



MSA RESIDENTIAL APPLICATION

Proof of payment of the Residence Administration fee of **R1800** must accompany the application form

Application Requirements & Process

1. Admission into an academic programme does not automatically imply occupation of any of MSA's residences. The application for accommodation must be submitted by email to Residences@monash.edu.
2. The following process should be followed to be admitted/occupy a MSA residence room:



3. If the student is no longer interested to be placed in a residence, the student should inform the residence office via e-mail Residences@monash.edu, refer to the acceptance condition on the last page.
4. Should MSA Residences be fully occupied, a waiting list will be compiled and students will be contacted (by email or telephone) as soon as a room becomes available.
5. The Residence Application Form and Conditions of Residency can be obtained on the share drive: S:\UG-Subjects\Shared\Residence
6. The residence administration fee does not confirm that your application is successful. The proof of payment must reflect your student number as the reference.
7. If you are successful an offer letter will be will be forwarded to your email address.

Please Note: There is a very high demand for accommodation; it is recommended that you apply as early as possible. Offers for accommodation are on a "first come first served basis".

This Application Form must be forwarded by email, or hand delivered to:

Monash South Africa
 Building A
 Student Services Centre (Fees Office)
 144 Peter Road
 Ruimsig
 Roodepoort, Gauteng 1724
 South Africa

Telephone +27 11 950 4461 / 4494

Email: Residences@monash.edu

Student number & Initials: _____

Monash South Africa Residence

Application for Admission Student Residence

ID/ PASSPORT
PHOTO HERE

For your application to be processed **ALL** sections must be completed. • Please write in **CLEAR block** letters only.

A. PERSONAL PARTICULARS

SA identity number/Passport number (international applicant)

Title

Surname

First names

Date of Birth

Gender Male Female

Population group (compulsory), indicate with a tick ✓ (According to legal requirements and government reporting purposes this section must be completed)

African Coloured Indian White Other

Phone (Home): (+....) (.....) International Mobile: (+....) (.....)

South African Mobile: (+....) (.....) Personal Email:

Monash Email:

Note: Offers for accommodation are issued by e-mail. Applicants must provide a current and reliable e-mail address.

B. ACCOUNT PAYER DETAILS

Sponsor / Parent Name: Phone:(+.....) (.....)

Sponsor / Parent Email: Phone: (+.....) (.....)

Postal Address:

C. TYPES OF ACCOMMODATION AND FEES

Residence	Type of Accommodation	Annual Fees	Semester Fees	30% deposit	70% balance
Residence 123	4 bed-room apartments with 2 bathrooms	R 61,500.00	R 30,750.00	R 9,225.00	R 21 525.00
Residence 4	6 bed-room apartments with 2 bathrooms	R 56,200.00	R 28,100.00	R 8,430.00	R 19, 670.00
Annual Residence Admin Fee (non-refundable)		R1,800.00			

Residence fees are subject to an annual increase each January.

Please visit <https://www.msa.ac.za/assets/study/money-matters-2018.pdf>

BANKING DETAILS:

Beneficiary: Monash South Africa, **Bank:** First National Bank, **Branch:** Cresta (254905), **Account Nr:** 62062732485, **Swift Code:** FIRNZAJJ, **Reference:** **STUDENT N R _SURNAME**

Whilst every attempt will be made to place applicants as per their preference this may not always be possible.

(indicate your preference with a tick ✓)

Accommodation Start Date: February (Sem1) July (Sem2)

Residence Preference: 123 4

Have you ever lived at Monash Residential? Yes No

If YES (Year & Residence occupied)

D. COURSE DETAILS

Course Name (if known) Faculty

Course Status (Please tick ✓)

- Full Time
- Exchange Student (Sem 1 Only)
- Exchange Student (Sem 2 Only)
- Graduating Mid-Year
- Going on Exchange/Study Abroad (Sem 2)

Returning Students: WAM %

Course Type: Foundation Undergraduate Postgraduate

E. EMERGENCY CONTACT DETAILS

In an emergency, I hereby grant Monash South Africa Residence or their nominees of the authority to contact the following person on my behalf:

1. Name: Phone: (+.....) (.....)
 Email:

Relationship of the emergency contact to you, e.g. parent, guardian, aunt, uncle etc.

2. Name: Phone: (+.....) (.....)
 Email:

Relationship of the emergency contact to you, e.g. parent, guardian, aunt, uncle etc.

I. ACCEPTANCE OF CONDITIONS

I understand that consideration of this application is conditional upon my continuing enrolment as a student of Monash South Africa, unless the MRS decides otherwise. I also accept the right of an authorized representative of Monash South Africa Residence to access my academic results whilst I remain in residence.

Accommodation will only be reserved for students who have are enrolled to study at Monash South Africa and their full Residence fees have been paid prior to the semester of study.

There is a limited number of space available and the allocation of rooms will be based on a “first pay first served” basis.

Residence application deposit of R1,800.00 (compulsory) is required with your residence application form.

Residence Conditions:

1. MSA requires all students to pay their allocated accommodation in full per semester before the student can sign in for his/her room.
2. The reservation fee serves as first installment on the residence fees.
3. Should you **decline**, in writing, our **offer** for accommodation you will only **forfeit** your **R 1,800 non-refundable residence admin fee**.
4. Should you be **offered** accommodation **and you accept** and pay the 30% deposit but do not take up the room and submit a written **cancellation within 4 weeks** prior to commencement of the semester you will **forfeit R2,200.00** of your acceptance deposit.
5. Should you be **offered** accommodation, **accept** the offer and submit a written **cancellation after** the semester has commenced you will forfeit the entire deposit.
6. Should you be **offered** accommodation, **accept** the offer, move into your room and decide to **move out** of your assigned room before the conclusion of the specific semester, you will be held **liable** for the **full semester fee**. If you manage to secure an active MSA student to take over your lease, we may consider a pro-rata fee for each student.
7. Your 1st semester accommodation fee covers occupation for February – June.
8. Your 2nd semester accommodation fee covers occupation for July – November.
9. You will not be permitted to sub-let your room or part thereof to any person/s at any given time.
10. The occupying student is the only person that can sign out from his/her room. This will be done by completing the sign out form when moving out from your room during the signing out period, or desired period during weekdays. Kindly arrange time and date with the Residence Office – all rooms will be checked periodically by MSA staff member only.
11. You will not be permitted to swop rooms with another student once you have been signed in.
12. All damages to residences will be charged to the students' tuition and residence account and will be deemed payable immediately.
13. Should you violate any of the residence rules and be asked to leave your assigned room you will be held liable for the semester's fees.
14. At Monash South Africa, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Throughout the year, there is a significant demand from students for on-campus accommodation. If successful, I understand and accept that Monash South Africa Residence has offered me accommodation on the condition that I remain a full-time student and that if I discontinue my enrolment or complete my studies and I am waiting to graduate or I am waiting to re-enroll; I am required to inform the Residence Office and I may be required to vacate my room.

If accepted I agree to abide by the Conditions of Residency, the Accommodation Fee Regulations for the year of study and with other such regulations and rules as are specified on the MRS web page. I agree to pay all requisite fees and invoices at the time specified.

Signed: Date:

NOTE: Applicants who are under 18 years of age at the date of signing this Residency Agreement must obtain the signature of a parent or legal guardian.