a separate list of names including arrival and departure dates.													
SUMMARY: Bed &				r person, NOT per roon . of Nights Rate			Total		Grand Total				
No. of Guests			-	R655.0	n								
No. of Graduands				R625.0									
No. of Gradanias				11025.01									
Address for confirmation purposes:													
Tel No: Cell No:			E-mail:										
Please RETURN this form with your payment. Payment options are:													
DEBIT MY CREDIT CARD - Visa													
Number													
Expiry Date (month an	d year)		-					,			•		
For security reasons please insert the last three digits on the reverse of the card													
Name of Card Holder													
Amount R	Date				Signature								
2. <u>DIRECT DEPOSIT</u>								Amount Deposited:					
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							Date of Deposit:						
N.B. The name of the person making the booking must be printed on the deposit slip													
3. <u>STUDENT ACCOUNT</u> only if the account has a credit balance. Stude						ident No	:						

No refund is given unless notification of any cancellation is received in writing.

Please debit my student account with amount due

**Cancellation Policy** 

We require 7 days cancellation notice prior to your scheduled arrival date, otherwise we will charge you a cancellation fee as below:

- 40% of your total amount will be charged if you cancel from <u>7 days</u> prior to your scheduled arrival date.
- 50% of your total amount will be charged if you cancel from <u>4-6 days</u> prior to your scheduled arrival date.
- 70% of your total amount will be charged if you cancel <u>3 days</u> prior to your scheduled arrival date.
- 100% of your total amount will be charged if you cancel on or after your scheduled arrival date or No show.

All refunds are processed once we have received your proof of bank confirmation. An admin fee of 10% is levied for all cancellations.



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

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

"We had the best experience with all staff and stay!" "Good accommodation, well equipped and well organized" (2011)

"We would 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.
- 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 (where required), fitted bottom sheet and two pillows.
   Additional blankets are available on request
- Catering: A buffet breakfast is served in a nearby dining hall.
- 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 University Conference Office).



## **RESIDENTIAL OPERATIONS DIVISION**

P O Box 94, Makhanda, 6140.Tel: +27 46 603 8901/ 7546//8772/8138/ 8706

■ Fax: 046 – 603 8706

■ E-Mail: <a href="mailto:conference@ru.ac.za">conference@ru.ac.za</a> http://www.ru.ac.za/conferences

## RHODES UNIVERSITY ACCOMMODATION

l,		hereby agree	not to	hold Rhodes	University,	any C	ommittee
member, ordinary member, ve	nue host liable for any injur	y or loss of whats	soever na	ture that may	occur to mys	elf, or i	my guests
whilst residing in Rhodes Unive	rsity residences. I undertake	e to desist from p	erforming	g, whilst on Rh	odes Univers	ity prer	nises, any
activity which may cause harm	to myself or other parties.	I agree that while	st at any	Rhodes Univer	sity residenc	e I will	follow all
instructions given by Rhodes U	niversity officials regarding r	ny own and other	parties' s	afety.			
I further accept that no compe	nsation whatsoever will be p	paid by the State,	Rhodes U	niversity and/	or member o	of staff	of Rhodes
University, to me or my execut	ors, my assigns, my heirs an	nd dependents in t	the event	of an injury to	my person	or dam	age to my
property whilst in Rhodes Univ	ersity residences.						
Signature:	Date:						
Witness:	Date:						
Witness Name:			_				