

RESIDENCE BOOKLET



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RESIDENCE POLICY 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).

Please Note:

All fees are payable in advance. You can either pay the full tuition 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. Installments must be paid on or before the due date of such instalment. No discount will be given for lump sum payments.

Installments must be paid on or before the due date of such instalment. 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 Important Documentation as part of the Information Pack and should be sent to **accounts@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.

Admin fees/penalties apply for all payments that are received later than the dates mentioned above. The provisions set out above relating to the late payment of tuition fees shall apply mutatis mutandis to the late payment of Residence Fees.

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: FIRZAJJ
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's 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.

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 Pretoria 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.

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 via the BC Payment App.

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.

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.

Code of conduct and all academic policies also apply to students in residence, at all times.

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.

An inventory and a statement of how the place is found at the start of the renting will be made. At regular intervals and at the end of the contract, this inventory and a new statement of how the room is will be made. Immediate payment for any loss or damage will be required.

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 Layout 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, 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

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. Moreover, the rooms at the Pretoria campus will be cleaned by the cleaning department once a week. The days on which your room will be cleaned is communicated via a notice in the residence.

Staff will need entry to the rooms 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 hours on those days.

Please ensure to keep your valuables locked up at all times, but especially when services are expected to take place. Campus management will not take responsibility for loss or damage of personal items.

Maintenance

Please report any damage on the maintenance tool 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 the cleaning staff need your cooperation to maintain them throughout the day. Showers are not to be used as a laundry!

Laundry

Belgium Campus iTversity offers free laundry services for all residence students. These services are offered at the laundry facility behind the Mechelen residence and include washing and ironing.

NB: NO washing or ironing of ANY clothes is allowed in any residence. Students found hanging wet clothes against the furniture, walls, or outside fencing will face disciplinary action. In addition, no student is permitted to have an iron in their room. If an iron is found in a student's room, it will be confiscated until the end of the term.

Laundry Services Rules

To ensure that we can effectively provide this service, we require all students to abide by the following rules:

- 1) This service is ONLY for the clothing worn by our students during their stay on campus. Students may not utilise this service for anyone else's laundry.
- 2) Laundry can only be dropped off and collected during the following hours:
 - 07:00 – 08:00
 - 12:00 – 13:00
 - 15:45 – 16:45
- 3) Each residence has been allocated a different day of the week to drop off their laundry, as indicated below. The only exception to this will be for uniform shirts, which all residence students can only drop off on Fridays.
MONDAY: GENK & ANTWERP
TUESDAY: LEUVEN & BRUSSELS
WEDNESDAY: WEST CAMPUS & SUNBIRD
THURSDAY: NAMUR, MECHELEN & HASSELT
FRIDAY: TIENEN & ALL UNIFORM SHIRTS
- 4) Only labelled clothing will be accepted at the laundry facility.
- 5) All students will be required to sign a register when dropping off their clothes and will receive a ticket which must be returned on collection.

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.

Alcohol, Drugs and Firearms

Belgium Campus is an alcohol, drug and firearm-free institution. Please respect this at all times, under any circumstances. Outside of the campus, members, employees and students must not use drugs or alcohol in a way that affects their performance and safety or the performance and safety of their colleagues, or that negatively impacts the reputation or operations of The Belgium Campus.

Please refer to the Smoking and Marijuana policies.

Emergencies

In case of any emergency on campus, student can call one of the following numbers

NB: If you are unsure who to contact, please consult the security guard on duty for assistance.

Security
Security Manager
SAPS
SAPS Akasia
Ambulance
Fire Emergency Services

061 685 1004
067 275 4647
10111
012 564 0700
10177
012 310 6300/6400

TSHWANE RESIDENCES

There are 11 Residences at our Tshwane campus:

8 are on campus grounds,

2 are across the road on our newly acquired West campus and

1 is located a block away from the main campus grounds.

01 | ANTWERP

Located at the very top of the campus, on the foot of the mountain, this small and intimate residence is nice and quiet.

Room Details

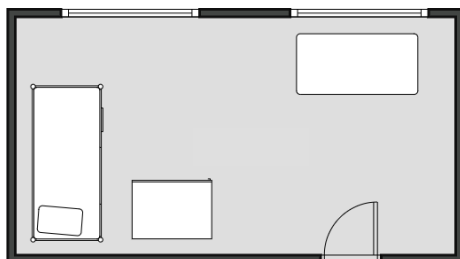


Single Rooms



Shared Bathrooms



5x Rooms Available



02 | BRUSSELS

Another small and intimate residence tucked away on the outer edge of the campus grounds surrounded by gardens.



