



# **SIX ON SERGEANT STUDENT ACCOMMODATION**

Student Housing and residence Life

## **2022**

General Housing Information

**POLICY**

## WELCOME

**Six on sergeant** pleased to welcome you for 2022 Applications, Off- Campus Student Accommodation, and would like to welcome your Tenancy at our facilities.

As a prospective continuing student at UFS or new accommodation applicant, we would like to inform you of the residence application process. This booklet includes some important details for applicants, parents and sponsors, **as we as the rule and conditions which may apply once you have the accommodation offer.**

### 1.1 Information

There are several sources of written information in student housing:

- Directions for applicants 2022 issued by Operations Manager when you first apply as a Tenant.
- The [www.6onsergeant.com](http://www.6onsergeant.com) website.
- [admin@6onsergeant.co.za](mailto:admin@6onsergeant.co.za)
- Welcome/ Orientation booklet will be provided to you on arrival at the designated residence for the year,

For accurate and useful information on housing, it is usually advisable (once you have read all available information sent you), that you direct any further enquiries you may have to email: [admin@6onsergeant.co.za](mailto:admin@6onsergeant.co.za) .

Continuing students will receive information most relevant to the conditions of offer, each time accommodation is offered for a subsequent residence admission year.

We in housing will do our best to ensure adequate and timely information. To assist in this process, we request that any matter of importance be put to us writing. 2022 Six On Sergeant no longer utilize WhatsApp as communication platform, however will opt for Telegram with the link that can be obtained on our website.

Tenants are required to quote their **NAME AND SURNAME** when they make any payments as a **reference**. We will log any matters which require response as systematically as we can minimize repetition and duplication of effort.

### 1.2 Goals

The primary goals that Six On Sergeant has in providing student housing are to:

- Provide redress by addressing the Legacy of racial discrimination and inequality in schools and in the Higher education system, and building a diverse student's profile that reflects the demographics of South African society.
- Contribute to academic success, retention and throughput by proving a living environment conducive for learning: and
- Enhance and facilitate the learning and living experience of Students within a diverse student residence community.

### 1.3 Capacity

The University of the Free State Bloemfontein campus has approximately 30 242 registered student including international students, However **Six on sergeant** has capacity of +100 units. Space limited and demand by far exceeds capacity. Space available for new applicants each year.

New applicants are considered for residence place once they have been accepted to study full-time degree program at University of the Free State.

## 2. Offers

The application and residence offer process sequence is set out below. The policy and criteria for admission to Student housing assume that the student will initially enter a 1<sup>st</sup> Tier.

The application process for all successful applicants include the following stages:

- (a) **New Student:** Submit application via [www.6onsergeant.com](http://www.6onsergeant.com) online application - Closing date is 31 July.
- (b) An offer made and emailed to you along with more information on the residence offer. Applicant will be notified via email to confirm their acceptance; therefore, a memorandum of agreement will be provided at the later stage.
- (c) **Returning students:** Will also be required to submit their application online.
- (d) **Signing into residence:** when you sign into your residence by the indicated date, you will receive information about your new "home" on arrival, including the residence orientation and Welcome letter

**NB: No tenant will be accepted without a FULL DEPOSIT and all required documents, no provision for that whatsoever.**

### 2.1 Allocations

#### 2.1.1 FIRST TIME ENTERING

Residence allocation aims to allocate new and returning students to individual residence (i.e. buildings) With the aim of achieving race, academic merit and area of study diversity with each residence (and gender diversity in mixed-sex residences).

Residence allocation will take account of the need to make a particular placement if it would make a significant difference to the well-being of the student concerned; example are physical disability; certain health problems; the placement of siblings together, and affordability (allowing for choice of double room).

Most Health Science students who are offered student housing places will be allocated to one of the (usually) First-tier residence close to the Health Science Faculty i.e. 6 Stofberg, 9 Twell and 18 Scultz.

