

Female Student Residence

# Schoenstatt



SCHOENSTATT HOUSE / ENGLING HOUSE

# TERMS AND CONDITIONS 2017

**PLEASE INITIAL EACH PAGE AND SIGN THE LAST PAGE**

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## 1. PERIOD OF RESIDENCE

The period of residence is 10 months of the academic year, from 1<sup>st</sup> February to 30<sup>th</sup> November. Students wishing to arrive or depart outside of the aforementioned dates at an additional cost of R180.00 per day, will require permission and confirmation in writing by Management.

Students wishing to return the following year are required to make application and renew their contract each year.

## 2. FEES

### 2.2 Standard Sharing Room

Registration Fee (Payable with Application)	R 100.00
Residence Fee for Standard	R43 000.00
Refundable Key Deposit	<u>R 550.00</u>
	<u>R43 650.00</u>

### 2.2 Standard Single Room (Shared ablutions)

Registration Fee (Payable with Application)	R 100.00
Residence Fee for Standard	R51 000.00
Refundable Key Deposit	<u>R 550.00</u>
	<u>R51 650.00</u>

### 2.4 Large Single Room (Shared ablutions)

Registration Fee (Payable with Application)	R 100.00
Residence Fee for Standard	R56 000.00
Refundable Key Deposit	<u>R 550.00</u>
	<u>R56 650.00</u>

### 2.5 Large Single Room (En-suite bathroom)

Registration Fee (Payable with Application)	R 100.00
Residence Fee for Standard	R62 000.00
Refundable Key Deposit	<u>R 550.00</u>
	<u>R62 650.00</u>

### 2.3 Fees must be paid into the following account:

Account Name: Schoenstatt Retreat & Conference Centre  
Ned Bank Constantia  
Branch Code: 101 109  
Account Number: 1011 056 887  
Swift Code: NEDSZAJ

### 2.4 Fees must be paid for the whole year even if a student leaves before the end of the year.

- 2.5 A **non-refundable** deposit of 10% of the Annual Fees is to be paid on confirmation of acceptance.
- 2.6 The Refundable Room & Access Disc Deposit is payable on handover of the keys and will be refunded to the parents after the room has been checked on the day of departure.
- 2.7 The total annual fee will be rendered as follows:

Fees due	Standard Sharing room	Standard Single Room	Large Single Room	Large Single Room (En-suite)
Application fee	200	200	200	200
10% <b>Non-Refundable</b> deposit to secure the room	4 300	5 100	5 600	6 200
50% before 1st Feb or if the student arrives before 1 <sup>st</sup> Feb <u>fee must be paid before arrival</u>	21 500	25 500	28 000	31 000
30% before 1st May	12 900	15 300	16 800	18 600
10% before 1st August	4 300	5 100	5 600	6 200
Room and access deposit <u>payable before arrival</u>	550	550	550	550
<b>Total Amount</b>	<b>43 650</b>	<b>54 650</b>	<b>39 650</b>	<b>62 750</b>

- 2.8 Non-South African residents and SA Citizens domiciled outside South Africa are required to pay the full year's fees in advance.
- 2.9 All bank charges must be covered by the applicant.
- 2.10 No discounts or refunds will be granted should the student be absent for any length of time or choose to vacate before the term of the contract expires.
- 2.11 Students will not be admitted to the residence until proof of payment has been provided.

### 3. MEALS

	BREAKFAST	LUNCH	SUPPER
<b>MON-FRI</b>	<b>06.00 – 06.30</b>	SANDWICHES CAN BE MADE AT BREAKFAST	<b>18.00</b>
<b>SATURDAY</b>	<b>08.30 – 09.00</b>	<b>13.00</b>	<b>18.00</b>
<b>SUNDAY</b>	<b>08.30 – 09.00</b>	<b>13.00</b>	<b>18.00</b>
<b>PUBLIC HOLIDAYS</b>	<b>08.30 – 09.00</b>	<b>13.00</b>	<b>18.00</b>

- 3.1 The provision of late evening meals is a concession made to accommodate those who are working late and is subject to amendment or regulation by the Manager and her consultants should circumstances require it.
- 3.2 Residents are asked to provide their own containers for sandwiches and if they request a late supper. Crockery and cutlery are for use in the dining room only. They are therefore not to be removed. Special diets can unfortunately not be catered for. Vegetarians are catered for on request.
- 3.3 Residents are not permitted to cook meals in their bedrooms. There are microwaves provided in the Kitchen for the use of the students.

#### **4. HOUSE RULES**

Schoenstatt aims to create a homely and family-like atmosphere where all can experience joy and friendship. To achieve this, consideration for one another is necessary. The following rules are meant to help us achieve this goal and we appeal for your co-operation in this regard.

The following is required from the Residents:

- 4.1 On departure from the residence, rooms are to be vacated by 10.00 am and the keys returned to the Manager.
- 4.2 Leave a forwarding address to enable us to forward all mail. Mail will be forwarded for three months after departure. Unfortunately any articles left behind will be disposed of.
- 4.3 When taking occupation of a room, report within 24 hours anything that is not in working condition or is broken. Residents will be held responsible for any damage that is not reported.
- 4.4 Report all breakages immediately. If through negligence any furniture, fittings or painted walls are damaged/broken or keys lost, Residents will be required to pay for the repair or replacement thereof.
- 4.5 All furniture, fittings and equipment should be treated with due care. Drawing pins, glue, adhesive, Prestik etc, must not be used for fixing anything to the walls.
- 4.6 Obtain permission from the Manager before any furniture is moved from room to room.
- 4.7 Provide own bedding and towels.
- 4.8 Visitors' names are to be signed in the visitors' book. In the event of a fire it is necessary to know who is in the residence. Male visitors may only be received in the lounge area. Only female visitors are allowed access to the bedrooms. Visitors must vacate the residence by no later than 8pm on Sunday – Thursday and 10pm on Friday and Saturday.

