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## Dear Residence Applicant

There are a few things you may be asking yourself about your time in residence with us. I trust that this letter will answer many of your questions and will enable you to arrive in January fully equipped and prepared for residence life.

### When may I move into the residence?

- Students can move into the residence from the **19<sup>th</sup> January 2009 onwards, and are expected to submit proof of payment of the residence deposit as well as a passport size photo of themselves.**

You may arrive to register anytime from the 3<sup>rd</sup> November 2008. The residence will be closed from the 10 December 2008 – 2 January 2009. Once you have completed your academic registration and paid the R3000 Residence damage deposit at the fees office. Please report directly to the Residence Manager Susan Botha at the residence office at Umbhali Place who will assist you with your residence registration.

Please note the following days and times to move into the residence:

**Mon to Friday: 08h00 – 18h00**

**Saturday: 08h30 – 13h00** (collect your keys during the week to minimise delays over the weekend)

**Please note that no student may move in on a Sunday, as the residence office will be closed. It is advised that you collect your keys during the week, enabling you to move into the residence at your own convenience.**

### What do I need to do when registering to move into the residence?

Once you have received your acceptance letter from MGI and completed your academic registration on campus, you may proceed to the Residence office. You will be required to complete:

1. **Residence Registration Form**
2. **Umbhali Place/Makeba House Lease Agreement.**
3. **Residence Rules and Regulations 2009 Manual that will be issued to you.**

We require the following documentation of the sponsor and/or the account payer to be attached to your registration form and Residence Lease Agreement before your registration form will be accepted:

- A certified copy of the identity document of the sponsor and/or account payer responsible for paying your residence account;
- A proof of address document of the sponsor and/or account payer (e.g. a copy of your *latest* utility bill).

**NOTE: alternatively, should a company or government sponsor you, kindly attach a signed sponsorship letter indicating payment for the 2009 academic year.**

## How do I pay my residence fees?

The Residence Fees are due and payable as follows:

### 1. Refundable Residence Damage Deposit:

The sponsor and/or account payer will be required to pay an up front deposit of R3 000 upon signature of the Residence Lease Agreement, only refundable at the end of the academic year. The student or sponsor may under no circumstances utilise the residence deposit as payment or part payment of any MGI or Residence fees or to defray any other tuition related fees or costs.

### 2. Umbhali Place Residence Fees for 2009 - Single Room

**OPTION A: R29,300** (Plus R3,000 deposit for new registrations payable upon registration).

**OPTION B: R2,930** (Plus R3,000 deposit for new registrations.) Ten (10) instalments with the first instalment payable on the 1<sup>st</sup> of Feb or upon registration, and thereafter on the 1<sup>st</sup> of Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov)

### 3. Makeba House Residence Fees for 2009 - Sharing a Double Room

**OPTION A: R22,700** (Plus R3,000 deposit for new registrations payable upon registration).

**OPTION B: R2,270** (Plus R3,000 deposit for new registrations.) Ten (10) instalments with the first instalment payable on the 1<sup>st</sup> of Feb or upon registration, and thereafter on the 1<sup>st</sup> of Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov)

You therefore remain **liable for the full residence fees** for the year.  
Should you cancel your residence registration during the year, for any reason whatsoever, you will still be liable for the full year's residence fees.

## In which block and room will I be placed?

You will be allocated to a particular residence block when you arrive at the residence office to register. You will be sharing a unit/apartment with two other people (of the same gender). If you would like to share a unit with friends please speak to Susan Botha when registering. We will try our very best to fulfil your request.

**Please note there is no guarantee that a unit will be held for you and your friends. We reserve the right to choose a unit for each student.**

## What furniture and fittings are provided to all residents in all units?

1. Umbhali Place: The units are apartment style and thus have a shared kitchen and bathroom. Each resident has his or her own bedroom. In addition, there is a small lounge area that you will have the opportunity to furnish or use as you and your housemates choose.
2. Makeba House: The units are apartment style two people sharing one room two single beds shared bathroom and kitchen.

The following items are provided to all residents in all units (Umbhali Place & Makeba House):

Single bed and mattress	Fridge per unit
Study desk	Electrical stove per unit
Study chair	Keys for the unit
Bookshelf	One lockable grocery/kitchen cupboard per resident
Curtains	Kitchen cupboards for general use
Built in cupboards	Panic button

**All appliances (Stoves / etc) to be kept clean at all times**

## What do I need to bring with me?

Bed linen (duvet cover, pillow, sheets, blankets)	Desk lamp (optional)
Towels	Toiletries

All units are self catering, so you may find it useful to bring some items to help you with your cooking, such as:

Small dustbin	Cooking utensils	Crockery and cutlery
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You will also be responsible for keeping your own units clean. Therefore, you may want to bring some of the following:

Broom	Ironing board
Dustpan	Clothes drying rack – two communal washing lines are available in each block
Mop	Dishcloths
Bucket	Iron

You may want to consider sharing these items with your housemates.

There are also certain items you **will not** be able to use in the residence, for safety purposes, so please do not bring these with you. These are;

Electric blankets	Electric cooking elements (often used for boiling water)
Candles	Open element / flame heaters (only fan-type or oil fin heaters are allowed)

**Please note: all rooms to be locked at all times as Management will not be held liable for any loss of personal belongings**

### Contact Person for further information:

Should you have any further questions, or would like any more information, please contact Susan Botha on [susanb@mgi.ac.za](mailto:susanb@mgi.ac.za) or [residence@mgi.ac.za](mailto:residence@mgi.ac.za) Alternately call us on (011) 315 6482

We look forward to seeing you in January and trust that you will enjoy your years with us at MGI.

Kind regards

**Susan Botha**  
Residence Manager