

Residence Information



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IMPORTANT CONTACT INFORMATION

Student Residence			
Mrs Mariana Boucher	Head of Residence	boucher.m@belgiumcampus.ac.za	010 593 5368/ 082 888 0534
Ms. Michelle Besret	Kitchen Manager	kitchen@belgiumcampus.ac.za	010 593 5368
Student Support			
Ms Alisha Narine	Counsellor	narine.a@belgiumcampus.ac.za	010 593 5368
Ms Lethlabile Selamolela	Counsellor	selamolela.l@belgiumcampus.ac.za	010 593 5368

Emergency – Pretoria		
Security		061 685 1004
Mr. Hendrik Kruger	Security Manager	067 275 4647
Maximum Security Services	Security Company	012 565 5775
SAPS		10111
SAPS Akasia		012 564 0700
Ambulance		10177
Fire Emergency Services		012 310 6300/ 012 310 6400

OHS Emergency Response – Pretoria Campus		
Mrs. Melody Mandinyenya	Occupational Health & Safety Officer	010 593 5368
Main Gate		063 976 4566
West Gate		066 061 4672
Sunbird Gate		071 585 7752
North Gate		066 457 670
Tower		079 100 6109

RESIDENCE GENERAL INFORMATION

Fees

Our residence fee structure is for one entire academic year only. The fees cover accommodation 24/7 and three meals per day from Monday to Friday, excluding campus and public holidays.

Please note: All fees are payable in advance. You can pay the full tuition fee at the start of the academic year or choose a payment option plan (only available to RSA citizens). The first option is available at a 10% early interest rate, on the condition that the payer passes an affordability test. Different instalment options (10, 11 or 12 months) are available. Instalments must be paid on or before their due date of such instalment.

Any late payments shall be liable to interest at the rate of 14% per annum on the amount in arrears and payable by the payer in terms hereof. Access to all campus facilities and courses will be denied until such time as the campus has received payment of the arrear instalments plus interest accrued thereon and legal costs, if any.

All notices and all processes may be validly delivered or served upon the payer at the payer's residential address as per the enrolment document, which address the payer hereby chooses as the payer's domicilium citandi et executandi.

A debit order facility is available and is the only option for instalment payments. The Debit Instruction form is part of the credit/instalment application form.

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

The provisions set out above relating to the late payment of tuition fees shall apply mutatis mutandis to the late payment of the residence fees.

Banking Details:

To facilitate payments, it is possible to pay directly into the following Belgium Campus bank account:

Account Name: Belgium Campus
Account No: 62091935993
Bank: First National Bank
Branch: Pretoria North
Branch Code: 251-045
SWIFT: FIRNZAJJ
Reference: Student number (consisting of 6 numbers) followed by "R" for residence fees

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

We have facilities for debit card, credit card, and cash payments. Cash payments are only accepted at the Pretoria campus.

Cash deposits at the bank will result in the charging of a service fee, equal to the fee charged by the bank to the campus for that specific transaction.

All queries relating to campus fees are dealt with by the Finance Department.

Termination of Residence Agreement

If the residence agreement entered between the payee and/ or student and Belgium Campus is cancelled:

- a. after 15 November of the year prior to the academic year for which residence placement has been secured, or during the first semester of the academic year for which placement has been secured, 50% of the residence fee is payable by the payer immediately to Belgium Campus plus 10% of the remaining 50% of the annual fee; or
- b. during the second semester, the balance of the full residence price is payable immediately by the payer to Belgium Campus.
- c. the residence booking fee is non-refundable where cancellation is applicable.

Refunds

A refund of tuition and/or residence fees can only be requested if the student's account shows a credit. This means that tuition fees, as well as all other costs, including but not limited to residence fees, uniform orders, and additional items, where applicable, are taken into account when considering whether the account is in a credit or not. Please refer to our Fees Policy for further information on refunds.

Security

Pretoria: Belgium Campus has contracted a 24-hour on-site and off-site private security company at the main campus and a night guard at the Sunbird residence. 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: House masters are on duty during the day and on call during the night. They have panic buttons to alert the security company contracted by Belgium Campus should an incident occur.

Parking

Students can use the student parking across the street from the Pretoria campus. Only visitors' cars are allowed onto the main campus. There is no student parking on the main campus.

