



HUIS BALAUR LADIES RESIDENCE

APPLICATION FOR ACCOMMODATION					
SURNAME		INITIALS		STUDENT NUMBER	
CELL NUMBER		HOME NUMBER			
DATE OF APPLICATION		APPLICANT AGE		ID NUMBER	

PARENT/GUARDIAN DETAIL					
NAME AND SURNAME		RELATIONSHIP TO STUDENT			
CELL NUMBER		TELEPHONE (HOME)			
ADDRESS		MEDICAL INFORMATION			
		MEDICAL (MARK WITH X)	YES	NO	
		NAME OF SCHEME			
		NAME OF MAIN MEMBER			
		SCHEME NUMBER OF MAIN MEMBER			

PERIOD OF STAY (ACADEMIC BLOCK) - MARK WITH X					
FULL YEAR	SEMESTER 1	SEMESTER 2	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
R24000	R12000	R12000	R8000	R8000	R8000

NORTHLINK TRANSPORT REQUIRED FROM TYGERBERG CAMPUS TO (MARK WITH X)					
BELHAR	BELLVILLE	GOODWOOD	PAROW	PROTEA	SEMESTER R
					TRIMESTER R

FEE STRUCTURE	
ACCOMMODATION (YEAR/SEMESTER/TRIMESTER)	R
PLUS TRANSPORT (SEMESTER OR TRIMESTER)	R
TOTAL FEES PAYABLE	R
LESS DEPOSIT (R3500)	R
BALANCE OF FEES PAYABLE AS PER PAYMENT AGREEMENT	R

DATE OF ARRIVAL		DATE OF DEPARTURE	
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CAMPUS WHERE YOU WILL ATTEND CLASSES	
COURSE TO BE FOLLOWED	

SIGNATURE STUDENT	SIGNATURE GUARDIAN	SIGNATURE SUPERINTENDENT

SUBMISSION OF APPLICATION		
Huis Balaur Tygerberg Campus Private Bag X2 Panorama, 7506	Fax: (021) 970 9061 E-Mail: pdewaal@northlink.co.za	Contact person: PJ de Waal Tel: (021) 558 5190 (h) (021) 970 9050 (w)

ADMINISTRATIVE USE					
STUDENT ACCOUNT DEBITED WITH TOTAL FEES	YES	NO	TRANSPORT CARD ISSUED	YES	NO
LUNCH REQUIRED AT OTHER CAMPUSSES	YES	NO	FINANCIAL AGREEMENT	YES	NO
SIGNATURE			DATE		

NORTHLINK COLLEGE

HUIS BALAUR (Ladies Residence)



IMPORTANT INFORMATION

1. WHAT, WHEN, WHERE AND HOW?

All students must complete the attached application form for the Ladies' Residence for 2012 and fax or e-mail the completed form to:

Fax: (021) 970 9061 attention P de Waal

E-mail: pdewaal@northlink.co.za

All students will be put on a waiting list for the hostel and will be notified by e-mail or fax if accepted for the hostel. A deposit of R3 500 is payable before 30 November 2011 to secure your space in the hostel for 2012.

The hostel fee is R24 000 for the year (or R12 000 for a semester or R8 000 per trimester). This includes the deposit of R3 500.

If you study at any of our other

See the attached payment schedule for payment options.

The annual hostel fee is calculated for a period of \pm 10 months, which means that you have to **vacate your room during each college closure period**. These periods are normally more or less the same as the school holidays in the RSA for year or semester students: during March/April, June/July, September/October and December/January. A college timetable for 2012 will be provided to you at the beginning of 2012. No student will be allowed to stay in the hostel during these closure periods. Students who must do practical work during the official college holidays, as part of their course, must please make other arrangements for accommodation during these periods.

Hostel students can register from Wednesday, 11 January 2012 until Wednesday, 18 January 2012. The classes commence on Thursday, 19 January 2012. You can move into the hostel immediately after you have paid the necessary hostel fees as per attached Hostel Fees Structure.

