

### **Early arrival to/late departure from residence protocol**

1. Residences will normally be open to receive students returning from vacations on the day before the term starts (e.g., if term starts on Monday, then residences will be open on Sunday).
2. Residences will normally close 24 hours after the end of the first and third terms, and 48 hours after the last examination at the end of the second and fourth terms. Wardens are encouraged to remind residence students of these regulations particularly when the June and November examination timetables are released.
3. *Returning to write supplementary examinations:* Arrangements made to accommodate students for summer schools and supplementary examinations will be publicized by the Residential Operations Division as soon as the information is available (NB: such students will NOT normally be accommodated in their own residence, but in the residence selected for this purpose). This will include the arrangements made to accommodate such students who for good reason are unable to return home upon completion of the supplementary examination. ALL arrangements for booking such accommodation MUST be made with the Conference and Vacation Accommodation Office (Res Ops Division, 1<sup>st</sup> floor, Bantu Stephen Biko Building – formerly known as the Student Union Building).
4. Students wishing to
  - (i) return to residence earlier than 24-hours before the normal opening time of the residence or
  - (ii) depart from residence later than the 24 hours after the end of the first & third terms or 48 hours after completing the June/November examinations MUST:
    - a. Obtain the permission of their House / Hall Warden (who must approve and sign the early arrival/late departure form);
    - b. Submit the completed and signed early arrival/late departure form to the Residence Administrator (1<sup>st</sup> floor, Bantu Stephen Biko Building);
    - c. Only students who are up to date with fee payments may apply for such early return/late departure.
5. Charges for such accommodation will be levied at the rates reflected in the Fees Booklet portion of the University Calendar.
6. In certain circumstances (e.g., transport shared with siblings, demonstrable inability to secure transport) the fee levied for such accommodation (lodging only) may be reduced or waived (for a MAXIMUM of two night's accommodation). In such cases supporting documentation must accompany the early arrival/late departure form which must be submitted to the Director of Residential Operations.
7. Students returning early to residence will not normally be provided with meals until the official meals commence.
8. Meals will be provided to Sub-Wardens and seven House Committee members who are required to return early (or depart late in the case of Sub-Wardens) as a result of their duties and obligations. At the beginning of the year, it is the responsibility of the Hall Warden to provide the Residential Operations Division with a list of names and student numbers of such Sub-Wardens and House Committee members at least FIVE working days prior to the arrival of the Sub-Wardens and House Committee members.
9. This protocol refers to individual students who require early return/late departure to and from residence. Groups of students (e.g., SRC helpers, 1<sup>st</sup> Aid courses) must make separate arrangements and bookings via the Conference and Vacation Accommodation office.