## 2.2 Residence offer types

- **Firm residence offer** – The new offering accommodation specifies the name of the building to which you have been assigned.
- **Unspecified residence offer**- Due to over offers, we also make unspecified offers, which are actual residence offers, where the placement can only be confirmed later in the cycle and before the opening of residence in February.
- **Transit residence offer** – Transit accommodation is a form of accommodation utilized at the start of the year when we are still unsure if exactly how many students will take up their offers. Approximately 5- 10% of our new students are placed in temporary, dormitory type of accommodation in a residence, for a transitional period of no longer than 6 weeks. Transit accommodation is an important contingency ensuring that the available accommodation is maximized to the benefit of new students. Where an applicant is offered transit accommodation, he or she will notified in writing prior to arriving at the residence. These students will participate fully in residence life provided the offer is accepted in time. Applicants should be assured that transit accommodation is secured within our existing complexes and all services, residence rule and features apply to such an accommodation offer.

## 3. Waiting List

### 3.1 New applicants

Applicants who are successful in their Tier attempts to secure accommodation will have their name retained on waiting list. You are however not guaranteed accommodation if your name is on the waiting list. Depending on the number of vacancies and the length of the waiting list, it is very likely that we will only be able to assist a limited number of students.

We recommend that applicants not be dependent on the waiting list and make alternative arrangements for accommodation by consulting with the **UFS Student Housing and Affairs Department**.

The waiting list placement /allocations will be done at the end of the first week of February.

Waiting list Accommodation offers will be determined by the criteria to be set in February by the Management of Six On Sergeant.

### 3.2 Returning students

Returning students eligible for housing who are unsuccessful in securing accommodation, must inform the Sergeant Office if they wish to have their name retained on the waiting list.

We recommend that students not be dependent on the waiting and make alternative arrangements for accommodation by consulting with Management of Six On Sergeant. Returning tenants will be required to pay annual renewal fee, of R1100. Should they claim their deposits from Six On Sergeant, the process will be same as new applicants therefore will need to pay R5500 security deposits.

#### 4. Late arrivals

Students who intend arriving after the last day of signing in must send an email to [admin@6onsergeant.co.za](mailto:admin@6onsergeant.co.za) for arrangements. To give notice as to when they will arrive so as to confirm their residence place. Their residence space will be reserved for a period of five days after the last day of signing in. Students who fail to sign in by the agreed date will have their space cancelled.

#### 5. Conditions

Here is outline of the conditions of an accommodation offer. To ensure that Six On Sergeant off-campus Student Housing is efficient and effective in its implementation of the residence services, these conditions have set, based on the Policy on admission to student Housing will **apply once you have been accepted on our accommodation offered:**

**All new and returning applicants must read these conditions before accepting an offer of a place in the Six On Sergeant residence. Accepting and signing the letter of offer will be taken as an indication that the conditions have been read, understood and accepted.**

Both new and returning applicants will be required to submit an **ANNUAL APPLICATION** for consideration for housing. The Six On Sergeant Office will not make a firm offer of accommodation unless the applicant has been made a conditional or firm offer of an academic place for the year of admission.

Any **Breach** of the following conditions may lead to Six On Sergeant either cancelling or withdrawing the Student Housing Offer.

##### 5.1 Housing eligibility criteria for the first time entering undergraduate (FU)

Housing offers to new Undergraduate applicants will be made according to the criteria as set out below:

- **Financial Aid:** All students who are made an academic offer and are awarded Financial Aid will be prioritized for a housing offer, we are aware that NSFAS make late payments during the year, however tenants are liable for their month-to-month rental as per lease agreement.
- **Minors:** All students who are minors on 1 February in the year of registration and are made an academic offer will be prioritized for a housing offer.

##### 5.2 Housing eligibility for Postgraduates

There are limited place in our residence. Many postgraduates' students find their own accommodation in private housing off- Campus. Place in student accommodation are awarded to applicants on the basis of the criteria described below:

- Priority is given South African and International applicants into full-time honors program.