Kempton Park: Limited parking is available on the campus grounds.

Cafeteria

The Pretoria campus has a cafeteria that serves breakfast, lunch, and dinner during the week. The cafeteria is closed on weekends, campus holidays, and public holidays.

A weekend kitchen is available for students to prepare meals. This facility is open on weekends, campus holidays, and public holidays. The tuck shop also allows students to order meals over weekends.

Our catering staff ensures each resident student receives a balanced meal while attempting to appeal to students' preferences. A balanced diet contains a variety of foods, including fruits, vegetables, starch (such as bread, pasta, and rice), protein-rich foods (such as meat, fish, eggs, and lentils), and some dairy foods. The portions are set based on what is considered healthy by the professionals. Consultations with a dietician occur regularly.

The cost of the food served at the restaurant is included in the accommodation price. Students, including day students, can order their meals at the restaurant and pay for them via the BC payment app.

Breakfast | 07:00-08:00

Breakfast is served to all students in the form of cereal, porridge, or oats with milk, bread/toast with preserves, and a cup of coffee or tea. Breakfast can also include eggs, bacon, sausages, beans in tomato sauce, cheese, ham, French toast, etc., depending on the menu for the day.

Lunch | 12:00-13:00

For lunch, we serve light meals, which can consist of pasta, a sandwich, or a pub lunch. Sides vary depending on the menu of the day.

Dinner | 17:00-18:00

Dinner is the main meal of the day. It includes protein-rich food, such as chicken, mutton, beef, steak, or sausage. These are accompanied by vegetables and starch such as potatoes, rice, pasta, bread, or pap.

Independent Behaviour

Being independent does not mean being isolated. It means having the confidence to take initiative and seek advice when needed. Belgium Campus is committed to helping and assisting you. The institution provides excellent student services, including support from the Student Representative Council (SRC).

Belgium Campus is committed to maintaining good relations with community residents and relies on you to ensure that the effort of past students to integrate with the community continues. To maintain this relationship, students must keep noise levels down and respect the rules of the road. We want the people around us to be proud of your achievements, so please endeavour to be a good citizen and a considerate neighbour.

Please note: The Code of Conduct and all Academic Policies also apply to resident students.

Occupying Your Room

Resident students can collect their room keys during office hours only (Monday to Friday from 08:00 to 17:00). Keys will not be issued on weekends or after hours.

Please note: It is prohibited to change to another room without prior written notice and approval from your parents/sponsor and the campus administration.

Rooms are checked regularly to ensure campus property is not missing or damaged. Should this be the case, immediate payment for this loss/damage must be made in accordance with the Fees Policy Booklet.

If a resident student wants to change their room at any time during the year, an admin fee of R500 is applicable.

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(s).
- Duvet and linen.
- Towels and toiletries.
- Utensils for weekend cooking (2 small pots, a plate, knife, fork, and cup).

Please note: Cooking inside rooms is strictly prohibited.

- Warm clothes for winter. It can get quite cold in the Pretoria area.
- You can also bring a small lamp, a laptop, cushions, posters, or anything small that will make you feel at home. Electrical equipment exceeding 300W is not allowed in the rooms.

What not to bring:

- Extra furniture.
- Pets of any kind.
- Electrical appliances such as heaters, kettles, air-conditioning devices, cooking devices, fridges, and computers (only a laptop is allowed).

Please note: These items will exceed the power usage the institution can provide and will cause the power for the whole unit to fail. Students not adhering to this rule will be issued written warnings, as their behaviour might affect the larger campus community.

Resident students are required to clear their rooms of all possessions and return their keys at the end of the academic year, even if they have booked the same room for the following academic year. Students who do not return their keys at the end of the year will be charged a penalty.

Housekeeping

Students must make their beds and keep their rooms, common areas, and facilities neat! The campus has a legal requirement to service all the bathrooms regularly (including those in the rooms). Residence rooms at the Pretoria Campus are cleaned by the cleaning staff once a week. Cleaning days are communicated via a notice board in each residence.

Residences are fumigated quarterly by a contracted service provider. Students are notified when fumigation will take place and must stay out of their rooms for a minimum of 7 hours on these days.

Students must keep their valuables locked away, particularly when service providers are scheduled to visit. Campus management will not take responsibility for the loss or damage of personal items.

