

\* Proof of payment of the Residence Administration fee of R1800 must accompany the application form

## SECTION A: CONTRACT REQUIREMENTS & PROCESS

### This request will ONLY be processed if:

- Admission into an academic programme does not automatically imply occupation of any of IIE MSA's residences. The application for accommodation must be submitted by email to residences@iiems.co.za
- The following process should be followed to be admitted/occupy a IIE MSA residence room:



- If the student is no longer interested to be placed in a residence, the student must inform the residence office via e-mail residences@iiems.co.za, refer to the acceptance condition on the last page.
- Should IIE MSA Residences be fully occupied, a waiting list will be compiled and students will be contacted (by email or telephone) as soon as a room becomes available.
- The Residence Application Form and Conditions of Residency can be obtained on the shared drive: S:\UG-Subjects\Shared\Residence
- The residence administration fee does not confirm that your application is successful. The proof of payment must reflect your student number as the reference.
- If you are successful an offer letter will be forwarded to your email address.

**Please Note:** There is a very high demand for accommodation; it is recommended that you apply as early as possible. Offers for accommodation are on a "first come first served basis".

### This Application Form must be forwarded by email, or hand delivered to:

IIE MSA Building A, Student Services Centre (Fees Office)  
144 Peter Road, Ruimsig, Roodepoort, Gauteng, 1724, South Africa  
Telephone +27 11 950 4461 / 4494  
Email: residences@iiems.co.za

Student number & your initials: \_\_\_\_\_



**YOU STUDENT RESIDENCE**

For your application to be processed ALL sections must be completed.  
Please write in CLEAR block letters only.

<b>SECTION A: PERSONAL DETAILS</b>	
SA Identity number / Passport Number (international applicant):	
Surname:	Given names:
Date of birth:	Sex: (Male/Female/Other)
Race (compulsory), indicate with a tick ✓ (According to legal requirements and government reporting purposes this section must be completed)	
African <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/>	
Telephone: (Home)	International Cellphone: (+ ) ( )
Telephone: (South African Mobile)	
Personal email:	IIE MSA student email address:
<b>Note:</b> Offers for accommodation are issued by e-mail. Applicants must provide a current and reliable e-mail address.	

<b>SECTION B: ACCOUNT PAYER DETAILS</b>	
<b>Are you (THE STUDENT) responsible for the account?</b>	If yes - complete Section C 1 and 4 (if applicable) If no - complete Section C 2 and 3
<b>1. Account payer (the student)</b>	
Occupation (Position and Title):	
Employer/Company Name:	
Cellphone:	Tel: (Work)
Email:	
Employer/Company Address:	
<b>2. Account payer (not the student)</b>	
Relationship to student:	Title:
First name:	Surname:
ID Number:	Passport number (Non SA citizen):
Cellphone:	Tel: (Home)
Telephone: (Work)	
Email:	
Physical Address:	
Occupation (Position and Title):	
Employer/Company Name:	
Cellphone Number:	Tel: (Work)
Email:	
Employer/Company Address:	

Student number & your initials: \_\_\_\_\_

<b>3. Account payer (company sponsored)</b>	
Employer/Company Name:	
VAT Registration Number:	
Contact Person:	Contact Person Position:
Telephone: (Work)	Email:
Employer/Company Address:	
<b>4. Loans / External Bursaries</b>	
Are you (THE STUDENT) a recipient of a student loan or external bursary? If yes, please provide details and attach evidence.	

<b>SECTION C: TYPES OF ACCOMMODATION AND FEES</b>					
Residence:	Type of accommodation	Annual fees	Semester fees	30% deposit	70% balance
Residence 123	4 bed-room apartments with 2 bathrooms	R 61,500.00	R 30,750.00	R 9,225.00	R 21 525.00
Residence 4	6 bed-room apartments with 2 bathrooms	R 56,200.00	R 28,100.00	R 8,430.00	R 19, 670.00
Annual residence admin fee (non-refundable)		R1,800.00			

Residence fees are subject to an annual increase each January.  
Please visit <https://www.iiems.co.za/assets/study/money-matters-2019.pdf>

**BANKING DETAILS:**  
**Beneficiary:** IIE MSA  
**Bank:** First National Bank  
**Branch:** Cresta (254905)  
**Account Nr:** 62062732485  
**Swift Code:** FIRNZAJJ  
**Reference:** STUDENT NR\_SURNAME

Whilst every attempt will be made to place applicants as per their preference this may not always be possible.

Indicate your preference with a tick ✓			
Accommodation start date:	February (Semester 1) <input type="checkbox"/>	July (Semester 2) <input type="checkbox"/>	
Residence Preference:	123 <input type="checkbox"/>	4 <input type="checkbox"/>	
Have you ever lived at IIE MSA Residential?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES (Year and residence occupied):			

Student number & your initials: \_\_\_\_\_

<b>SECTION D: PROGRAMME DETAILS</b>	
Programme name (if known):	Faculty:
Programme status (please tick ✓):	<input type="checkbox"/> Full time <input type="checkbox"/> Exchange student (Semester 1 only) <input type="checkbox"/> Exchange student (Semester 2 only) <input type="checkbox"/> Graduating mid-year <input type="checkbox"/> Going on exchange / study abroad (Semester 2)
Returning students:	WAM %
Programme type:	<input type="checkbox"/> Foundation <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate

<b>SECTION E: EMERGENCY CONTACT DETAILS</b>	
In an emergency, I hereby grant IIE MSA Residence or their nominees of the permission to contact the following person on my behalf:	
Name:	Telephone:
Email address:	
Relationship of the emergency contact to you, e.g. parent, guardian, aunt, uncle etc.	
Name:	Telephone:
Email address:	
Relationship of the emergency contact to you, e.g. parent, guardian, aunt, uncle etc.	

