

Dear applicant,

Thank you for choosing **Study & Stay Living** – study smart, live well. This is the 2026 application form.

GUIDE TO COMPLETE YOUR APPLICATION

Herewith attached please find the residence application form. The application closing dates are final and your application form must be accompanied with a R750.00 non-refundable administration fee. Proof of payment must be submitted together with the application form. No applications will be considered without the proof of payment, which must be sent to studyandstayliving@outlook.com. Please use the student's name and surname as reference when making payment.

The residence fee / breakage deposit of R1 250.00 is payable once you receive confirmation of acceptance to the residence, by no later than 15 December. Late application deposits are payable by no later than 31 January. When applying, please indicate which room type you would like as your first, second and third choice. While we will attempt to offer you your preferred choice of room, as rooms are limited, we cannot guarantee this.

POST APPLICATION PROCESS

Once we receive your application and supporting documentation, we will complete our internal administration process. We will notify you of the outcome of this within two weeks of receiving the application. Should we accept your application we will ask you to pay a residence fee / breakage deposit of R1 250.00. This must be paid within 24 hours to ensure that your place is confirmed.

While we will confirm the type of room we can make available to you once we accept your application, we will only allocate physical rooms in early December.

APPLICATION DATES

Existing students will be given priority if they choose to extend their stay to the following year. Applications for current students open on 1 September. Applications for new residents open on 1 November. Existing students who have not applied by 30 November will not be guaranteed a place in the residence and will be assisted according to availability.

DISCOUNTS

Discount: 5% discount is offered if you pay the full annual residence fee by 31 January and 2% if you pay the full residence fee by 28 February.

BANK DETAILS

Account holder: CB Orion Enterprises t/a Study and Stay Living

Account no: 62832529426

Bank: First National Bank

Branch Code: 210114

Email proof of payment to: studyandstayliving@outlook.com

CANCELLATIONS

Please note: Should you cancel the residence application after 10 January, you will forfeit the deposit of R1 250.00. Cancellations received after 15 January will be held liable for the full year's residence fee.

The student should include the following documents
Fully completed and signed Residence Application Form
Copy of your Identity Document
R 750.00 non-refundable administration fee
Should you wish to pay the residence in monthly instalments, the principal payer and co-payer(s) documents must be attached.
Copy of the principal payer and co-payer(s) Identity Document(s)
Latest Salary slip(s) - (if individual person(s) are the account payers) or the latest Financial Statements (if company is the account payer)
Proof of bursary application and/or approval thereof
Should you wish to pay the annual residence fee in full, the parent/guardian/responsible person signing the documents should include the following:
Copy of the responsible person's Identity Document(s)

Do not hesitate to contact us, should you require assistance with your application.

Regards

Candice Mahuza
Residence Manager

APPLICATION/REGISTRATION

SECTION1: PERSONAL DETAILS OF APPLICANT

Name & Surname									
Student Number									
ID Number (copy must be attached)									
Date of birth and age									
Race and gender									
Cell phone number									
Home Address (Proof must be attached)									
Institution									
Study Course									
Year of study		2 nd Year		3rd Year		4th Year		Postgrad	
Funder		Private		NSFAS		Other			
Name of Bursary (Other)									
Room Reserve date									
Residence Name		House Orion		Stander House		Victor Smith Res			
Room type		Single Std		Single en-suite		Sharing Std		Sharing en-suite	

SECTION 2 a: PERSONAL DETAILS OF PRINCIPAL PAYER OF ACCOUNT / SPONSOR (Individual)

Title	Mr		Mrs		Other		
Full Names & Surname							
ID Number (copy must be attached)							
Race / Gender / Nationality							
Language							
Cell phone number							
Home Address (Proof must be attached)							
Email address							
Marital Status							
Employment Status							
Employer Name/Address							

