

CAREER DREAMS CENTRE

DOCUMENT TITLE: Student Accommodation Rules	
ISSUING DEP: CDC Management	APPLIES TO: all accommodated students, Registrar of Students, Admissions Officer
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<p>Having so many people with different background living together poses a challenge to all. Strict adherence to these house rules and a high level of self-discipline is required from each student. We expect you to read this document thoroughly. If you have any questions regarding the content, please see the Registrar of Students for clarification. Failure to comply with our Student Accommodation Rules will result in disciplinary action and even dismissal.</p>	
1 – GENERAL RULES Students are expected to behave in an upright manner and to respect the dignity of others especially those with whom they are sharing accommodation.	
1.1 ROOM ALLOCATION The student accommodation is managed by the Registrar of Students who will allocate each eligible student to a suitable place of living. Changes of allocated space / rooms are not allowed without permission of Dean of Students who is dedicated to accommodate each individual request as best as possible.	
1.2 QUIET TIME With respect to all other students sharing the room (and compound), the quiet time is set from 10:00 pm to 08:00 am. During this time the noise level must be kept at a minimum as to not disturb others, i.e. no loud playing of music etc.	
1.3 SOCIAL GATHERINGS - PARTY Social gatherings are encouraged among students to improve the team building process. However, any party e.g. birthday party must be announced to the Registrar of Students prior the scheduled date.	
1.4 SLEEP OUT Students are allowed to stay out overnight outside the accommodation at their own risk. That applies also to weekend trips back home.	
1.5 SMOKING Smoking indoors is not permitted, nor in the bedrooms or shared communal areas. Smoking in the room will lead to serious disciplinary action. In general, staff compounds should be kept non-smoking and smoking is only tolerated outdoors whereby students must assure daily cleaning and avoid littering of any kind.	
1.6 ALCOHOL & OTHER DRUGS The consumption and storage of alcoholic beverages is not permitted in the staff accommodation. At Career Dreams Centre we follows a strict zero tolerance policy on drugs. Possession or consumption of any kind of drug is grounds for immediate dismissal and will be prosecuted.	

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1.7 DECENCY

It is understood that students are not to engage in any kind of sexual activities whilst in the student accommodation. Appropriate conservative demeanor is expected from each student.

1.8 FURNITURE & EQUIPMENT

The company provides certain types of furniture and equipment. Students are expected to handle all provided items with care and keep them in good working condition. Removal of furniture or equipment from the assigned area must be approved by the Registrar of Students.

Purposeful destruction, acts of vandalism or negligence of students using the furniture and equipment will not be tolerated. An investigation will be carried out and the person responsible for damages might be required to bear some or all of the costs for repair and replacement.

1.9 BED & BATH LINEN

Students are required to bring their own bedding, i.e. pillow, blanket, bed sheets as well as own bath towels. The college will not provide, replace or clean any such item.

1.10 UTILITIES

The cost of utilities can be a considerable burden for the college. Each student must use utilities like water and electricity in the most responsible way. We want to encourage students to “think green” and be aware of environmental issues created by energy waste. The Registrar of Students will closely monitor the consumption and counsel students where over-usage is detected. All students are encouraged to follow the points outlined below:

- Switch off all electrical equipment when not in use at the main switch and do not leave the stand-by function running.
- A/C must not be running when you leave the room.
- Switch off light when leaving the room.
- Do no overload sockets.
- Switch off the geyser when leaving the house.

1.11 PETS

Pets are not permitted in the student accommodation. With respect to all students living and sharing the accommodation, the college will not allow individual students to keep pets in the rooms or in the compound.

2 – CLEANLINESS

Students are expected to maintain the student accommodation clean and tidy at all times. The following applies:

- It is the responsibility of each student to keep his personal space and communal facilities neat and clean.
- Littering is not acceptable.
- Students must develop and implement a suitable cleaning schedule.
- All occupants share the job and clean on a rotational basis as per the fixed schedule.
- Should college management detect a lack of cleanliness with no improvement by concerned students after three reminders with deadline, a third party will be called in to clean-up. The costs of this cleaning will be charged to concerned students.

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3 – COOKING & FOOD

Students are expected to maintain the cooking areas clean and tidy at all times. The following applies:

- Cooking is only permitted in areas designed for such purpose, namely kitchens.
- Students are sharing cooking facilities, appliances and utensils.
- The cleanliness of these cooking areas is the responsibility of the students in that particular flat.
- Students must develop and implement a suitable cleaning schedule.
- All occupants share the job and clean on a rotational basis as per the fixed schedule.
- Leaving the cooking area dirty or leaving dirty dishes around is not acceptable.
- Good ventilation is required when cooking.
- Additional or portable cooking appliances, e.g. small electric plate cooker, camping gas cooker or braai are not to be used in any bedroom. These types of appliances must be approved by the Registrar of Students and may only be used in a defined area.
- Students are provided with food items by the college; these food items are not to be taken to the students' homes or given away to any non-student.
- The provided food items are calculated for the number of inhabitants of the accommodation for a certain amount of time. Students are required to be sensible and avoid wastage or spoilage of food items.

4 – VISITORS

With respect to all students in the accommodation, the following rules apply:

- Visitors are not allowed in the student accommodation and compound, especially not for overnight.
- Students may receive visitors outside the accommodation in public places after their study time and classes.
- Students will entertain their visitors at their own expense.

5 – ABSENCE FROM ACCOMMODATION

In case a student wishes to leave the accommodation for some time, e.g. to visit the family over the weekend, the following applies:

- The student must fill a Sleep-out Request form.
- The form must be submitted to the Registrar of Students at least one week in advance.
- The absent time must not include any classes.
- The Registrar of Students will make a recommendation to the Principal who will approve or disapprove.
- Any costs for transportation and food or similar for and during the absent time are at student's own expense.
- Approved or disapproved forms are handed to the Administration Officer for filing.

Note that absence from the accommodation during weekdays with classes is not permitted. Should a student need to be absent, he/she must provide a written request from the sponsor / parent.

Note that any form of illegal conduct is ground for immediate dismissal whereby the misbehaving student forfeits any claim on compensation payments such as course fee refund.

6 – DECLARATION

I, the undersigned, hereby confirm that I have read and understood the Student Accommodation Rules. I further confirm that I accept these rules and will abide by them.

Student Name:

Signature:

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Date: