

ACADEMIA DEVELOPMENT – CODE OF CONDUCT

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1. DEFINITIONS AND TERMS

- 1.1. For purposes of this Code of Conduct, the following words shall have the meaning ascribed to them hereunder:
- 1.1.1. **Academia:** Academia Eiendomsadministrasie (Pty) Ltd acting as the Landlord in terms of the Lease Agreement or as representative of the Landlord duly authorised.
 - 1.1.2. **Academia Development:** All buildings, parking areas and common areas within the security fence.
 - 1.1.3. **Block:** single structure, containing separate units, passages, verandas and surrounding areas, as specified in the Lease Agreement.
 - 1.1.4. **Communal Area:** enclosed, common gathering area allocated to each block and specifically found in blocks 3 – 7.
 - 1.1.5. **House Committee:** the student body elected / appointed to act as representatives of the University and to see to the administration of the residence, as described in the University's Residence Rules.
 - 1.1.6. **Lease Agreement:** the lease agreement between Academia or Academia Studentebehuisings (Pty) Ltd or any third party who has acquired its right from Academia or Academia Studentebehuisings (Pty) Ltd, as the landlord and any lessee in terms of which the Unit is occupied.
 - 1.1.7. **Quad Area:** the open air, common gathering area allocated to each block.
 - 1.1.8. **Resident(s):** any person(s) who has the right to occupy a Unit in terms of a Lease Agreement.
 - 1.1.9. **Resident Head:** the person appointed by the University to oversee the running of the residence, its normal activities and student body, in conjunction with the House Committee.
 - 1.1.10. **Unit:** Any room or flat within the Academia Development, as described in the Lease Agreement.
 - 1.1.11. **University:** University of Stellenbosch

2. GENERAL

- 2.1. This Code of Conduct is compiled in co-operation with the University of Stellenbosch to ensure a safe, orderly and pleasant living environment, which in turn is conducive to academic success.
- 2.2. It is confirmed that all students of the University of Stellenbosch are subject to the "Disciplinary Code for students of Stellenbosch University (rule 2.11)" of the University. Any student who makes either himself or herself guilty of any misconduct in terms of these rules will be subject to the disciplinary measures of the University.
- 2.3. Residents acknowledge that the Academia Development is situated upon property belonging to the University of Stellenbosch and that the provisions of the "Disciplinary Code for students of Stellenbosch University (rule 2.11)" which refer to 'on or in the vicinity' of the University, also applies to the Academia Development.
- 2.4. Academia reserves that right to amend, delete or add the provisions of these conduct rules from time to time.
- 2.5. This Code of Conduct does not influence or prejudice the provisions of the Lease Agreement in terms of which the Unit in which the Resident resides is leased from Academia and, in the case of any conflict between this code of conduct and the Lease

Agreement; the provisions of the Lease Agreement will take precedence. Without limiting the generality of the foregoing, it is confirmed that the remedies available in the case of breach of agreement as contained in the Lease Agreement will remain available to Academia, notwithstanding any disciplinary or other measures applied or enforced in terms of this Code of Conduct and /or the "Disciplinary Code for students of Stellenbosch University (rule 2.11)".

- 2.6. This Code of Conduct also applies to Residents, whether temporary or otherwise, not registered as Students at the University of Stellenbosch.
- 2.7. Residents are responsible to ensure compliance with this Code of Conduct by their guests, or any other person gaining access to the Academia Development through them.

3. OCCUPATION AND USAGE OF THE UNIT

3.1. GENERAL

- 3.1.1. The number of occupants per Unit shall not exceed the number indicated in the Lease Agreement applicable to the Unit.
- 3.1.2. Residents are responsible for supplying their own bedding, towelling and other household necessities.
- 3.1.3. Uniformity of curtains must be maintained. (lining must be cream/white in the event of hanging your own curtains.)
- 3.1.4. No screws or nails may be driven or hit into any property belonging to Academia.
- 3.1.5. All maintenance issues and defects must be reported to Academia.
- 3.1.6. The sales or distribution of foodstuff or any other items, or the rendering of services at a fee is strictly prohibited, unless organised by the House Committee and/or authorised in writing, by Academia.
- 3.1.7. Residents are not permitted to use the Unit or any other structure on the Development for any improper or unlawful purpose or in any other manner that is disruptive or disrespectful towards other Residents.
- 3.1.8. All illegal substances, drugs or controlled chemicals are strictly prohibited on the Development and residents who not comply with this provision will face legal and disciplinary action.
- 3.1.9. Residents must at all times respect the privacy and property of other Residents.
- 3.1.10. Residents must attend block meetings organised by House Committee members. If a resident is unable to do so, he/she must formally excuse himself/herself to the relevant House Committee member, prior to the meeting.