The First Year Camp will probably be from Friday 20 January to Sunday 22 January 2012. We are still waiting for the final date. It is strongly recommended that you attend this camp as it will assist you in getting to know what the College offers and helps you to get to know your fellow students. You will also meet your SRC representatives from the different campuses and will be introduced to the Student Support Services offered at each campus. Your baggage will be safely locked in your room while you attend the camp.

If you are interested to attend the First Year's Camp, contact Ds Alwyn Carstens at (021) 558 0448 for more information. Camp application and information forms will be sent to you by mail. Only limited space is available, so remember: "the early bird catches the worm".

There will be no initiation activities but we have organised a whole lot of fun for you to ensure that you get to know one another, learn the hostel rules, hostel systems and the hostel way of doing things.

We therefore ask all first year students to stay in the hostel during the first weekend of the first term as we have organised an enjoyable event for you.

In case of an emergency you or your parents can phone me at the following numbers:

Hostel Superintendent: P.J. de Waal

Home: (021) 558 5190 after 17:00

Work: (021) 970 9050

Cell: 084 9111 643

Fax: (021) 970 9061

2. WHAT MUST I BRING WITH?

- # 2 bolt locks for your cupboard
- # Coffee mug
- # Bed lamp/Study lamp
- # Eveningwear – Election of Miss First Year
- # Swimsuit
- # Bedding (*sheets, cushion, duvet, teddy bear etc.*)
- # Towels
- # Hangers – Remember to bring but, in case of emergency, the street vendors will assist you.
- # Sport gear – For the sports fanatics, we have tennis courts, netball courts, a hockey field and swimming pool.
- # Medical background – remember to bring your medical aid card along for emergency – our doctors are Dr. Louise Boshoff or Aneke Cilliers at (021) 930 2191.
- # Additional toothpaste (traditionally we give this to a children's home).

3. IMPORTANT MESSAGE

BullFROG (Be Fully Reliant on God)

Every person has a need to communicate with the living God! We were created this way. BULLFROG is a Christian organisation that will help you to fulfill this need. This is done through weekly "Praise and Worship" evenings, regular camps and outings as well as Sunday evening church services.

Contact person: Ds. Alwyn Carstens

Tel no: (021) 558 0448

4. WHAT DOES HUIS BALAUR OFFER AS A HOME?

A place is what you make of it. We offer you a room and a bed and, to add a bit of colour to

it, a few House Committee members to lead you on the right path. The biggest bonus of all will be your roommate with whom you will probably spend a lot of time. Choose your roommate with care, grasp the opportunity and make the most of it.

Some of the more material things on offer:

BUILT- IN "URNS"

Convenient if you want to make a cup of coffee after hours for your guests.

Please note: NO kettles, bar-heaters or microwave ovens are allowed in the rooms. You will **not be allowed** to prepare meals in your room.

WASHING ROOMS:

Washing machines (coin operated) and tumble dryers (free) are available for hostel dwellers' usage. Ironing boards are available but you must bring your own iron.

DSTV:

There are 2 TV's in the hostel: one offering the full range of DSTV channels and one which receives channels 1-3 and e-TV.

INTERNET:

The hostel has an Internet Room with 8 computers for the use of hostel students. These computers are for those who must do research on the internet for their assignments. You can purchase vouchers at the General Office of Tygerberg campus in R10 (100 Mb), R20 (200 Mb) or R50 (500 Mb) units. This works out to about 10c per Kb, and is really a good offer!

5. PROCEDURE: HOSTEL ADMITTANCE - 2012

1. An course application form will be issued by the College Administrative Department to students. This must be completed, applying for the course you want to study. Your application will be assessed by the relevant HOD at the college. If your application is successful, you automatically qualify to stay in the residences. The college will inform the Hostel Superintendent of your successful application.
2. The Hostel Superintendent will forward the hostel information and a hostel application form to you. Please take note that a deposit of R3 500 is payable before 30 November 2011 to secure your space in the hostel for 2012. After this date it will be a first pay, first accommodated, principle we apply. Once the R3 500 is received (fax a copy of receipt or direct deposit slip to (021) 970 9061 please), you will be notified that your room is booked and confirmed.
3. Current students who want to book a specific room for the next year have until 30 November 2010 to pay their deposits for the next year, after which the remaining rooms will be allocated to new first years.
4. A House Fee of R300 per annum is payable (this can be paid in two instalments of R150 per semester), at the hostel at the beginning of the year. This fund will enable us to arrange various events and functions for you during the year. A receipt for this amount will be issued to each student.
5. Refund of hostel fees will be according to the Refund Policy of the College.
6. It is important to note that a student is liable for **the full hostel fees for the year even if they leave the hostel before the time.** The only exception of this rule is the Hotel and Restaurant students as well as N6 students who only enrol for 6 months (a semester).