Room Details

-  Single Rooms
-  Private Bathrooms

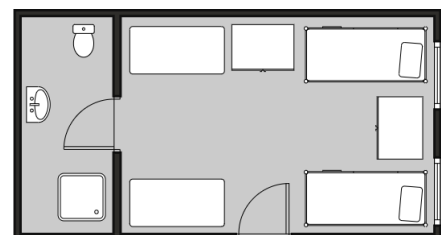
2x Rooms Available



Room Details

-  Double Rooms
-  Private Bathrooms

2x Rooms Available





03 | GENK

Genk is one of our large residences with a total of 31 rooms. The female rooms are located on the top floor and the male rooms are located on the ground floor.

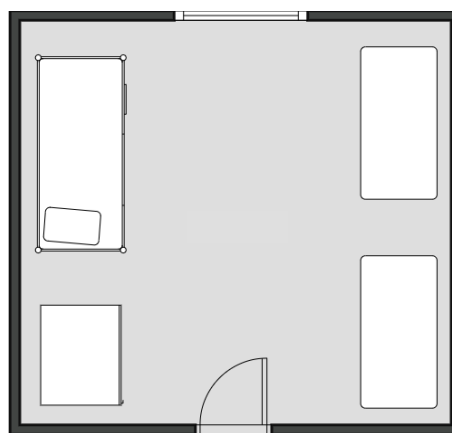
Located in the heart of the campus, right by the tuckshop, this residence is always surrounded by laughter.

Room Details

-  Single Rooms
-  Shared Bathrooms

15x Male Rooms Available

16x Female Rooms Available



04 | HASSELT

The Hasselt residence is made up of single or sharing studios. At the foot of the mountain, this residence is secluded and quiet.

Room Details



Double Studio

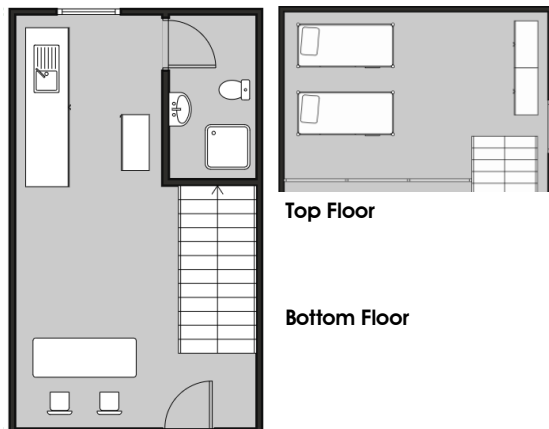


Private Bathroom



Kitchenette

4x Studios Available



Room Details



Single Studio

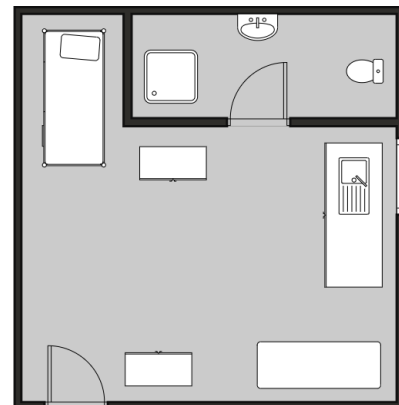


Private Bathroom



Kitchenette

3x Studios Available



05 | LEUVEN

Leuven is our second large residence with a total of 31 rooms. Located in the heart of the campus, right by the basketball court and chess set this residence offers many places to sit outside and engage with fellow students.

Room Details

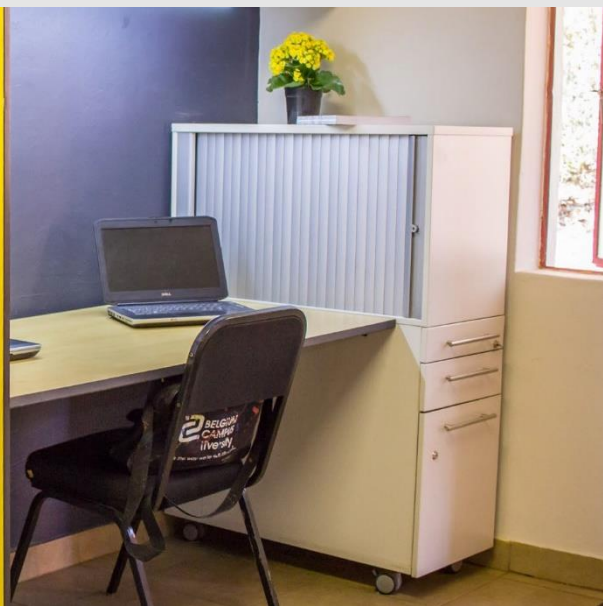
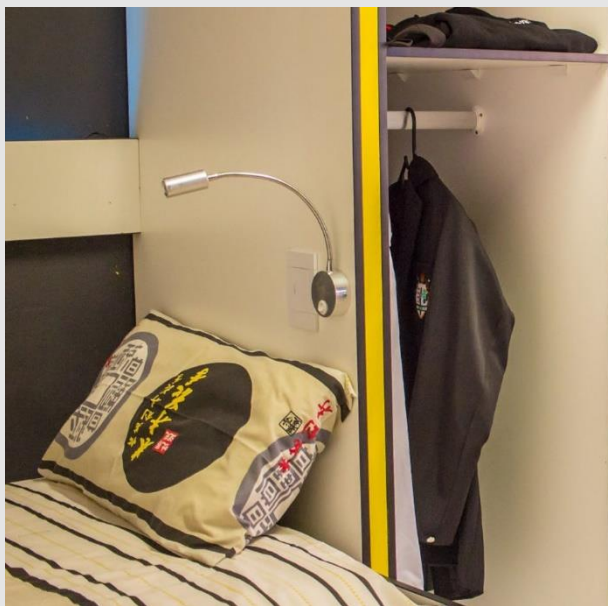
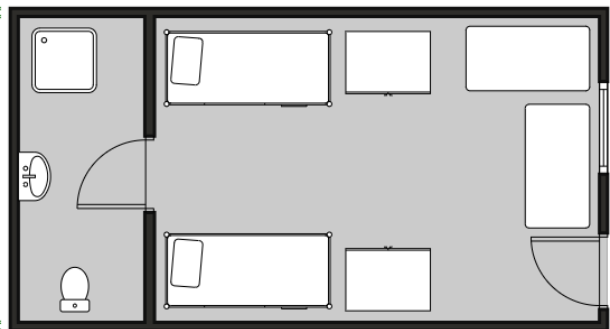


Double Room



Private Bathroom

9x Double Rooms Available





Room Details



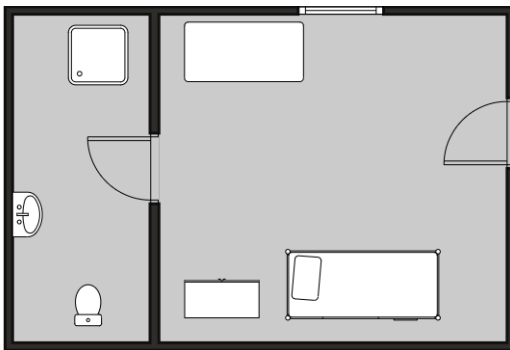
Single Room



Private Bathroom



2x Rooms Available



Room Details

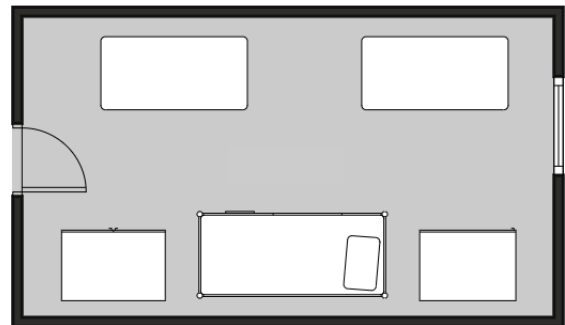


Single Rooms



Shared Bathrooms

10x Single Rooms Available



06 | MECHELEN

Mechelen is situated on the bottom half of the campus.

Room Details

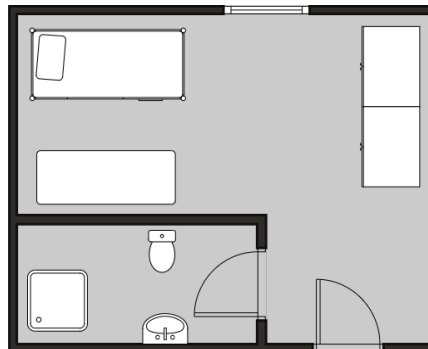


Single Room



Private Bathroom

1x Room Available



Room Details

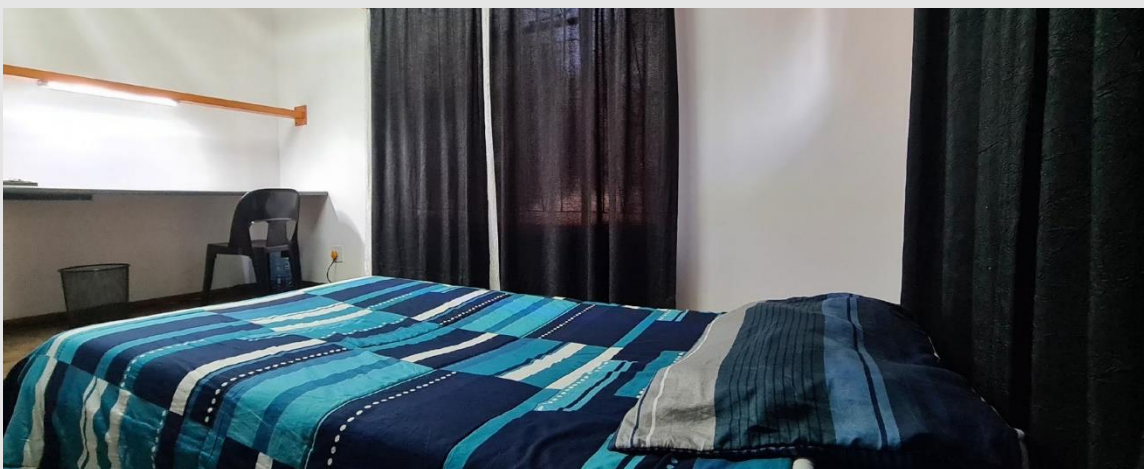
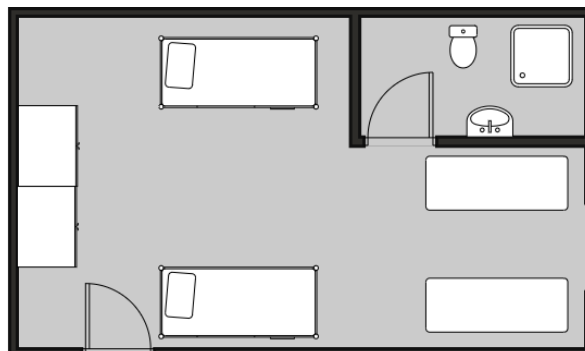


Double Room



Private Bathroom

1x Double Room Available





Room Details

 Double Room

 Shared Bathroom

1x Double Room Available



Room Details

 Single Room



 Shared Bathroom

3x Single Rooms Available

07 | NAMUR



Namur is situated on the bottom half of the campus.

Room Details

-  Single Room
-  Private Bathroom



1x Room Available

Room Details

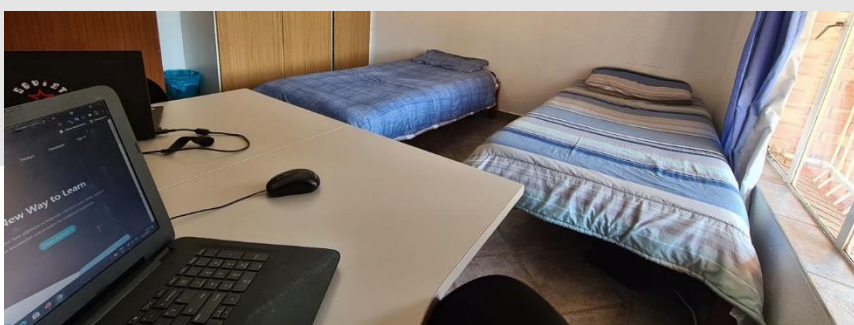
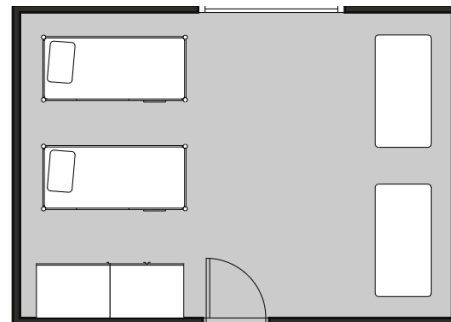
-  Single Room
-  Shared Bathroom

1x Room Available

Room Details

-  Double Room
-  Shared Bathroom

7x Double Rooms Available



08 | TIENEN

Tienen is our smallest residence with 3 double rooms. The residence is located close to the cafeteria at the bottom half of the campus.

This residence has a built in kitchen and lounge area.

