



It's the way we're *wired* 

RESIDENCE



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TOUCH
WITH US**



info@belgiumcampus.ac.za



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138 Berg Avenue
Heatherdale (Akasia) Pretoria,
South Africa



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RESIDENCE BOOKLET

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Residence Fees

Our residence fees are for one entire academic year only and cover accommodation 24/7, as well as three meals per day from Monday to Friday (except during campus and public holidays).

Our tuition fees are only valid for one entire academic year and cover all tuition fees, exams, re-exams (if any), and almost all books. Some of the books used in the senior academic years have to be bought by the student at his/her own expense. A full list will be given during the first week of the academic year.

PLEASE NOTE:

All fees are payable in advance. You can either pay the full residence fee at the start of the academic year, or you can choose a payment option plan (only available to RSA citizens). This option is 10% more expensive. No discount will be given for lump sum payments. A debit order facility is available and is the preferred option for instalment payments. The Debit Instruction form can be found on our website under **Downloads** as part of the Information Pack and should be sent to Bredenkamp.r@belgiumcampus.ac.za.

10 monthly payments

This means that all payments have to be made on or before the 28th of every month: 28/01, 28/02, 28/03, 28/04, 28/05, 28/06, 28/07, 28/08, 28/09, and 28/10.

4 quarterly payments

This means that all payments have to be made on or before the 28th of each quarter: 28/01, 28/04, 28/07 and 28/09

Admin fees/penalties apply for all payments that are received later than the dates mentioned above.

Banking Details

In order to facilitate payments, it is possible to pay directly into the Belgium Campus bank account as follows:

| | |
|---------------|---------------------|
| Account Name: | Belgium Campus 1 |
| Account No: | 62091935993 |
| Bank: | First National Bank |
| Branch: | Pretoria North |
| Branch Code: | 251-045 |
| SWIFT: | FIRNZAJJ |
| Reference: | Student's ID number |

Please email the proof of payment for the attention of the Accounts Department to: accounts@belgiumcampus.ac.za

We have facilities for debit and credit card. Cash payments are only accepted at the Pretoria campus. All queries with regards to Campus fees are dealt with by the financial department. Access to Campus and all other facilities will be denied if fees are outstanding.

Security

Pretoria: Belgium Campus has contracted on-site and off-site private security companies that are on duty 24/7 at the main Campus and a night guard at the Sunbird residence. The on-site guards are there to assist when incidents happen. They have panic buttons to alert the off-site security service guards. The off-site company also patrols the area regularly.

Kempton Park: The house masters are on duty during the day and on call during the night. They have panic buttons to alert the full security services contracted with a private company.

Port Elizabeth: The house masters are on duty at night, to assist when accidents happen. They have panic buttons to alert the full security services contracted with a private company.

Too often it is seen that students are careless when it comes to their personal possessions and safety: front doors and gates are left open and/or unlocked, windows and doors to the rooms are left open when no-one is in the rooms, security locks were not picked up from the reception when these were offered, etc. Although Belgium Campus takes the necessary security precautions, all students must note that the campus will not be held liable for any theft, damage or injury of any kind, on or off campus.

Visitors

No visitors will be allowed between 18:00 and 07:00 without prior approval. This rule does not include parents. No visitors will be allowed to sleep on Campus.

Non-resident students should leave the Campus grounds no later than 22:00. All visitors, including parents, have to sign in at the entrance of the Campus. They are required to fill in their name, ID no, cell phone no, purpose of the visit and have to carry a visitor's card. The card should be returned upon leaving the premises. Right of admission to the Campus is reserved. Visitors at the Port Elizabeth and Kempton Park campuses must report to the reception desk.

Parking

Students can make use of the student parking across the street from the Campus. Only visitor's cars will be allowed into the main Campus gates. There is no student parking available inside the main campus at all.

Kempton Park and Port Elizabeth: Limited parking is available on the Campus grounds.

Restaurant/Cafeteria

Pretoria and Port Elizabeth: There is an on-campus restaurant serving three meals per day. The restaurant is closed on weekends, Campus holidays and on public holidays.

There is a weekend kitchen available where students can prepare their own meals. This facility is only open after hours, on weekends and Campus holidays. The tuck shop also allows students to order meals over weekends.

Visitors at the Kempton Park or Port Elizabeth campuses have to report to the reception desk.

Our catering staff endeavours to ensure that each resident receives a balanced meal, while attempting to appeal to the average student's preferences. Consultation with a dietician takes place regularly. A healthy balanced diet contains a variety of foods including fruit, vegetables, starchy foods such as bread, pasta and rice, some protein-rich foods such as meat, fish, eggs and lentils and some dairy foods. Furthermore, portions are set at what is considered healthy by the professionals.

