

Residence and Room Allocation Protocol

Preamble:

While each residence has unique designs, features and amenities, all provide good quality accommodation, facilities and support programmes and resources to students. They also have similar access control systems, and an established governance and management structure. Rhodes has A Grade and B Grade residences, based on proximity to the centre of campus and availability of basins with hot and cold water in the rooms. There is very little difference between A and B grades in terms of overall quality. (Please see the Fees Booklet for a list of A and B grade residences, and their current costs).

OVERALL AIM

Rhodes University seeks to develop a residential system which provides students with a safe and secure living space which supports study while promoting diversity and respect for differences, in line with the University's transformation goals. Diversity includes aspects such as race, religion, culture, language and levels of seniority (e.g. 1st year, 2nd year, post-grad etc.).

RESIDENCE PLACEMENT

The Student Bureau (which forms part of the Registrar's Division) is responsible for allocating students to specific residences on the basis of the overall aim above. While a student may request allocation to a specific residence, such a request cannot necessarily be met. Post-graduate students (Masters and PhDs) are normally allocated to post-graduate residences.

Criteria for allocation of a place in residence:

1. the **overall aim** above
2. students who have spent a year or more in residence (including ResLink students) are given precedence over first-time entering students, on condition that they have submitted an application and paid their Minimum Initial Payment on time
3. payment of the residence deposit as requested in the letter of offer (in the case of first-time entering students) subject to the Minimum Initial Payment being received by the relevant deadline.
4. students with physical disability or specific health problems are given precedence, subject to them meeting the relevant deadlines.
5. there must be sufficient places available in the residence

DOUBLE-ROOM ALLOCATIONS

While most of the rooms at Rhodes are single, nearly all of the residences have a few double rooms, and these are reserved for first-year students (or for 2nd or 3rd years who have specifically requested to share). Occupants of double rooms are charged 75% of the lodging component of the residence fee (i.e. full meal costs).

The Student Bureau is responsible for assigning first-year students into double rooms, following the overall aim and criteria above. Allocations to these rooms is fair and transparent, and follows a random 'lottery' system based on the overall **aim** of achieving diversity, with special consideration given in the case of students who request a shared room, especially siblings, and students who identify a friend with

whom they wish to share a room. The lottery takes place after the relevant MIP date in January. Allocations are published on ROSS and students will be informed of whether they have been assigned to a single or double room.

Allocation to single rooms

Allocations to specific rooms within the residence are managed by the Warden in consultation with the House Committee and Subwardens. While returning students are able to select a room during the readmission process, choice is subject to internal demand, capacity and diversity considerations. Rooms are not reserved irrevocably at any time.

How will you know which residence you have been allocated to?

Once residence allocations have been made, you can determine which one you have been allocated to by looking on ROSS or by phoning the Student Bureau. In the case of first-year students, you will also be informed of whether you have been assigned a single or a double room.

Requests for transfers

No transfers, either to a different room within a residence or to another residence will be made until the fifth week of term, to allow for settling in and to help avoid confusion in the room allocation process.

a. transfer to a different room in your residence

- In the event of a single-room vacancy arising in any residence, preference will be given to students in double rooms within that residence, in the first instance, and from other residences thereafter. Such students will be required to pay the single-room fee *pro rata*
- Once a student has moved out of a double room, the remaining student will enjoy the benefit of the double room at 25% discount of the lodging fee, and will not be required to move out in favour of a more senior student.
- In the event of a vacancy in a double room arising during the year, the Student Bureau may assign a short-listed student waiting for a place in residence to this room.
- If a double room falls vacant entirely, a student requesting to move into the room alone will be charged the single-room fee
- Any room swaps within a residence (double to double or single to single) must be made in consultation with the Warden and House Committee, and will normally only be made if the parties concerned mutually agree to such a change.
- The Warden should inform the Student Bureau of any changes from double rooms to single rooms and single to double rooms.

b. transfer to a different Residence within the same Hall

- Students wishing to move to a different residence in their Hall must apply to the Hall Warden.
- Any intra-hall transfers will normally only be made if the parties concerned mutually agree to such a change, and must be approved by the Wardens of the two residences concerned.
- The Student Bureau must be informed of any changes in writing.

c. transfer to a different Residence in a different Hall

- Students wishing to move to a different residence should apply through the Student Bureau in conjunction with the relevant Hall Wardens, using the 'Departures and Transfer' form from the Student Bureau.
- At the start of each year requests for transfers will only be considered after March, during the year when vacancies open up and in October / November when residence bookings are done.
- Requests for transfers at any during the year must be approved by the Wardens of the two residences concerned.
- In June some rooms are vacated by international students, and these will be allocated by the Student Bureau in consultation with the relevant Warden.

Withdrawal from residence:

- Wardens must complete the 'Departures and Transfer' form which should be forwarded to the Student Bureau.
- Students are required to inform the University in writing if they are withdrawing from a residence or from the University.
- The fees liability of students who withdraw from a residence during the academic year is set out in the University Calendar.

Cancellation of offers:

The University will cancel the offer made to any new or returning applicant:

- who has not either paid the MIP or obtained MIP clearance
- who is academically excluded
- who are not fully registered by the end of the second week of lectures.