### 5.3 General Provision

1. Students placed in student housing Department of Six On Sergeant will be subject to the Six On Sergeant general residence rules (Handbook 1 – General Rules and regulations) and specified rules applying to the residence, house or flat. Students must ensure that they understand and conform to these rules. Students Tenants who do not conform to these rules are liable to be excluded from the residence.
2. Free standing house and flats (3rd Tier Accommodation) into which postgraduates students are placed by Management are part of the Student Housing System.
3. An offer of a place in our residence, house of flats is for one year only. Students who wishes to return in a subsequent year will have to reapply for admission during June-July each year. Late application will NOT be considered. Applications will be subject to eligibility criteria and procedures determined Six On Sergeant Housing committee and the UFS Student Housing and Affairs.
4. Students may not give any person permission to stay in or use their room under any circumstances not approved by Management. Students in residence, house or flats are not permitted to sublet the room or flat allocated to them nor can any other person share the room unless that person has been allocated to the same space by management Dependents (e.g Family member, guardian or parents) may not occupy the student's allocated room for any period except in the case of emergency and it has been reported to management.
5. Students who enter the Six On Sergeant residence system for the first time as undergraduates may be permitted to remain in the residence for maximum of degree duration ( i.e. the length of the qualification for which the student is registered). They will be able to remain for the first Tier residence for maximum of two years.
6. Notwithstanding is general two-year limit for first-tier residence, students who are eligible in terms of permitted years of remaining residence and who apply for readmission to their first tier residence for third or fourth year may be readmitted to that residence based on their role and contribution to residence concerned, if recommended by Management.
7. Students elected to the house committee or appointed as sub-warden, head-mentor, head tutor, sustained dialogue lead, may remain in the residence for one or two years during their years in our residence.
8. Students who have entered Six On Sergeant residence system will automatically be captured under RENT BOOK and TPN credit bureau and will be blacklisted, should any of rental payments are absconded, thereafter may lead to legal procedures.
9. Students are therefore advised to read their Lease of agreement thoroughly and carefully.
10. If too many students wish to return to the residences, then preference will be given to applicants who:
  - 10.1 Have spent the least number of years in residence for undergraduate studies;
  - 10.2 Are postgraduate and their first tier year of study;
  - 10.3 Have special contribution to the residence.
11. The parent or guardian must sign the letter of acceptance of applicants under the age of 18 years.
12. No parents, guardians or sponsors will be allowed intervene between the Students and Management functionality, unless signed the contract with Six On Sergeant.
13. Students are allowed to park their vehicle within the Six On Sergeant residence, however the company will not be responsible for any theft, damage or hijacking.
14. Student tenants are responsible for their own safety.

## 5.4 Room allocations, withdrawal and cancellation

**NB:** Each building structure and design is unique and results in different styles, dimension and shape which are complex to standardize. Be assured of the best quality of service and living and learning arrangements in at residences.

1. The Six On Sergeant Student Accommodation office is responsible for allocating students to specific residences, houses and flats. These allocations are determined by the Student Housing Admission Policy Framework, implemented under the guidance of the UFS Student Housing and Affairs and approved by accreditation committee.
2. Allocations to specific rooms within the residence are managed by an Appointed Operations Manager within the Student Housing Office. While returning students are able to select a room during the readmission process, choice is subject to internal demand, capacity and students signing in as designated. Rooms are not reserved permanently at any time. It is envisaged that approximately 50% of undergraduate students new to Six On Sergeant will be placed in shared rooms in the first year of residence.

### 3. **Withdrawal from residence:**

Students must complete the Agreement of cancellation form that will be available at Six On Sergeant Office. The fee liability of a Student who cancel or withdraws from the residence, house or flat will forfeit the entire Security Deposits set out also on Lease of Agreement. Students must acquaint themselves with the details set out in this Policy Handbook. An extract is enclosed below. It is imperative that students, parents/guardians and sponsors note this policy and practice which is aimed specifically at optimizing student occupancy for the residence year.