<b>SECTION F: PARTICULARS TO SUPPORT DISABILITY (IF REQUIRED)</b>	
Applicants with disabilities (Please note: All housing is self-supportive)	
Would you require accommodation with modifications to support your disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Institution must be informed of certain disabilities to determine whether it can make special arrangements to accommodate persons with such disabilities.	
If "Yes" state, the nature	

<b>SECTION G: MEDICAL AID INFORMATION</b>	
Medical Aid provider	
Medical Aid number	
Main member	
ID / Passport of main member	
Telephone: (Mobile of main member)	
Relationship of the Main Member to you, e.g. parent, guardian, aunt, uncle etc.	
Do you have any allergies or are you taking any medication that you would like us to be aware of?	
Have you had, or do you currently have, any psychological, emotional or physical illness and/or conditions that you would like us to be aware of?	

Student number &amp; your initials: \_\_\_\_\_

**SECTION H: PARENT/GUARDIAN AUTHORISATION FOR APPLICANTS UNDER 18 YEARS OF AGE**

This Authority is required for all students who wish to gain access to the IIE MSA Residence who are under 18 years of age at the date of moving into accommodation provided by IIE MSA Residence.

I \_\_\_\_\_ (PLEASE PRINT) am a parent or legal guardian of \_\_\_\_\_  
and I understand and accept that most Internet services are available from either the computer labs (if provided) and/or from the private direct access computer connection points in residents' bedrooms and that IIE MSA Residence provide any form of censorship.

Student Signature : \_\_\_\_\_ Date Day / Month / YearParent / Legal Guardian Signature : \_\_\_\_\_ Date Day / Month / YearAccount Holder Signature : \_\_\_\_\_ Date Day / Month / Year**SECTION I: ACCEPTANCE OF CONDITIONS**

I, we understand that consideration of this application is conditional upon my continuing enrolment as a student of IIE MSA, unless the MRS decides otherwise. I also accept the right of an authorized representative of IIE MSA Residence to access my academic results whilst I remain in residence.

Accommodation will only be reserved for students who have are enrolled to study at IIE MSA and their full Residence fees have been paid prior to the semester of study.

There is a limited number of space available and the allocation of rooms will be based on a "first pay first served" basis.

**Residence application deposit of R1,800.00 (compulsory) is required with your residence application form.**

**Residence Conditions:**

1. IIE MSA requires all students to pay their allocated accommodation in full per semester before the student can sign in for his/her room.
2. The reservation fee serves as first instalment on the residence fees.
3. Should you decline, in writing, our offer for accommodation you will only forfeit your R 1,800 non-refundable residence admin fee.
4. Should you be offered accommodation and you accept and pay the 30% deposit but do not take up the room and submit a written cancellation within 4 weeks prior to commencement of the semester you will forfeit R2,200.00 of your acceptance deposit.
5. Should you be offered accommodation, accept the offer and submit a written cancellation after the semester has commenced you will forfeit the entire deposit.
6. Should you be offered accommodation, accept the offer, move into your room and decide to move out of your assigned room before the conclusion of the specific semester, you will be held liable for the full semester fee. If you manage to secure an active IIE MSA student to take over your lease, we may consider a pro-rata fee for each student.
7. Your 1<sup>st</sup> semester accommodation fee covers occupation for February – June.
8. Your 2<sup>nd</sup> semester accommodation fee covers occupation for July – November.
9. You will not be permitted to sub-let your room or part thereof to any person/s at any given time.
10. The occupying student is the only person that can sign out from his/her room. This will be done by completing the sign out form when moving out from your room during the signing out period, or desired period during weekdays. Kindly arrange time and date with the Residence Office – all rooms will be checked periodically by IIE MSA staff member only.
11. You will not be permitted to swap rooms with another student once you have been signed in.
12. All damages to residences will be charged to the students' tuition and residence account and will be deemed payable immediately.
13. Should you violate any of the residence rules and be asked to leave your assigned room you will be held liable for the semester's fees.
14. At IIE MSA, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Throughout the year, there is a significant demand from students for on-campus accommodation. If successful, I understand and accept that IIE MSA Residence has offered me accommodation on the condition that I remain a full-time student and that if I discontinue my enrolment or complete my studies and I am waiting to graduate or I am waiting to re-enroll; I am required to inform the Residence Office and I may be required to vacate my room. If accepted I agree to abide by the Conditions of Residency, the Accommodation Fee Regulations for the year of study and with other such regulations and rules as are specified on the MRS web page. I agree to pay all requisite fees and invoices at the time specified.

Student Signature : \_\_\_\_\_ Date Day / Month / YearParent / Legal Guardian Signature : \_\_\_\_\_ Date Day / Month / YearAccount Holder Signature : \_\_\_\_\_ Date Day / Month / Year

**NOTE:** Applicants who are under 18 years of age at the date of signing this Residency Agreement must obtain the signature of a parent or legal guardian.