



RHODES UNIVERSITY
Where leaders learn

GRADUATION ACCOMMODATION BOOKING FORM – 2024

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

| NAME OF GUEST | Initials | Mr/Mrs Ms/Dr/Prof | Date of Arrival | Date of Departure | No. of Nights |
|-------------------------------------------------------|----------|----------------------|--------------------|----------------------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| NAME OF GRADUAND 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 & Breakfast (All rates are per person, NOT per room)

| | Number | No. of Nights | Rate | Total | Grand Total |
|------------------|--------|---------------|---------|-------|-------------|
| No. of Guests | | | R655.00 | | |
| No. of Graduands | | | R625.00 | | |

| | | |
|------------------------------------|----------|---------|
| Address for confirmation purposes: | | |
| | | |
| Tel No: | Cell No: | E-mail: |

Please RETURN this form with your payment. Payment options are:

1. **DEBIT MY CREDIT CARD** - Visa ☐ or MasterCard ☐

| | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------|---|------|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Number | | | | | | | | | | | | | | | | | | | |
| Expiry Date (month and 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. DIRECT DEPOSIT

Bank: First National Bank, Makhanda. 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

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

3. STUDENT ACCOUNT only if the account has a credit balance.

Please debit my student account with amount due

Cancellation Policy

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

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 7 days prior to your scheduled arrival date.
- 50% of your total amount will be charged if you cancel from 4-6 days prior to your scheduled arrival date.
- 70% of your total amount will be charged if you cancel 3 days 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.

| |
|--------------------------|
| Amount Deposited: |
| |
| Date of Deposit: |
| |

| |
|---------------|
| Student No: |
| Student Name: |



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

RHODES UNIVERSITY ACCOMMODATION

I, _____ hereby agree not to hold Rhodes University, any Committee member, ordinary member, venue host liable for any injury or loss of whatsoever nature that may occur to myself, or my guests whilst residing in Rhodes University residences. I undertake to desist from performing, whilst on Rhodes University premises, any activity which may cause harm to myself or other parties. I agree that whilst at any Rhodes University residence I will follow all instructions given by Rhodes University officials regarding my own and other parties' safety.

I further accept that no compensation whatsoever will be paid by the State, Rhodes University and/ or member of staff of Rhodes University, to me or my executors, my assigns, my heirs and dependents in the event of an injury to my person or damage to my property whilst in Rhodes University residences.

Signature: _____ Date: _____

Witness: _____ Date: _____

Witness Name: _____