- 4.9 For security reasons, keep keys in Manager's office during the holidays.
- 4.10 Let the Manager know immediately when ill.
- 4.11 In the interests of basic fire-prevention, all electrical appliances are to be switched off when sleeping or when the room is unoccupied.
- 4.12 Radios, CDS, TVS and musical instruments are to be played in the bedrooms only. These should not be audible in the corridors - keep them toned down appropriately. Failure to do so could result in confiscation for the period of residence.
- 4.15 The house should be reasonably quiet after 22h30. Please ensure that no-one is disturbed after this time, whether it is through loud talking and laughter, or bathing/showering or banging of doors.
- 4.16 If away for the night or weekend, an address and telephone number should be left so that the Resident can be contacted in case of an emergency
- 4.17 Washing may only be done and hung up in the area allocated - not in bedrooms or bathrooms. After bathing/showering, towels are to be hung on the hooks provided and not on the wooden furniture. .
- 4.18 Keep their rooms tidy. It is expected that rooms be properly cleaned by the Resident at least once a week. Please let us know should cleaning materials be required.
- 4.19 Ensure that the bath/shower is cleaned after use.
- 4.20 No smoking is permitted in the house. In consideration of your own health and that of others, please keep the atmosphere of the house fresh and pleasant. Neither the burning of incense nor of candles is allowed.
- 4.21 Alcohol and drugs are not allowed on the premises (this includes the garden).
- 4.22 Dress decently at all times - for meals and in public areas. Pyjamas, sleep wear, slippers, curlers and clothing which is too revealing is not acceptable. Sunbathing on the premises is not permitted.

## **5. GENERAL INFORMATION**

- 5.1 The residence is accessible 24/7 from 1 February – 30<sup>th</sup> November.
- 5.2 The building has an alarm with strategically placed panic buttons. Access to police, fire and other emergency services is therefore provided. Onus is placed on the individual to utilize this in the correct way. Any liabilities arising from the misuse of this will be the sole responsibility of the Resident concerned.
- 5.3 Unfortunately we are unable to accommodate pets.
- 5.4 Kettles and microwaves are available in the kitchen for the residents use. Fridges are also available in which the residents can keep smaller items refrigerated.

Please ensure that all items are clearly labelled and that your food is removed before it spoils.

- 5.5 A washing machine is available for personal laundry. Facilities for hand washing and ironing are also provided. Residents use their own iron. The laundry is open every day of the week.
- 5.6 The Manager shall in an emergency act in loco parentis, with authority to decide on all medical matters affecting the well-being of the resident during her stay at Schoenstatt.
- 5.7 Schoenstatt Female Student Accommodation is run by the Schoenstatt Sisters of Mary and is subject to their authority at all times and in all instances.

## **6. SHUTTLE TO UCT**

It is specifically agreed that there will be one shuttle to UCT at 06:45 in the mornings and two shuttles from UCT in the afternoons from Monday to Friday. Afternoon pick up times will be arranged to suit the students' schedules. These times will be fixed and confirmed once all the students have their schedules. Please note that students may need to wait some time before the next shuttle but we will use our best endeavours to limit the waiting time. If possible, special trips to the airport or exams can be arranged but at an additional cost per trip. This additional cost will be confirmed at the time and will depend on the time of day and number of passengers.

## **7. WIFI**

Wifi is provided for and is to be used for study and email purposes **only**. Downloading of movies and music for example, slows down the wifi speed and seriously affects other students needing to access study material. Each student will receive 8 gigs of data per month.

## **8. PERSONAL PROPERTY**

- 8.1 No responsibility is accepted by Schoenstatt for injury, loss, damage or theft of any personal articles.
- 8.2 Schoenstatt cannot be held responsible for alternate accommodation in the event of the premises becoming untenable for whatever reason.

## **9. LEGAL ACTION**

- 9.1 If attorneys are instructed to recover any amounts due, the Resident/Parent/Guardian will be liable for all costs and collection charges.
- 9.2 The Resident's/legal parent/guardian's signature confirms, she/they formally consent to the jurisdiction of the Cape Town Magistrates Court in the event of any dispute arising or in relation to any claim against the Resident under this contract.
- 9.3 Any written notices sent to either of the Resident's stated addresses by prepaid post or handed to the Resident, shall be deemed to have been received by the resident on the second business day after posting or on the day of handing to the Resident, as the case may be.

- 9.4 No amendment or consensual cancellation of the contract shall be of any effect or validity unless recorded in writing and signed by the Manager, Schoenstatt, and the Resident/legal parent/guardian.
- 9.5 Schoenstatt is not bound by warranties, representations, promises, terms or conditions not stipulated herein.
- 9.6 No indulgences or latitude by or failure of Schoenstatt to enforce any of the terms of this contract shall affect its rights or stop it from enforcing them thereafter. The Rules and Regulations of Schoenstatt, written or spoken, shall apply at all times.

**9. RIGHT OF TERMINATION:**

The Manager has the right to terminate without notice the board and lodging of any student who fails to abide by the terms agreed upon by signing the contract, a copy of which the applicant has been given and which forms part of the agreement. There will be no refund of boarding fees for the period already paid.

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
WITNESSES

\_\_\_\_\_  
APPLICANT

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
WITNESSES

\_\_\_\_\_  
PARENT/GUARDIAN