



RHODES UNIVERSITY
Where leaders learn

APPLICATION: RETURN EARLY / DEPART LATE

ONLY FOR ARRIVING 24 HRS PRIOR TO OFFICIAL RESIDENCE ACCESS START DATE OR 24 HRS AFTER OFFICIAL RESIDENCE ACCESS ENDING DATE

For further details, please contact:
Nwabisa Bottoman, Residential Operations Division, Rhodes University, PO Box 94, Grahamstown, 6140
Tel: 046 – 603 8128, Fax: 046 – 603 7566, Email: nwabisa.bottoman@ru.ac.za

Please print clearly:

First Name:	Surname:	Student Number:	
Current Residence:		Room Number:	
Telephone Number: (Preferably Cell)		Email Address: (Print Clearly)	
DEPARTING LATE:			
Departure Date:		Date of Last Exam: (If applicable)	
Motivation of valid & verifiable reason for request: <i>(Please provide copies of travel arrangements)</i>			
ARRIVING EARLY:			
Arrival Date:		Approximate time of Arrival: 2pm	
Motivation of valid and verifiable reason for request:			
Meal required: (Tick one)	Normal → <input type="checkbox"/>	Halaal → <input type="checkbox"/>	Vegetarian → <input type="checkbox"/>
Student's Signature:	Wardens Signature:	Hall Wardens Signature:	

Instructions:

1. This application form must be submitted to Nwabisa Bottoman **[with warden's signature]**, **proof of payment, or permission from student fees to charge your student account if you have a positive balance.** Residential Operations Division, and 33 South Street.
2. Please submit application 7 days before arrival or departure
3. **CANCELLATIONS:** Students who have not cancelled their booking **48 hours before** the check-in/out date specified on this form **will be charged** for accommodation booked.

Rates for 2023: R154.00 per day, inclusive of all meals.

Banking details: Rhodes University Conference Bank Name: First National Bank Branch Name: Grahamstown Branch Code: 210717 Account Number: 621 455 07490

Method of Payment: (PLEASE TICK APPROPRIATE BOX)

1.	Cash, payable at the Cashiers Office in Eden Grove (to GL a/c 70000788277). Receipt to be provided as proof of payment.	<input type="checkbox"/>
2.	Cheque or postal order made payable to RHODES UNIVERSITY. Post to: Infrastructure and Operations Division, PO Box 94, Grahamstown, 6140.	<input type="checkbox"/>
3.	Charge to student account – this is only possible if you have a credit balance on your student account. As proof, please attach a copy of your student account to this form.	<input type="checkbox"/>

Office use only

Conference Code:	Residence Allocated:	Number of Nights:	Room Number:	Folio Number: