

RHODES UNIVERSITY
PROTOCOL FOR EARLY RETURN AND LATE DEPARTURE FROM
UNDERGRADUATE RESIDENCES

1. EARLY RETURNS

Students are normally permitted to return to residence 24 hours before the start of term. This section describes the procedure to be adopted if a student wants to return earlier than that.

A Students returning 24 hours early:

1. A student who wishes to return to residence 24 hours earlier than the day before University starts (i.e. on Saturday) must apply timeously to the Hall Warden (with support from the warden) for permission to return early, using the *Application to Return Early to Residence* form. They must provide evidence of valid reasons (e.g. limitations of public or Rhodes transport, schedules for long distance flights).
2. These completed forms must be forwarded to Residential Operations.
3. All students who return early will be charged the standard daily rate as determined by Council for such additional accommodation. Special arrangements to eat meals in the vacation Dining Hall can be made with Residential Operations, for an additional fee.
4. Students requesting that the fee be waived on the grounds of unique academic or financial grounds must obtain signed permission from the Dean of Students (application form available from Res Ops).
5. All students who are required to return before term begins by academic departments will still require the Hall Warden's consent, and will also be liable for this fee. This includes post-graduate students who are in undergraduate residences.
6. Students will not be provided with meals until the first meal for returning students (usually Sunday dinner).

B Students returning more than 24 hours early:

1. Students who wish to return to residence earlier than 24-hours before the normal opening time of the Residence (this would be Friday before term, or earlier) will be accommodated in the residence being used for supplementary examination or vacation student accommodation.
2. All such students will be charged the standard daily rate as determined by Council for such additional accommodation.

3. Such accommodation is not usually available during the June/July vacation.
4. Such students must return to their own residences at 10.00am on the day before normal opening time (i.e. on Saturday if the term starts on Monday).
5. If the student's 'home' residence has been used for vacation/conference accommodation, they may have to wait until 2.00pm before they can return.

C Special provisions for Sub-Wardens:

1. Sub-Wardens must normally return 48 hours before the start of term
2. They are provided with lunch and supper on Saturday, and breakfast and lunch on the Sunday (to be taken in a shared Dining Hall).
3. Hall Wardens must supply Residential Operations with their names at least 48 hours prior to their arrival.

D Special provisions for the first term:

1. Sub-Wardens and House Leadership teams must normally return for leadership training by the Monday before first-year registration begins (usually on a Saturday).
2. All costs for the meals and accommodation of Subwardens are covered by the University, as well as the costs for the early return of SEVEN House Committee members per residence. An EIGHTH member will be sponsored for residences with more than 100 students. In addition the costs of the Hall Senior Student will be paid for.
3. Halls must supply Residential Operations with the names of all Subwardens and House Committee members 5 working days prior to their arrival.
4. Each Hall may make its own arrangements for informal leadership training during the previous weekend. The DoS Office will make a per-head contribution towards the costs of this training. (The 2010 per-head budget for all Halls was R40,000). Res Ops makes a contribution towards meal costs.
5. Formal training for Subwardens commences on the Monday before registration.
6. Formal training for House Committees commences on the Wednesday before registration.
7. SRC members who stay in residence are also permitted to return at the same time as Subwardens, but must pay for their meals
8. 55 SRC helpers are permitted to return on the Thursday before registration, and there is no charge for their meal costs. Their first meal will be supper.

2. LATE DEPARTURES

In terms 1 and 3, students are normally required to depart from residence 48 hours after the end of term (i.e. Sunday when the term ends on Friday). In terms 2 and 4, they must depart 48 hours after their last examination.

A Students remaining 24 hours late:

1. The student must apply timeously to the Hall Warden (with support from the warden) for permission to remain late, using the *Application to Remain Late in Residence* form. They must provide evidence of valid reasons (e.g. limitations of transport).
2. These completed forms must be forwarded to Residential Operations.
3. All students who remain late will be charged the standard daily rate
4. Students will not be provided with meals after the last meal for departing students.
5. Students requesting that the fee be waived on the grounds of unique academic or financial grounds must obtain signed permission from the Dean of Students (application form available from Res Ops).
6. All students who are required to remain after term ends by academic departments will still require the Hall Warden's consent, and will also be liable for this fee. This includes post-graduate students who are in undergraduate residences.

B Students remaining for longer

Students who wish to depart from residence more than 24 hours later than 48-hours after their last exam will be accommodated in supplementary examination or vacation student accommodation when and if available (vacation accommodation is not usually available during the June/July vacation).

C Sub wardens

Sub-Wardens who, through their conditions of service, have to depart late must be provided with lunch and supper on the Saturday, and breakfast and lunch on the Sunday (to be taken in an open Dining Hall). The Hall Warden must advise the Residential Operations Office of the names of those Sub-Wardens who will be requiring meals at least three days in advance.

D Students remaining for the vacation:

1. Students who wish to remain in residence for the entire vacation will be accommodated in the residence being used for supplementary examinations or vacation student accommodation.

2. All such students will be charged the standard daily rate as determined by Council for such additional accommodation.
3. Such accommodation is not usually available during the June/July vacation.
4. Such students must return to their own residences at 10.00am on the day before normal opening time (i.e. on Saturday if the term starts on Monday).
5. If the student's 'home' residence has been used for vacation/conference accommodation, they may have to wait until 2.00pm before they can return.

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