3.2. PREPARATION OF FOOD AND ELECTRICAL EQUIPMENT

- 3.2.1. Food may only be prepared in designated areas (i.e. kitchen areas).
- 3.2.2. The use of any appliances, for the preparation of food (e.g. gas burners, toasters, any barbeque/braai equipment, microwave ovens, electrical frying pans, gas cylinders or hot plates) is strictly prohibited in bedrooms and in the passages/on the verandas in Blocks.
- 3.2.3. The tampering with, damaging of or overloading of switchboards, trip switches, wall sockets, permanent electrical cabling or electrical equipment is strictly prohibited.
- 3.2.4. Only SABS approved electrical power plugs or multi-plug extensions are allowed in a Unit.

3.3. FURNITURE, APPLIANCES AND FIRE EQUIPMENT

NO double beds, futons or bunkbeds, washing machines, tumble dryers, air-cons, free standing heaters will be allowed.

- 3.3.1. No furniture, appliances or equipment belonging to Academia may be removed from a Unit or any communal area, without the prior, written consent of Academia.
- 3.3.2. Changes or adjustments to furniture, appliances or property belonging to Academia, is strictly prohibited.
- 3.3.3. If any furniture, appliances or equipment belonging to Academia is removed from a Unit (e.g. it is left outside) it will be confiscated by Academia and the Resident will be held liable.
- 3.3.4. The tampering with, damaging of or unlawful use of any fire equipment within the Unit or within a Block is strictly prohibited by law and punishable by means of a fine or imprisonment. **On conviction, be liable to a fine not exceeding R50 000 or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.**
- 3.3.5. Fire equipment must, at all times, be placed in their allocated positions in Units and Blocks and may only be removed in case of emergency.

3.4. VANDALISM AND DAMAGE TO PROPERTY

- 3.4.1. Any form of vandalism, damage to or destruction of property on the Academia Development is forbidden. Offenders will be held liable and could face disciplinary steps.
- 3.4.2. Residents are financially liable for any damage caused within the Academia Development. Residents will be held responsible for the condition of their Unit and the communal areas which they occupy, as well as the furniture, appliances and equipment therein. Residents will also be held responsible for any damage to the aforesaid, and will be liable for damages caused by their guests/visitors or any person gaining access to the Academia Development through them.

- 3.4.3. In the event that a Communal Area (Blocks 3 – 7), Quad Area or any area around a Block is damaged or vandalised, and the guilty party is not found, all the Residents who have access to said areas will be held liable for the damages.

3.5. GUESTS AND/OR VISITORS

No external cleaning services will be granted access to render services at Academia.

- 3.5.1. As per section 2.7 of this Code of Conduct, Residents are responsible to ensure compliance with this Code of Conduct by their guests, or any other person gaining access to the Academia Development through them. Residents will therefore be held accountable for all the actions of the guests/visitors.
- 3.5.2. Guests/visitors or any person gaining access to the Academia Development through a Resident, may not overnight or be accommodated as a guest in a Unit, without the prior, written consent of Academia.
- 3.5.3. Guests/visitors are not permitted to access the Academia Development with their vehicles or park their vehicles inside the Academia Development, without the prior, written consent of Academia.
- 3.5.4. All guests/visitors must sign in at Security, when gaining access to the Academia Development.