has expired. Students who did sign the weekend meal register but for some reason cannot attend the meals, must give notice in advance to the Senior Hostel Matron or the Superintendent.

6.4 TELEPHONE AND FRONT DOOR DUTY

Telephone and front door duty will be handled by first year students (in shifts) from 18:00 to 24:00.

6.5 STUDY AND QUIET TIMES

Silence will be strictly observed from Mondays to Thursdays between 21:00 and 06:30 to enable students to study. During examination periods (which will be announced) 24 hour silence must be adhered to.

6.6 DRESS

Proper dress code is expected from students entering the dining room. No bare feet or slippers will be allowed in the dining room.

6.7 LAUNDRY

Laundries fitted with automatic washing machines (R5 coin operated), tumble dryers (free of charge) and ironing-boards (bring own iron) are at students' disposal until 23:00 daily. Students must ensure that there is someone present at all times during the washing or drying process. The College accepts no responsibility for missing clothes. No laundry may be done or put up to dry in the bedrooms.

6.8 TELEVISION, M-NET AND DSTV

This is available in the TV room and dining room for recreational purposes. It should be used discreetly and should under no circumstances cause any disturbance.

6.9 KITCHEN

- 6.9.1 No personnel (kitchen personnel included), students or visitors may eat in the kitchen.
- 6.9.2 No raw or cooked food may be removed from the kitchen without the written permission of the Senior Hostel Matron or Superintendent.
- 6.9.3 No person other than hostel personnel may enter the kitchen without the permission of the Senior Hostel Matron or Superintendent.

6.10 DINING ROOM

- 6.10.1 No cutlery or crockery may be removed from the kitchen without permission of the Senior Hostel Matron or Superintendent. A fine of R20 per item will be charged if you are found with these items in your possession. No student may take food to her room without permission of the Superintendent.
- 6.10.2 Food will be served using the crockery provided by the Hostel and not in any container provided by the student.
- 6.10.3 No "take-aways" are allowed.

6.11 STUDENTS' ROOMS

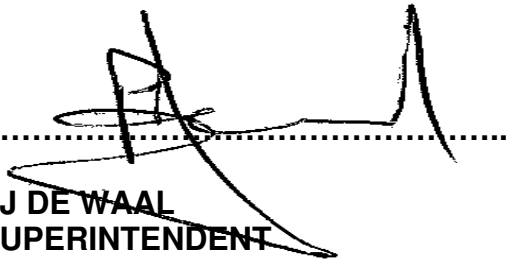
- 6.11.1 Rooms must be kept neat and tidy at all times. Regular room inspections will be conducted to ensure this.
- 6.11.2 All breakages must be reported when you move into your room, when it breaks or before you vacate your room.
- 6.11.3 No mattress covers may be removed. A fine of R200 will be charged if your mattress cover is removed.