### 4. **Cancellation of offers:**

***Six On Sergeant Student Accommodation will cancel or reject the offer to any new or returning applicants who:***

- Owes more than R1000.00 in outstanding fees for a preceding academic year by 14 January of the admission year;
- Academically excluded;
- Has a residence offer yet fails to sign into residence by the date stipulated.
- Signs into residence but fails to complete academic registration by 22 February

**NB: All NSFAS Beneficiary applicants who wishes to cancel or withdraw their contract offer during or within the academic year with Six On Sergeant, their Private Accommodation application will also be cancelled by UFS Financial Aid and the student will have to reapply for next academic year.**

**No student will be allowed when they have exceeded N+2 rule, unless their parents or guardians are responsible for their monthly payments and have completed required documents.**

## **5.5 Financial liability**

1. Fees: students in residences, house of flats will be required to pay month-month residence fees stipulated on Lease of Agreement/ Memorandum of agreement, amenities and laundry levies as may be defined by Six On Sergeant Student Accommodations. The full amount due will depend on the residence, house or flat to which a student is eventually allocated. Fees are charged from the opening date of respective residence. A student is liable for the fees, when accommodation offer is been accepted.
2. Failure to meet the set payment requirements could results in the student facing eviction and will be listed on Credit Bureau. Students should ensure that they are acquainted with the rules for fee payments. Students, who will be moving into student accommodation, must adhere to the payments schedule stipulated in the Lease agreement/Memorandum of agreement.
3. Damages: Student tenants are responsible for damages caused to the furniture, fittings or fabric of their rooms and of all other parts of the residence, house or flat. The cost of making good any damage for which a student is responsible will be charged to his/her fee account at the standard rate stipulated by Maintenance department.
4. Insurance cover: Six On Sergeant will not under circumstances accept responsibility for any loss or damage to students' possessions and does not offer or sponsor any insurance plan for Student Tenants. Tenants are urged to take out their own insurance, particularly for computers, expensive equipment and any valuable items brought to residence.

## **5.6 Housekeeping**

1. Students are responsible to keep their rooms cleans at all time
2. All communal residence, students tenants are responsible to keep communal spaces clean particularly kitchen area, every tenant should clean their dishes, should the Housekeeper get dishes around the kitchen, Management permits the Housekeeper to throw them in the trash Bin.
3. Centralized laundry facilities are available in all our residence, they function with R5 mechanism.
4. Furnishings and Equipment: All rooms are curtained and equipped with basic furniture such as a single, cabinets, study desk and chair. Self-catering units contains a fridge and a stove. Six On Sergeant does not provide kitchen and dining utensils for those who live in self- catering facilities. Students in self- catering units need their own cooking and cleaning equipment. Six On Sergeant does not provide bedding. All students bring their own blankets, pillows, linen, towels etc.
5. Limited housekeeping service are provided in our residences. All public areas and bathrooms are cleaned by Appointed Housekeeper. Students make their own beds and should keep their rooms clean.
6. Housekeeping service are not provided in flats and free standing houses. Only public area such as entrance foyers and passages, etc. Students in flats and houses are required to clean their own rooms as well as the common areas within the unit.
7. Twell and Pool residence, housekeeping service are provided for public area, including bathrooms.
8. Students may not keep pets in of Six On Sergeant residence, house or flat.

## **5.7 Searches, rooms entry and inspection**

Six On Sergeant reserves the right to enter a student's room of flat for health, safety and administrative purposes. Six On Sergeant Officials may also enter a student's room to investigate suspected violation of Six On Sergeant Policy. Students must comply with the directions and instructions of Management of Six On Sergeant, including, but not limited to Residential Protection Services. A student's room may be entered with the consent of the resident or under the following circumstances:

1. Authorized member of Six On Sergeant may enter a student's room for administrative purpose, such as safety inspection fire drills. Facility repairs and general housekeeping. After knocking and waiting for a reasonable period, entry may be made. If a resident is not present, a note will be left indicating the name(s) of the person(s) entering and the reasons for doing so. It is a rule that Authorized members will lock the door upon leaving regardless if the room was unlocked or locked upon entering.
2. Authorized members of Six On Sergeant will enter a student's room without obtaining prior consent to conduct a search only when there is evidence or strong suspicion of an emergency that warrants immediate entry: for example, the presence of smoke, flooding, screams for help or danger to others.