Maintenance

Please report any damage via the maintenance tool immediately!
<https://www.belgiumcampus.ac.za/maintenance/report/>

Damage caused by a student's violence/abuse/neglect of property will be charged to their account. The communal showers on campus are well maintained, but the cleaning staff members need your cooperation to keep them this way. Please do not use the showers as a laundry facility!

Laundry

Belgium Campus iTversity offers free laundry services for all resident students. For students on the Main/South and North Campus, these services are available at the laundry facility located behind the Mechelen residence. On the West Campus, the laundry facility is inside the Brugge residence. For the Dinant and Oostende residences, laundry services are located inside the Dinant residence. For Liege and Sunbird residences, the laundry facility is situated at the Liege residence. These facilities offer both washing and ironing facilities.

Please note: Washing or ironing of any clothes is strictly prohibited in all residences. Students who hang wet clothes on furniture, walls, or outside fences will face disciplinary action. Irons are prohibited from all residence rooms and will be confiscated if found.

Laundry Services Rules:

To ensure the effective provision of this service, we ask that all students adhere to the following rules:

- a. This service is STRICTLY for the clothing worn by our students during their stay on Campus. Students are not permitted to use this service for anyone else's laundry.
- b. **Laundry schedule**
Drop off time:
07:00 – 08:00 (Monday to Friday)

Pick up time(s):
15:45 – 16:45 (Monday to Thursday)
14:00 – 15:00 (Fridays)
- c. Laundry is done according to the weekly schedule communicated to students, which is frequently updated to ensure that each student's laundry is completed at least once a week. However, underwear, socks, blankets, comforters, and pillows are not included in this service.
- d. Only clothing that is properly labelled will be accepted at the laundry facility.
- e. All students are required to sign a register when dropping off their clothes and will receive a ticket, which must be presented on collection.

RULES AND REGULATIONS

The following rules and regulations apply to resident students. Failure to follow these rules will result in disciplinary action.

Conduct

- Students must treat each other and all Belgium Campus iTversity staff and visitors with respect.
- Students are responsible for cleaning up after themselves. This includes leaving the bathrooms neat and clean after use.

Dress Code

- Students must always dress neatly and appropriately, including in the evening and on weekends.

Damage to Property

- Any damage to Belgium Campus iTversity property caused by a student will be charged to the student's account.

Smoking

- Students are allowed to smoke cigarettes and vapes only.
- Smoking is only allowed in the designated campus and residence smoking areas.
- Please refer to the Smoking and Marijuana Policies in the Academic Policy Handbook.

Alcohol, Drugs, and Firearms

- Belgium Campus iTversity is an alcohol, drug, firearm, and hookah-free institution. Students must respect this at all times.
- When off campus, students must not use drugs or alcohol in a way that affects their performance and safety or the performance and safety of other students or in a way that negatively impacts the reputation or operations of Belgium Campus iTversity.

Noise Rules

- Students are not permitted to make noise outside of their residence rooms.
- Students may make noise in their rooms but must not disrupt or disturb their neighbors.
- No noise is permitted from 22:00 onwards.

Residence Hours

Curfew

- Sunday to Thursday – 22:00.
- Friday to Saturday – 00:00.

Visiting Hours

- Sunday to Thursday – 10:00 to 20:00.
- Friday to Saturday – all visitors must be off campus by 20:00.
- Resident students are not allowed in other students' rooms after 22:00
- Sleepovers in residence are strictly prohibited. Resident students must not sleep in any other room than the one allocated to them.

Visitors

Visitors are not allowed on campus between 18:00 and 07:00 unless they have received prior approval (parents are exempt from this rule). No visitors are allowed to sleep on campus. Day students must leave the campus grounds by 22:00.

Right of admission to the campus is reserved. All visitors, including parents, must sign in at the campus entrance. All visitors must fill in their name, ID number, cell phone number, and reason for visiting on arrival. They will then receive a visitor's card, which they must carry throughout their visit and return when leaving the premises. People who visit campus from Monday to Friday must report to reception, and people who visit on Saturday or Sunday must report to the security gate.

More Information

Visit the Important Documentation section on the Belgium Campus iTversity website and read our Academic Policy Handbook.