**If married in Community of Property, complete spouse details. *Co-payer must also complete.*

**If company/bursar is the principal payer, the parent/guardian must fill in Section 2b as part of the indemnity.*

SECTION 2 b: IF COMPANY OR BURSAR IS THE PRINCIPAL PAYER

Registered Name		Registration No.	
Contact Person		Position Held	
Business Telephone No.		Cell No. of Contact	
Email Address			
Physical Address		Postal Code	
Postal Address		Postal Code	

SECTION 3: SELECT RESIDENCE

Stander House	
Situating in the peaceful Bergsig area , it offers comfortable student accommodation for 10 students in standard sharing rooms . The residence provides a welcoming environment ideal for focused study and a balanced student lifestyle.	
House Orion	
Is situated in the quiet Ballotsview area , provides accommodation for 9 students in a comfortable and secure environment. The residence features 5 standard single rooms and 2 en-suite bedrooms , offering a balance of privacy and convenience for students seeking a focused and homely living experience.	
Victor Smith Res	
The Residence, situated in the Rooirivierif area , offers accommodation for 19 students in a modern and comfortable setting. The residence features 3 standard single rooms , 2 single en-suite bedrooms , 7 en-suite sharing bedrooms , and 2 bachelor units , providing a range of living options to suit different student needs and preferences.	

SECTION 4: SELECT ROOM

Single Std		Single en-suite		Sharing Std		Sharing en-suite	
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SECTION 5: FEES

2026 Residence Fees	Single Std		Single en-suite		Sharing Std		Sharing en-suite	
	R 4800 pm		R 4950 pm		R 4000 pm		R 4200 pm	

SECTION 6: PAYMENT METHOD

Please select your preferred payment method by ticking the relevant box.

6.1. Full Payment before 31 January (receive 5% discount)	
6.2. Full Payment before 28 February (receive 2% discount)	
6.3. 10 Instalments (1 st Instalment 1 February / 10 th Instalment 1 November)	

SECTION 7: TERMS AND CONDITIONS / DECLARATION

7.1 DURATION OF REGISTRATION CONTRACT
The residence application form is a binding contract, concluded between Study & Stay Living and the Student / Principal Payer / Co-Payer hereafter ("the student"), applies to the 2026 year only. The student registers each year and pays an annual administration fee. IMPORTANT NOTICE: Should you cancel the residence application after 10 January, you will forfeit the non-refundable administration fee of R 750.00 as well as the confirmation / breakage deposit of R 1250.00. If the cancellation is received after 15 January, the student will be held liable for the full year's residence fee.
7.2 APPLICATION DATE AND FEE PAYABLE (NON-REFUNDABLE)
First year students must ensure the application form reaches us on/before 30 November and existing students who wish to renew their accommodation by 30 September. The non-refundable administration fee of R 750.00 is payable when submitting this form. We cannot guarantee the student's request for accommodation if the student registers late or fails to pay the non-refundable registration fee.

7.3 CONFIRMATION / BREAKAGE DEPOSIT (REFUNDABLE)

All applicants are required to pay a residence confirmation / breakage deposit of R 1250.00 on confirmation of provisional acceptance in the residence by no later than 30 November. The confirmation / breakage deposit is refundable.

7.4 RESIDENCE FEES

The residence fees (Section 4) in this contract are fixed for the year. The Residence Owners (Study & Stay Living) reserve the right to make changes to these fees in the case where municipal rates and taxes; water and electricity bills increase.

7.5 EARLY PAYMENT DISCOUNT

Discount as per fees list applies (Section 6 of this contract). No variation of the full payment date will take place.

7.6 REDUCTION IN FEES / ADDITIONAL FEES

The student shall not be entitled to any reduction of fees whatsoever. In the event where experiential learning/work-integrated learning takes place at a different location, no reduction in fees will be given. If a student decides to reside in the residence during any academic/campus holiday for experiential or work-integrated learning purposes, a fee of R 100.00 per day is payable in advance.