The food served at the restaurant is included in the price for the accommodation. Day students who wish to enjoy a meal at the restaurant can order their meal and pay for it at least two hours in advance at the Admin office.

Breakfast 07:00 – 08:00

For breakfast there is bread/toast with preserves. A type of cereal, porridge or oats with milk is also available. In addition to what we serve daily, depending on the menu for the day, a choice of the following is served: eggs, bacon, sausages, beans in tomato sauce, cheese, ham, French toast, etc. A cup of coffee or tea is served to all students.

Light Lunch 12:00 – 13:00

For lunch we serve a light meal which can consist of pasta, a sandwich lunch or a pub-lunch. Sides are available depending on the day.

Dinner 17:00 – 18:00

Dinner is the main meal of the day. During dinner we serve protein rich food, such as chicken, mutton, beef, steak or sausage which is prepared in a variety of ways. These are accompanied by vegetables and a starch such as potatoes, rice, pasta, bread or pap.

Independency and Behaviour

If you are away from family friends for the first time, do bear in mind that being 'independent' is not the same as being 'isolated'. It means, among other things, having the confidence to take the initiative and seek advice when you need it. We are committed to helping and assisting you. There is a full range of student services provided and there is the Student Representative Council (SRC). Belgium Campus is committed to maintaining good relations with local residents, and relies on you to ensure that the effort of past students to integrate with the community continues. We want the people around us to be proud of your achievements, so please endeavour to be a good citizen and a considerate neighbour, this includes keeping noise levels (also shouting, screaming) down and respecting the rules of the road.

Occupying your Room

You can occupy your room from the Monday before the start of the academic year, from 08:00. Please note that check-in is during office hours only. No keys will be handed out on weekends or after hours.

All students, including senior students, have to collect their key at the office before they can occupy their rooms. Please note that it is forbidden to change to another room without prior written approval of your parents/sponsor and the Campus Administration. There is an Admin fee (R500) charged if you want to change rooms at any time during the year.

Resident students are not allowed in other students' rooms after 22:00 every day. It is strictly forbidden to allow anyone to stay or sleep in your room.

Room Lay-out and Equipment

Rooms vary from single rooms to shared accommodation. Rooms are equipped with a bed and mattress, a cupboard and a desk.

What to bring

- Pillow
- Duvet and linen
- Towels and toiletries
- Utensils for weekend cooking (2 small pots, plate, knife, fork, cup)
Please note: Cooking inside rooms is strictly prohibited.
- Warm clothes for winter, as it is cold in the Pretoria area.

In addition you can bring a small lamp, radio, laptop, cushions, posters, or anything small that will make you feel at home.

Electrical equipment exceeding 300W is not allowed in the rooms.

Do not bring extra furniture or any other electrical appliances such as heaters, kettles, air-conditioning devices, cooking devices, fridges, and computers (only a laptop is allowed) as they are prohibited inside the residence rooms. These items will exceed the power usage we can provide and will cause the power for the whole unit to fail. Students not adhering to this rule will be issued with written warnings for anti-social behaviour, as their decisions might affect the larger campus community.

Students may not keep any pets on campus.

You are required to clear your room of all possessions and return your key at the end of the academic year, even if you book the same room for the following year. Students not returning their key at the end of the year will be charged a penalty.

Housekeeping

No housekeeping is provided in the rooms. Students make their own beds and are expected to keep their rooms and the common facilities neat at all times! The Campus has a legal requirement to service all the bathrooms (including those in the rooms) regularly. Students must be aware that the deep cleaning services are contracted with a private company and exact dates are not communicated. Staff will need entry to the rooms with bathrooms for those purposes. The residences are also fumigated quarterly by a contracted service provider. Students will be notified and need to stay out of the room for a minimum of 7 of those days.

Students are reminded that cleanliness is not negotiable and should your roommate or neighbours report any complaints, we will need to take charge of the situation. Those actions, when necessary will be communicated to you and cost might be attached.

Maintenance

Please report any damage on the [maintenance tool](https://www.belgiumcampus.ac.za/maintenance/report/) immediately!
(<https://www.belgiumcampus.ac.za/maintenance/report/>)

Damage caused by violence/abuse/neglect will be charged to your account.
Communal showers are well maintained but are not open for the entire day. Please consult the notices on the door for opening hours. Showers are not to be used as a laundry!

Laundry

Laundry facilities are available at the Campus, in the laundry house situated at the student parking. These facilities are free of charge for resident students. All clothing has to be clearly marked. Staff will not accept underwear and socks.

Silence

Music and all other noise must be kept to your room only at all times. Please respect a complete silence from 22:00 hrs.