6.12 GENERAL

- 6.12.1 No initiation ("doop") of hostel students is allowed.
- 6.12.2 Students who have to take sedatives or sleeping tablets, or other similar medication, must leave such medicines in the care of the Superintendent. If a student is indisposed, her roommate must please contact Mr or Mrs De Waal or the Matron (Mrs Zeelie) immediately.
- 6.12.3 Behaviour or noise, which may disturb the other students in the hostel, must be avoided. The general conduct of a student must be such that she in no way violates the privacy of others, or infringes on the quality of the harmonious co-existence of hostel life.
- 6.12.4 Bedrooms must be kept neat and tidy. Students must, themselves, dust and tidy desks and book cases and sweep their floors. During college closure periods the cleaning team will deep clean all rooms.
- 6.12.5 All electrical appliances must be handled with care.
- 6.12.6 Any breakages or defective appliances must be entered in the Defects Register.
- 6.12.7 No kettles, immersion heaters, toasters or heaters are allowed in the bedrooms. Hot water will be available. Students must use their own irons.
- 6.12.8 Posters or pictures are not allowed on the white parts of walls or doors. They may, however, be pinned to the board at the desk or stuck onto dark parts of the walls.
- 6.12.9 The Hostel Superintendent reserves the right to inspect the hostel and your rooms, or have it inspected at any time.
- 6.12.10 The intercom is to be used by hostel students only, and only to call students to the telephone or to Reception.
- 6.12.11 No smoking is allowed in the hostel. A fine of R100 will be charged if you are caught smoking in the building.
- 6.12.12 Hostel residents are only allowed in the living quarters of the staff with their permission.
- 6.12.13 The property rights of the College and fellow-students are to be respected unconditionally.
- 6.12.14 Alcoholic beverages or drugs may not be brought into, stored in or consumed in the hostel. All alcohol (eg. gifts) must be handed to the Superintendent for safekeeping. **Students not adhering to this rule might be expelled from the hostel.**
- 6.12.15 No misbehaviour of any kind will be tolerated.
- 6.12.16 Parking of students' vehicles on the College grounds is at their own risk.
- 6.12.17 Students must vacate their rooms every college holiday in order for the rooms to be deep cleaned.
- 6.12.18 All students must vacate their rooms within 24 hours after the last examination subject has been written.
- 6.12.19 Students must attend their classes regularly. Letters of absenteeism will be issued by the Superintendent in exceptional cases.
- 6.12.20 No male visitors are allowed in your rooms, in the passages or any other

part of the hostel other than the dining room. **Students who allow male visitors in their room might be expelled from the hostel.**

- 6.12.21 Visitors to the dining room or any other part of the hostel must leave before 24:00.
- 6.12.22 Hostel dwellers are not allowed to keep pets in the hostel.
- 6.12.23 No food may be cooked in the rooms. Microwave ovens are not allowed in the rooms.
- 6.12.23 Glasses may not be used to drink coffee, so please bring your own mug.
- 6.12.24 **Students not adhering to rules 6.12.14 and 6.12.20, might be expelled from the hostel. Student who disregard the other rules mentioned above will be reprimanded and/or fined by the Disciplinary Committee of Huis Balaur. A student guilty of repeated transgressions of these rules may be brought before the college authorities for further disciplinary action which can include suspension or even expelling a student.**



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PJ DE WAAL
SUPERINTENDENT
1 September 2011

IMPORTANT EVENTS FOR THE FIRST TERM OF 2012

- Introduction of the Hostel (rules etc.) and House Committee (January 2012)
- Tour of Hostel facilities
- Trolley race organized by Campus SRC (we have three teams)
- Miss "Bom" & fruit festival (at the swimming pool)
- First year concert
- Miss Humchinoci (miss first year)
- Poolparty
- Hout Bay outing (we visit Seal island)
- Slawesokkie (student dance)
- Hostel weekend and Potjiekos competition
- Sport(s) day
- Picnic at "dammetjie"
- Valentines Ball
- Miss Balaur competition
- 1st year acceptance function

CONTACT DETAILS

College Bank Details:	Northlink College NEDBANK BUSINESS Northern Peninsula Account Number: 1186101377 Branch Code: 118602
College Address	Private Bag X1 Panorama 7506 (Hostel = Private Bag X2)
Telephone numbers	Central Office: (021) 970 9000 Tygerberg Campus: (021) 558 1050 Parow Campus: (021) 931 8238 Protea Campus: (021) 946 2250 Hostel Superintendent: (021) 970 9000(w) (021) 558 5190 (h) 084 9111 643 (cell)
Fax numbers	Central Office: (021) 970 9061 Tygerberg Campus: (021) 558 1120 Parow Campus: (021) 931 8244 Protea Campus: (021) 949 0886