7.7 NON-PAYMENT IN FEES – BARRING FROM RESIDENCE

The undersigned parties accept that should payments according to this contract not be made for a period of two consecutive months, the student will be barred from living at the residence until fees are paid up to date. Late interest will be charged. We reserve the right to bar students more than once in an academic year from the residence due to no or insufficient payment received. No reduction of fees will take place during this period.

7.8 RIGHTS TO CANCEL / TERMINATE THIS CONTRACT:

7.8.1 Cooling off period

The student is granted a 7-day cooling-off period, from the date of application recorded on the student residence application and registration contract to cancel his/her registration. The undersigned parties accept that the cooling off period is only valid until 15 January. Once the Student registers after 15 January, the student cannot cancel his/her residence registration, and the principal payer/co-principal payer will be held liable for the full annual fee.

7.8.2 Cancellation of Registration after 10 January

The undersigned parties agree and accept that the administration fee of R 750.00 is non-refundable and that a R 1250.00 confirmation / breakage deposit is payable by 15 December. The undersigned parties also agree that should a student/co-payer(s) cancel this contract after 10 January the non-refundable administration fee of R 750.00 as well as the R 1250.00 deposit will be forfeited.

7.8.3 Cancellation after 15 January

The undersigned parties accept that they will be kept liable for the full annual residence fee should the student cancel his/her registration after 15 January. This means that even if no monies were paid over to Study & Stay Living, and the student did not cancel on time and in writing, the undersigned parties will be kept liable for the full annual residence fees. The undersigned parties also accept that if the student decides not to reside at the residence for a part of the year only, that they will be kept liable for the full annual residence fees.

7.8.4 Cancellation in Writing

A cancellation will only be accepted if submitted in writing. The undersigned parties are herewith notified that no verbal agreement with any employee is enforced unless the student has cancelled in writing and acceptance in writing has been given. An e-mail may be sent to studyandstayliving@outlook.com marked for the attention of Candice Mahuza.

7.8.5 Early Exit from the Residence or Absconding after student commenced residing at the residence

The undersigned parties agree that the student and payer(s) will be held liable for the full annual residence fee in the event of the student choosing to not reside in the residence for the entire academic year, but only part thereof. It is agreed by the parties that this clause will only be waived in the case of the student passing away.

7.8.6 Suitable Premises The student/parents/payer(s) may view the residence premises on official open days. Only public areas will be viewed. The Residence premises are situated at 7 Stander Street, Bergsig / 25 Orion Street, Ballotsview / 19 Victor Smith cres, Rooirivier. It is the responsibility of the student/parents/principal payer(s) to make sure that they are satisfied with the residence facilities and

location thereof. By not visiting the residence premises before the contract is signed, is not a sufficient reason to waive any of these cancellation clauses whatsoever.

7.9 INTEREST

No annual interest is included in the residence monthly instalments. If instalments are not paid on due date, interest in terms of the Prescribed Rate of Interest Act will be applicable (currently 18 % p.a.) Late payments of bank loans to Study and Stay Living are not an excuse/defence against interest charged. When applying for a student loan it is the Student's/Principal payer's responsibility to apply for financial assistance well in advance to avoid interest charged to the account.

7.10 METHOD OF PAYMENT & CASH DEPOSIT FEES

Fees must be paid via EFT. No cash over the counter at the bank or the financial department of Study & Stay Living will be accepted due to large cash deposit fees. Cash deposit fees will be charged at FNB's cash handling fee.

7.11 EXTRAORDINARY EVENT

In the case of any circumstance or an extraordinary event beyond the Residence Premises owners' control, such as war, strike, riot, crime, health pandemic, or act of God (e.g. flood, earthquake, etc.) Study and Stay Living shall be entitled to temporarily close the residence affected thereby. In this event the student shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction on fees payable or any compensation from Study and Stay Living. The student, where possible, will be transferred to another building or the damages will be repaired in the current building(s) to continue with residing at the residence. In the event of Study and Stay Living deciding not to continue with the residence operations (herein referred to as providing accommodation for students), due to lack of hostel registrations for the academic year and/or in the event of deciding to sell the property, students/parents/principal payers will be informed before taking such a decision. All monies paid in advance towards the year's hostel residence fee will be refunded. It will be the sole responsibility of the student/guardian/parents/principal payers to seek alternative accommodation at their own cost.