## **6. Withdrawal from residence**

All cancellation of student accommodation must be made in writing on the prescribed notice or cancellation of agreement, and delivered to the Six On Sergeant Offices in person, or sent by registered mail. It is important that students and parents/guardians or sponsors note that the policy and practice of Student Housing is aimed specifically at keeping residence full throughout the academic year.

### **6.1 Annual residence fee**

For the purpose of determining the penalties and refunds referred to in the rules which follow annual residence fee shall be deemed to be the sum of room. The annual residence fee for these purpose **does not** include **amenities or damage or laundry levies**.

### **6.2 Withdrawal after the start of the academic year**

- 6.2.1 Any student who enters residence and withdraws during the first semester and before the commencement of the second semester, shall be liable for pro-rata charge of the residence fee. This does not include a rebate on levies, the student tenant will forfeit entire security deposits.
- 6.2.2 Any student completing his/her studies at the end of the first semester shall be eligible for rebate equivalent to 50% of the annual fees (Excluding levies)
- 6.2.3 Any student who enters residence for the first time during the second semester and who withdraws from residence shall be liable for the full fee for that semester

**Management of Six On Sergeant may, however, exercise own discretion in approving a rebate under special conditions pertaining to the reason for withdrawal.**

## 7. Other student housing services

### 7.1 Vacation accommodation

Students who require accommodation, for academic reasons, prior to the opening of their specified residence should contact: The Operations Manager, 06 Sergeant Street, Universitas, Bloemfontein 9301 or email: [admin@6onsergeant.co.za](mailto:admin@6onsergeant.co.za)

- *Summer period: Generally last week of November through to first week in February of the following year.*
- *Winter period: Generally mid-june to the last week of July applicable to the first tier residence and occupants of those residence, initial rental is mandatory and students should and must leave the keys at the office (Management will not be held responsible, should the Student misplace the keys)*

#### 7.1.1 Vacation period tariffs

Payments of vacation accommodation fees: the following payment methods are applicable:

##### **Academic reasons**

Where a student needs to stay on in a vacation residence and submit *Letter from his/her academic department* as proof of this, then vacation charges will be billed to the student's accommodation fee account. Where the applicant is a financial Aid Student it is advised that the student ensures with the Financial Aid Office whether their academic stay will be paid for by that office. Failing this the student will be liable for the charge.

##### **Personal reasons**

Where a student wishes to stay for private reasons or unable to submit a letter from the Faculty or department supporting his/her accommodation request, then Personal rates and conditions of payment shall apply. Personal rates are higher than academic rates and must be paid upfront in full prior to moving into residence. *No cash will be accepted.* Payments by debit/credit card or direct bank transfer only.

Personal rates will also apply where a student elects to stay in residence for period longer than 10 days when returning to residence in January to write *Supplementary/deferred* exams.

##### **Centre for open Learning (Col) courses:**

Students will only be permitted to stay in our residences over the vacation periods (Summer/Winter term) where the student has no outstanding fee debt owing to Six On Sergeant.

## **8. General**

### **8.1 Administration of residences**

The students Housing Admission processes residence allocations, readmission and implements students Admission Policy. Six On Sergeant is responsible for the dealing with allocations of new and returning. Any issues related to application, residence fees and allocations should be addressed to this office.

Once an applicant has been assigned a specific residence, he or she can liaise with the residence staff on any specific matters that are not addressed in the information provided in the application process. Residence contact details will be provided in the accommodation offer packaged to new successful applicants.

### **8.2 Additional Costs**

Six On Sergeant will not increase the rental fees for the year 2022, therefore will remain the same (**Price Adjustment will be made for only unique cases**) Allowance should also be made for food, for those students living in self-catering accommodation as well as unforeseen medical expenses, transport to and from home during university vacations, and for transport home at the end of the academic year.