Room Details

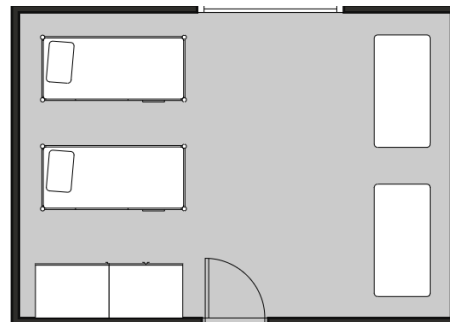


Double Room



Shared Bathroom

3x Double Rooms Available



STUDENT VILLAGE - WEST CAMPUS

NEW TO BELGIUM CAMPUS

Belgium Campus offers a new student village right across the street of the Tshwane campus (West of the campus).

This village has a pool and entertainment area.



01 | HOUSE 1

The first house on our West Campus has double and single studios available. All with private bathrooms and kitchenette.

Room Details



Double Studio



Private Bathroom



Kitchenette

Room Details



Single Studio



Private Bathroom



Kitchenette



02 | HOUSE 2

The second house on the west campus has 14 single studios, each overlooking the lush gardens.

Room 1 - 4 Shares a kitchenette, lounge and dining area

Room 5 - 10 Shares a kitchenette, lounge and dining area

Room 11 - 14 Shares a kitchenette, lounge and dining area

Room Details



Single Studio



Private Bathroom



Shared Lounge & Dining Area



NELSON MANDELA BAY ROOMS

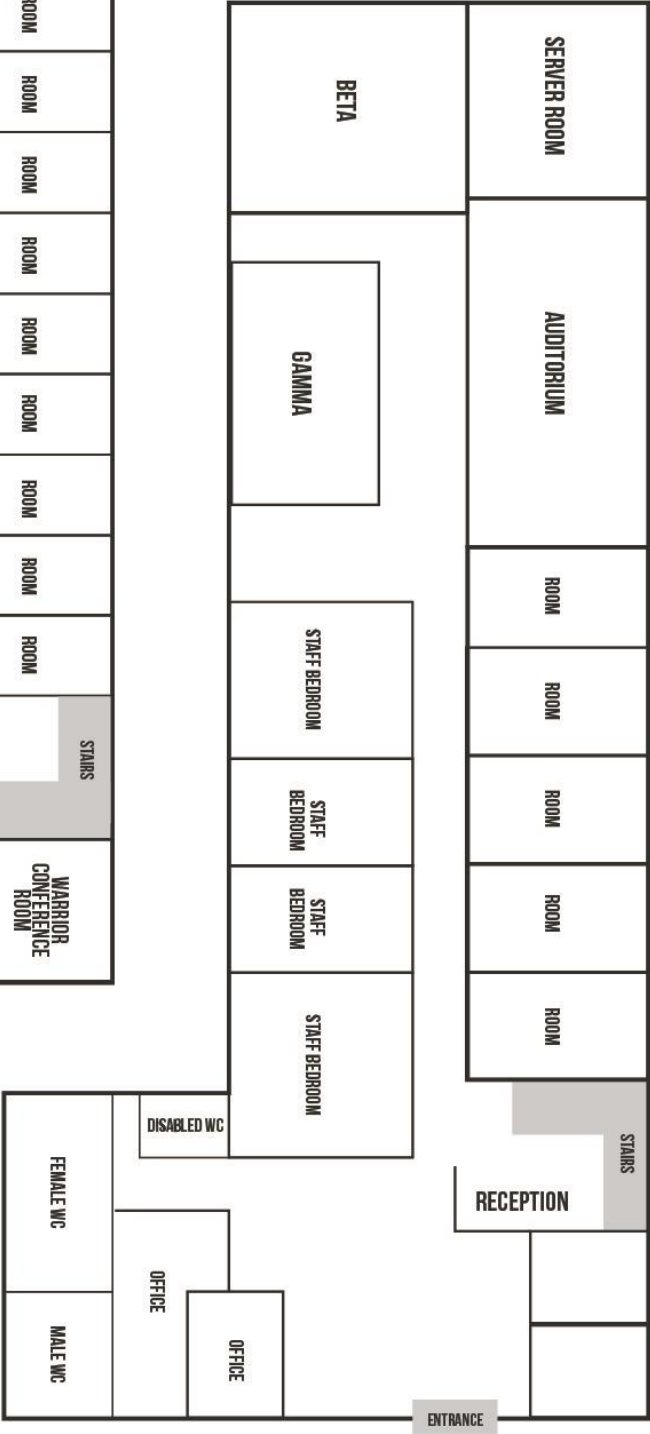
Our Nelson Mandela Bay Campus has 20 Double Rooms in the building, each with their own private bathrooms.





BELGIUM CAMPUS **NELSON MANDELA BAY**

GROUND FLOOR



FIRST FLOOR