3.6. COMMON AREAS AND QUAD AREAS

- 3.6.1. Residents occupying Units in Blocks where there are Communal Areas and, where applicable, Communal Bathrooms (Blocks 3 – 7), are collectively responsible for maintaining a clean and hygienic state in these areas.
- 3.6.2. House Committee members in charge of Blocks with Communal Areas and Communal Bathrooms (Blocks 3 – 7) will inspect these areas on a regular basis. In the event that conditions in these areas are not satisfactory, said House Committee member will address the issue at a Block Meeting with the respective Residents and report the matter to Academia.
- 3.6.3. All Residents are collectively responsible for the cleanliness and general condition of the Quad Areas (including the gardens) in the Blocks. The House Committee member in charge of each Block will inspect the Quad Area regularly and any issues regarding the use of the Quad Area will be addressed in a Block Meeting and reported to Academia.
- 3.6.4. The “braai” facilities and benches in Quad Areas must be used in a respectful and decent manner. Any vandalism of or damages to these items could lead to disciplinary action and liability for the damages.
- 3.6.5. Residents must place all refuse in the refuse bins allocated to the Quad Area each Block. Residents must refrain from leaving refuse in the passages and/or on the verandas of Blocks.
- 3.6.6. Laundry is not permitted on or the balconies, railings, verandas in the Blocks or in passages or windows. All unattended laundry will be confiscated.

- 3.6.7. Residents must make use of the taps in the blocks when they wash/clean vehicles or other outdoor equipment. Fire hoses may under no circumstances be used for these purposes. Should the student/s **be found guilty of an offence and be convicted be liable to a fine not exceeding R50 000 or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.**

3.7. PETS

- 3.7.1. No pets are allowed on the Academia Development.

3.8. MARKETING AND/OR ADVERTISING IN BLOCKS

- 3.8.1. Only promotional/advertising material (e.g. flyers, posters and so on) that has been approved and stamped by the House Committee may be displayed/distributed in the Academia Development. Any materials which do not meet these requirements, will be taken down and the person(s) responsible could face legal or disciplinary action.
- 3.8.2. Promotional or advertising material that meets the necessary requirements and displayed in the Academia Development may not be destroyed, defaced or removed. Residents that contravene this provision could face legal and disciplinary action.

4. FACILITIES

4.1. THE ACADEMIA DEVELOPMENT OFFERS THE FOLLOWING FACILITIES:

- 4.1.1. The Common Room and Television Area;
4.1.2. The Laundry Room;
4.1.3. "SHOP OUTLET" and the surrounding area; and
4.1.4. Any recycling equipment

4.2. COMMON ROOM AND TELEVISION AREA

- 4.2.1. All furniture, appliances and equipment found in the Common Room and Television Area are, unless proven otherwise, the property of Academia.
- 4.2.2. The Common Room and Television Area is there for the use and enjoyment of all Residents and must be used in a respectful and considerate manner.
- 4.2.3. The Common Room and Television Area must at all times be neat and tidy.
- 4.2.4. The use of alcohol in the Common Room and Television Area is strictly prohibited and offenders will face disciplinary steps.
- 4.2.5. Noise and sound levels in the Common Room and Television Area must, at all times, be kept at a respectable and considerate level.

4.3. THE LAUNDRY ROOM

- 4.3.1. The washing machines, tumble dryers, furniture and any other equipment in the Laundry Area is the property of Academia.
- 4.3.2. These facilities are available for use by Residents. Residents need a valid Student Card and a “washing quota” in order to use the facilities. The “washing quota” is automatically loaded onto the Student Account of Residents who are registered at the University of Stellenbosch, when they “swipe” their Student Cards in the Laundry Room for the first time.
- 4.3.3. Students who are not registered with the University of Stellenbosch must enquire at Academia about loading “washing quotas”.
- 4.3.4. A laundry service is provided by Academia at an additional charge.
- 4.3.5. Residents must help to keep the Laundry Room neat and clean when using it.
- 4.3.6. Resident must follow the instructions in the Laundry Room with regards to the use of the washing machines and the tumble driers.
- 4.3.7. Residents must not leave their washing unattended in the Laundry Room for long periods (i.e. leave for class).
- 4.3.8. Academia does not accept responsibility for damage caused to washing while using the machines or clothing that goes missing from the Laundry Room.

4.4. “SHOP OUTLET” AND SURROUNDING AREA

- 4.4.1. The area in and around “SHOP OUTLET” is for the use and enjoyment of all Residents. Residents must therefore respect the facility and keep the surrounding area clean.
- 4.4.2. All property in and around this area is deemed to be the property of Academia, unless proven otherwise, and therefore the provisions in this Code of Conduct are also applicable in that area.
- 4.4.3. The use of alcohol in or around SHOP OUTLET is strictly prohibited, unless it is sold by the lessee of SHOP OUTLET, in agreement with Academia, and in terms of a valid liquor licence.

4.5. RECYCLING EQUIPMENT

- 4.5.1. All recycling equipment in Academia is the property of the company that supplied it to Academia and falls under the protection of the House Committee.
- 4.5.2. All recycling equipment must be used in a respectful and considerate manner and may only be used for their intended purpose (i.e. only approved materials are to be placed in the relevant containers).

- 4.5.3. Any resident or guest/visitor that contravenes these provisions or makes himself/herself guilty of tampering with or vandalising recycling equipment, will face disciplinary and/or legal steps.

5. SAFETY AND SECURITY

5.1. SAFETY EQUIPMENT AND EMERGENCY PROCEDURES

- 5.1.1. The following equipment may not be tampered with, misused or used for unlawful purposes: fire extinguishers, fire hoses, early warning systems, alarm systems, intercom systems, electrical safety devices, safety equipment, 'Code of Conduct and Emergency Plan' containers (including the contents) and all access control doors.
- 5.1.2. **Any residents found guilty of an offence and convicted be liable to a fine not exceeding R50 000 or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.**
- 5.1.3. Residents must partake in all emergency exercises organised by Academia or the House Committee.
- 5.1.4. All passages in Units/Blocks and Common Areas must be kept clear of any obstructions (e.g. furniture, bicycles etc.) that could hamper evacuation in the event of an emergency.
- 5.1.5. In the event of an emergency or problem in a Unit or Block (after hours), the House Committee member responsible for that Block must be contacted immediately and/or Academia Security and the relevant authorities.

5.2. FIRE, FIRE WORKS AND FIRE ARMS

- 5.2.1. Fires may only be lit in designated areas and with commercially sold fire lighters/matches. No combustible liquids such as petroleum, any form of paraffin, or diesel may be used to start/maintain a fire on the Development.
- 5.2.2. Fireworks, or anything resembling fireworks, are strictly prohibited on the development at all times.
- 5.2.3. Fire arms, air- or spring propelled weapons, explosive devices or anything else resembling a fire arm, are not allowed on the Academia Development under any circumstances.

5.3. ACCESS CONTROL

- 5.3.1. There are three vehicle gates situated at the entrance of the Academia Development: (a) two for accessing the Development (the Access Gates) and (b) the other for exiting the Development (the Exit Gate).
- 5.3.2. The Access Gates will (a) be operated by Academia Security, by means of a boom, or (b) Residents must swipe their Student Cards to open the electronic gate.

- 5.3.3. The Exit Gate will only open when a Resident swipes his/her Student Card. Academia Security is only authorised to open the gate for parents/authorised US and USBD that are travelling in a vehicle.
- 5.3.4. The Exit Gate may not be used by pedestrians or cyclists under any circumstances.
- 5.3.5. Pedestrians and cyclists are to use the two small, pedestrian gates situated at the entrance of the Academia Development and the refuse area situated next to block 17, during the day.
- 5.3.6. The pedestrian gates will be open from 06:00 to 18:00 every day. The gate will be locked between 18:00 – 06:00 every evening, for security purposes. Between the hours of 18:00 – 06:00 pedestrians and cyclists must use the vehicle Access Gates for accessing and exiting the Development.
- 5.3.7. Residents using the pedestrian gates during the day are to do so in their personal capacity, the lending of access cards is strictly prohibited, for security purposes.
- 5.3.8. As per section 3.5.4 of this Code of Conduct, all guests/visitors must sign in at Security, when gaining access to the Academia Development.

5.4. STUDENT CARDS

- 5.4.1. All Residents must be in possession of a valid Student Card at all times.
- 5.4.2. Residents who are registered with the University of Stellenbosch must obtain and activate their Student Cards during registration at Administration A, on campus. Thereafter, these Student Cards must be registered at Academia.
- 5.4.3. Residents who are not registered with the University of Stellenbosch must apply for a "Visitor's" Student Card at the I.T Department (7 JOubert Street Stellenbosch and thereafter the Card is to be activated at the Academia Office. This Student Card will be issued at a fee.