### **8.3 Student accommodation during vacations**

If it is necessary for you to remain in Bloemfontein for academic reasons once your residence had closed, i.e. during December/ January or June/ July vacations, you must apply in writing to the Vacation Accommodation Office. Contact details are provided at the beginning of this handbook. Students staying in a self-catering residence during the academic year and who apply for Vacation Accommodation may be placed in accommodation during the vacation.

Student whose applications are approved will be required to move out of their term residence or house or flat during this period and will be allocated place in a reside.

**APPROVED BY DIRECTOR**

**MOBAKENG SENAGO**



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**COMPILED BY OPERATIONS MANAGER**

**TSHWARO MALOPE**



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## HOUSE RULES

The apartments are strictly for permanent tenants only. Only students with a valid student number are allowed to reside at the building. Each apartment is to accommodate not more than the following maximum occupants:

- 1 single bed unit allow for not more than 2 (two) persons consisting of 1 student beds per unit.
- 2 sharing bed units allow for not more than 4 (four) persons consisting of 2 student beds per unit

Any additional persons over the permissible usage shall be deemed as overcrowding and illegal occupation. Sleepovers are strictly prohibited.

Apartments and common areas shall be used for residential purposes only. Anyone operating any Commercial or Business activities will be in breach of Lease.

Such tenant shall be interviewed by the letting agent and supervisor. Any tenant living at the premises without a prior interview and lease agreement will be deemed illegal on the premises.

No repairs, drilling or hammering is allowed without the supervisors consent. Repair work of any kind is to take place at the following times:

- 08:00 – 16:30 Monday to Friday

Windows are to be protected and kept closed during heavy winds. The tenant is responsible for any broken glass or repairs should they be damaged or injury / death to any person as a result of this. Refuse is to be disposed of in the black bins provided in the courtyard. The tenants are responsible to help ensure the building is kept clean, showers should be kept clean to avoid any blockages. Littering or dropping cigarette butts is an offence. The hanging of washing over the balcony or corridor railing is prohibited. Tenants are responsible for the safety of their own belongings and the Landlord accepts no accountability for the tenants' laundry. No dogs or other pets are allowed in the building No other animals or livestock may be brought onto the premises or slaughtered in the common area. No braaing or open fires are permitted other than that specifically provided by the Lessor. Tenants are responsible for the actions of their visitors. Visitors are not allowed to loiter or be in the common property without being accompanied by the tenants they are visiting. Under no circumstances are any visitors allowed on the premises after 22:00 in the evening and before 08:00 in the morning. The entertainment of guests on the common property is not allowed.

Tenants and their visitors are not allowed to park their cars in the common yard area unless you have a dedicated parking bay that is allocated to your lease agreement.

No ball games or skateboards allowed. Children are not allowed to play in the common areas or run up and down the stairs and passageways. All children are to be supervised at all times and are the responsibility of their parents or tenant.

No firearms or other weapons allowed on the premises. The lighting or letting off of fireworks within the complex is prohibited. Tenants are not allowed to store any form of flammable material or commit any other dangerous act within their apartment or in the common area.

Movement of furniture into or out of the building will be done at the following times:

- 08:00 – 16:30 Monday to Friday

Absolutely no noise or disorderly conduct of any nature will be tolerated in the building (Eg: loud music, loud TV, loud talking in the common areas and loud drunken parties). Any person breaking these rules will be warned verbally and can expect a letter and fine from the property management company. Failure to comply with the house rules will result in the following penalties:

- First offence: R150-00
- Second offence: R450-00
- Third offence: R550-00

And possible cancellation of lease. Any legal costs incurred in implementing these house rules will be raised against the offending tenants rental account. All serious complaints must be made to the management company in writing. Please take note that the safety and security of the tenants comes first, so please ensure that no strangers are let into the building unless the person who they are visiting comes down to let them in. Access to the Electrical Meter Room is strictly prohibited to all tenants.

For Commune Houses, Student Tenants are responsible to arrange electricity for Kitchen area as we partially provide for the main house.



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