7.12 INDEMNITY

IMPORTANT NOTICE:

7.12.1 The Student hereby acknowledges that he/she may be exposed to risks while being a resident of and using the accommodation facility. This includes, but is not limited to, participating in activities such as the orientation programme and social or leisure events such as "braais", sustaining injury by accident, and unexpected events such as an outbreak of fire, or any other abnormal occurrence, including a health pandemic, despite measures implemented and ensuring a reasonable standard of protection.

7.12.2 also acknowledges that he/she must take personal responsibility for, and voluntarily accept, any risks associated with activities within the boundaries of the residence, and associated student behaviour.

7.12.3 waive all claims against Study and Stay Living, Study and Stay Living Management and Directors referred to as the managing agents, employees employed at the residence and the hostel council for any harm, damages or loss suffered while I am, or as the result of being a resident in the hostel, resulting in personal harm (psychological, emotional), illness or death, or to any other person. Such consequences include loss, destruction of or damage to personal property, or any other person, regardless of how the harm, damage or loss is caused, but is not limited to, the negligence of Study and Stay Living, its managing agents, or any employee or representative.

7.12.4 furthermore declare that he/she will not hold Study and Stay Living, the managing agents, employees, or hostel council responsible and liable for any harm, injury or loss related to or caused by using transport arranged by Study and Stay Living or requested by him/her for travelling to and from venues, including but not limited to campus, the airport, and a medical practitioner or hospital.

7.12.5 The Student is responsible to announce any health and safety risk to the Hostel Representative Council and/or Superintendent. In the case where the student finds that his/her request are not attended to, to timeously announce in writing the health and safety risk to Mrs Candice Mahuza at studyandstayliving@outlook.com.

7.13 DECLARATION

IMPORTANT NOTICE

The student and undersigned payer(s) understand, accept, and agree:

7.13.1 that Study and Stay Living has the right to summarily terminate the student's stay at the residence should the undersigned breach any aforesaid undertakings or by reason of disciplinary actions taken. The student understand that he/she will be kept liable for the full annual residence fee event if the student has been expelled.

7.13.2 that the student further gives permission to Study and Stay Living officials to do the necessary credit checks for credit arrangements.

7.13.3 that the student also declares that the information in this application registration contract is complete and correct.

7.13.4 that the student undertakes to comply with all the rules and regulations, including the disciplinary rules and any amendments thereof as published from time to time and to acquaint the undersigned with all the provisions thereof.

7.13.5 The student, sponsor/account payer(s) declares by signing below that they have studied the tuition fees and accept these fees, the terms and conditions thereof.

7.13.6 The student, sponsor/payer(s) declare that they have studied the fees and accept these fees.

7.14 SURETY AND CO-PRINCIPAL DEBTORS

7.14.1 the Student and account payer(s) bind themselves, jointly and severally, as co-sureties and co-principal debtors for the payment of all fees and other charges due by them in terms of this contract.

7.14.2 the management of Study and Stay Living will be entitled to institute any legal proceedings which may arise out of or in connection with this contract in any Magistrates Court having competent jurisdiction in respect of the surety's person, notwithstanding the fact that the claim or value of the matter in dispute might exceed the jurisdiction of such Magistrates Court in respect of the cause of action.

SECTION 8: ACCEPTANCE

Name, Surname and Signature of Applicant (Student)	Name _____ Signature _____	Place /City		Date	
Name, Surname and Signature of Principal Payer	Name _____ Signature _____	Place /City		Date	
Name, Surname and Signature of Co- Payer/Spouse	Name _____ Signature _____	Place /City		Date	
Name, Surname and Signature of responsible person on behalf of Company/Trust Name	Name _____ Signature _____	Place /City		Date	