5.5. LOCKS AND KEYS

- 5.5.1. Changes to and the replacement of door locks are prohibited.
- 5.5.2. All Residents must acquire the "locks" for the doors of their Units from Academia. The appropriate locks will be made available to Residents at a minimal charge.
- 5.5.3. All rooms are to be accessible by Academia and Academia must at all times be placed in possession of duplicate keys to the security gates of a Unit.

5.6. SECURITY PERSONNEL

- 5.6.1. Academia Security is responsible for general safety and security on the Academia Development.

- 5.6.2. Residents must treat Academia Security personnel in a manner that is conducive to a relationship of mutual respect.
- 5.6.3. Academia Security will report Residents or guests/visitors who resort to shouting, swearing, hooting or making rude remarks at them, to the House Committee and offenders are liable to face disciplinary action.
- 5.6.4. Security matters will, when necessary, be resolved in conjunction with the House Committee.

6. VEHICLES, BICYCLES AND PARKING

6.1. VEHICLES, MOTORBIKES, MOPEDS AND BICYCLES

- 6.1.1. All Residents who own motor vehicles, mopeds or motorbikes must register these vehicles with Academia and display the required parking disk.
- 6.1.2. Motor vehicles, mopeds or motorbikes that do not display a valid parking disk, will not be allowed to access the Academia Development.
- 6.1.3. Residents may under no circumstances obtain a parking disk for a vehicle that does not belong to them (i.e. for a guest/visitor). Residents who are contravene this provision will face disciplinary action.
- 6.1.4. Motor vehicles, mopeds or motorbikes on the Academia Development may not be driven or parked in any manner that obstructs the free flow of traffic at any entrance/exit or on any traffic route.
- 6.1.5. Motorbikes, mopeds or bicycles may not be parked in the passages of the Blocks or parked against/tied to passage railings.
- 6.1.6. Disks for accessing the Bicycles Sheds can be obtained from Academia and are subject to the payment of a deposit.
- 6.1.7. All vehicles are obliged to adhere to the speed limit in the Academia Development. Speeding, reckless and inconsiderate driving (which includes the spinning of tyres, handbrake turns and unnecessarily loud music) is strictly prohibited and offenders could face disciplinary action.

6.2. PARKING

- 6.2.1. Undercover parking bays are, subject to availability, allocated by Academia to Residents who have made the necessary application.
- 6.2.2. Undercover parking bays will be reserved and identified by means of a "number" and will be available from the 1st of February (of every year) at a monthly fee.
- 6.2.3. Residents who make use of undercover parking must sign a "Parking Agreement" with Academia.
- 6.2.4. Vehicles that are parked unlawfully (i.e. parked other vehicles in, parked on pavements or parked in reserved parking bays) will be clamped by Academia Security and fined by the House Committee. The clamp will not be removed until the fine is paid in full.

7. THE DISCIPLINARY CODE FOR STUDENTS OF STELLENBOSCH UNIVERSITY (RULE 2.11) AND RESIDENCE RULES

7.1. “QUIET TIMES”

7.1.1. In terms of the Disciplinary Code for students of Stellenbosch University (rule 2.11) and the University’s Residence Rules, the following times will serve as “quiet times” in the Academia Development, during which no noise will be tolerated:

Monday	00:00 – 17:00	21:00 – 24:00
Tuesday	00:00 – 17:00	21:00 – 24:00
Wednesday	00:00 – 17:00	23:00 – 24:00
Thursday	00:00 – 17:00	21:00 – 24:00
Friday	00:00 – 17:00	24:00
Saturday	00:00 – 13:00	24:00
Sunday	All day	

7.1.2. In general, a tranquil atmosphere should be maintained on Sundays in the Academia Development.

7.1.3. In terms of the Disciplinary Code for students of Stellenbosch University (rule 2.11), the following weeks will be considered “Academic Weeks” during which special “quiet times” will apply:

- 7.1.3.1. One week before the March/April holidays; and
- 7.1.3.2. One week before the September holidays.
- 7.1.3.3. Two weeks before the May/June exams and two weeks before the October/November exams.
- 7.1.3.4. The exact dates of these “Academic Weeks” will be advertised by the House Committee.
- 7.1.3.5. During “Academic Weeks” the “quiet times” will be:

