RHODES UNIVERSITY
Where leaders learn

APPLICATION FOR OVERNIGHT VISITORS TO RESIDENCE

For further details, please contact:
Heidi Smith, Infrastructure and Operations Division, Rhodes University, PO Box 94, Grahamstown, 6140
Tel: 046 – 603 8125, Fax: 046 – 603 7090, Email: h.smith@ru.ac.za

STUDENT DETAILS (HOST):

SURNAME:	NAME:	
STUDENT NUMBER:	House:	Room No.:
TEL / CELL:	EMAIL:	

GUESTS DETAILS:

SURNAME:	NAME:	
ADDRESS:		
TEL:	CELL:	FAX:

DETAILS FOR VISIT:

ARRIVAL DATE:	DEPARTURE DATE:	NO. OF NIGHTS:
RATE PER NIGHT:	TOTAL:	

House Wardens Authorisation: Hall Wardens Authorisation:

Signature:…………………………….. …………..   Signature:……………………………………………

Date: ……………………………..……… …..   Date:……………………………………………..

RESIDENTIAL OPERATIONS OFFICE USE ONLY

Date Received:…………………………………….

Receipt Number:…………………………….. …..   Amount:………………………………………………

Date copy of this form is forwarded to housekeeping services: …………………………………………………………

……………………………………………………..
Heidi Smith
Infrastructure and Operations Division

SEE REVERSE FOR CONDITIONS AND PROCEDURES

PROCEDURES:

1) Fill in the application form: Student details, Guest details & Details for visit.
2) Take to your House warden for his/her permission and signature.
3) Take to your Hall Warden for his/her permission and signature.
4) Make payment to the cashier at the Student Bureau, Eden Grove Building
5) Take completed form together with receipt of payment to Heidi at the Infrastructure and Operation Division at 35 South Street, for final approval.
6) Make sure you receive a photocopy to confirm the application has been approved.

Please note that you must follow these procedures as they are written. Step three will not be completed unless step two is completed and so on.

Please note that the following rules apply:
1) Same sex visitors only.
2) Visitors may stay no longer than three (3) nights at any one time.
3) No more than one (1) visitor at any one time.
4) Application must be made at least 48 hours prior to the impending visit.
5) Cost is **R137.00 per person per night** and is to be paid to the cashier at the Student Bureau. **Cost Code / Account reference is 70004 788 277.** A mattress and bedding will be supplied. This amount does not include meals.
6) Students may double book meals for their visitors. Contact the Residence Systems Co-ordinator, Residential Operations, Stephen Bantu Biko Building
7) **The hosting student takes full responsibility for any breach of university regulations.**