Monday	00:00 – 17:00	21:00 – 24:00
Tuesday	00:00 – 17:00	21:00 – 24:00
Wednesday	00:00 – 17:00	21:00 – 24:00
Thursday	00:00 – 17:00	21:00 – 24:00
Friday	00:00 – 17:00	21:00 – 24:00
Saturday	All day	
Sunday	All day	

7.1.4. In terms of the Disciplinary Code for students of Stellenbosch University (rule 2.11), the following weeks will be considered “Exam Weeks” during which special “quiet times” will apply:

- 7.1.4.1. One week before the June/July exams and during the first and second sessions of the June/July exams.
- 7.1.4.2. One week before the October/November exams and during the first and second sessions of the October/November exams.
- 7.1.4.3. The exact dates of these “Exam Weeks” will be advertised by the House Committee.
- 7.1.4.4. During “Exam Weeks” the “quiet times” will be:

Monday	All day
Tuesday	All day
Wednesday	All day
Thursday	All day
Friday	All day
Saturday	All day
Sunday	All day

7.1.5. In the event of public holidays and/or long weekends, the application of the above mentioned “quiet times” is not affected / changed.

** Party Request forms are available from the Academia Office, these must be collected and completed 48 hours prior to the event, the approval of the event will be subject to the provisions in the Request forms.

7.1.6. In the event that a House Committee member receives a complaint about noise that is affecting a resident or a group of resident’s ability to study, regardless of the application of the Quiet Times, and the relevant House Committee member addresses the resident/residents responsible for the noise, then the resident concerned must accommodate/adhere to the House Committee member’s request.

7.2. DISCIPLINARY ACTION

7.2.1. Residents and/or their guests/visitors, who do not adhere to the “Disciplinary Code for students of Stellenbosch University (rule 2.11)” and/or do not adhere to the provisions of this Code of Conduct, are liable to face disciplinary action.

7.2.2. The Academia Disciplinary Committee is compiled in terms of the “Disciplinary Code for students of Stellenbosch University (rule 2.11)”. The committee functions with a neutral chairperson, appointed by the Academia Eiendomsadministrasie (Pty) Ltd in conjunction with the House Committee. One member must be the Primaria/rius or Vice-Primaria/rius, the Resident Head or his nominee may attend the Academia Disciplinary Committee sittings as a non-voting member.

7.2.3. Academia Eiendomsadministrasie (Pty) Ltd in conjunction with the House Committee also appoint a person to act as Prosecutor during Disciplinary hearings.

7.2.4. All other relevant provisions of the “Disciplinary Code for students of Stellenbosch University (rule 2.11)” as well as any disciplinary codification instituted by the University or Academia are applicable to disciplinary actions and Disciplinary hearings in Academia.

7.2.5. The Disciplinary process is as follows: verbal warning, first written warning, final written warning and then Disciplinary hearing. The Disciplinary Committee retains the right to override the process if the situation deems such an override necessary. All Disciplinary action will be taken by the Academia Eiendomsadministrasie (Pty) Ltd in conjunction with the House Committee.

7.3. HOUSE FEES

- 7.3.1. All Residents, including international students, and residents that are not registered with the University are responsible for paying House Fees or “Huiskasgelde”. These fees as regulated by the University of Stellenbosch are the funds with which the House Committee facilitates the well-being of the Residence.
- 7.3.2. The University will automatically deduct the fee from the Student Account of a Resident who is registered with the University. The amount that is deducted is determined by the University annually.
- 7.3.3. Residents who are not registered with the University will receive an account from Academia, concerning their House Fees, for the same amount.
- 7.3.4. All House Fees are paid over in cash to the University and the account is administrated by the House Committee.

Proof of receipt and compliance for the Academia Code of Conduct

I, _____ (ID Number: _____) living
in Block _____ room _____, hereby declare that I have read the Academia Code of
Conduct and that I understand its contents. I hereby acknowledge that it is applicable to
me and my guests/visitors and I also understand that any transgression of the Code of
Conduct can lead to legal or disciplinary action.

Resident Signature
(Print name and surname below)

Date

Parent Signature/ HK Member

Print name and surname: _____