



CECIL COMPLEX RESIDENCE POLICY (Policies, Procedures, Rules etc.)				
<i>To be completed by initiator of policy/policy owner:</i>				
1. POLICY TITLE:		RESIDENCE POLICY		
2. FIELD OF APPLICATION: (All people to whom policy applies)		Students and Staff		
3. COMPLIANCE OFFICER(S): (Persons responsible for implementation)		Executive Management, Residence Management staff and RSAs		
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)		Executive Management and RSAs		
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)		Chairman and CEO		
6. NAME OF POLICY OWNER:		Cecil S Sibiya		
POLICY HISTORY <i>(To be completed by policy owner)</i>				
Decision Date (Compulsory)	Status (New/Revised/ No Changes)	Implementation Date (Compulsory if "new" or "revised")	Approving Authority (If "new" or "revised". N/A if no changes)	Pending date for next revision (Compulsory)
1 Jan 2025	New	1 Jan 2025	Executive Management	2026

1. Purpose of the Policy

This Student Residence Policy establishes the regulatory, administrative, and operational framework governing the Cecil Complex student residence. The policy outlines the rights, responsibilities, behavioural expectations, and residence management processes that ensure a safe, academically supportive, and socially cohesive living environment.

This policy draws on widely recognised student housing principles adopted across leading higher education institutions in South Africa, adapted to suit the operational context of Cecil Complex.

2. Scope of Application

This policy applies to:

- All residents of the Cecil Complex.
- Residence Management, Residence Assistants (RAs), contracted service providers, and administrative staff.
- Visitors, suppliers, and third parties who interact with or access the residence.

3. Governing Principles

The administration and functioning of Cecil Complex shall be guided by the following principles:

1. **Academic-Centered Living:** Student housing exists primarily to support academic success.
 2. **Safety and Wellness:** Residents must live in a secure, healthy, and supportive environment.
 3. **Human Dignity and Respect:** No discrimination, harassment, or unfair treatment is tolerated.
 4. **Inclusivity and Social Cohesion:** Residence life promotes an environment where diversity is embraced.
 5. **Accountability:** All residents and staff must comply with policy provisions.
 6. **Ethical Governance:** Residence operations must be transparent, consistent, and fair.
 7. **Community Responsibility:** Residents must positively contribute to the residence community.
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4. Residence Admission and Allocation

4.1. Admission Criteria

Admission into Cecil Complex is based on:

- Proof of student registration.
- Availability of accommodation.
- Prioritisation that considers distance from home, financial background, and academic priority.
- Completion and signing of all residence contracts and supporting documents.

4.2. Allocation Process

- Allocation shall be fair, transparent, and consistent.
- Returning residents must demonstrate academic progress, discipline compliance, and good financial standing.
- Students with disabilities may be referred to the Institution for residence placement.

4.3. Duration of Occupation

- Residence spaces are allocated for one academic year.
 - Renewal of residence stay is not automatic and depends on policy compliance.
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5. Financial Obligations

- Residence fees must be paid according to the approved billing schedule.
 - Outstanding fees may result in denied re-admission, loss of residence privileges, or legal recovery processes.
 - Any damage to property, facilities, or equipment will be charged to the party responsible.
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6. Residence Code of Conduct

Residents are required to uphold high behavioural and ethical standards.

6.1. Expected Behaviour

Residents shall:

- Treat all individuals with respect and dignity.
- Maintain a peaceful and academically supportive environment.
- Comply with the instructions of Residence Management and RAs.

- Report safety hazards, misconduct, or emergencies promptly.

6.2. Prohibited Conduct

The following behaviours are strictly prohibited:

- Harassment (i.e., physically, verbally, social media, etc.), bullying, discrimination, or hate speech.
 - Vandalism, theft, and damage to property.
 - Possession, distribution, or use of illegal substances.
 - Hosting unauthorised gatherings or disruptive parties.
 - Excessive noise and behaviour that disturb others.
 - Possession of weapons or dangerous items.
 - Sharing or duplicating access cards, keys, or biometric credentials.
 - Endangering others through reckless or violent behaviour.
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7. Substance and Alcohol Regulations

- Alcohol consumption is allowed only in designated areas, and or if allowed by Residence Management.
 - Underage drinking is prohibited.
 - Illicit substances and drug paraphernalia are banned.
 - Substance misuse will result in disciplinary action.
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8. Visitor and Guest Policy

8.1. Visitor Rules

- All visitors must sign in at the security point.
- Visiting hours are determined by Residence Management and must be followed. During the week the visiting hours close start from 08:00 to 18:00, and over the weekend from 08:00 to 21:00.
- Overnight visits require prior written approval.

8.2. Resident Accountability

Residents assume full responsibility for the behaviour and compliance of their guests.

9. Safety, Security, and Emergency Compliance

Residents must:

- Keep their access to credentials secure.
- Report lost keys or cards immediately.
- Comply with fire drills, safety instructions, and emergency procedures.
- Avoid tampering with security systems or fire equipment.

Residence Management may conduct safety inspections when required.

10. Facilities, Maintenance, and Property Care

- Rooms and common areas must be kept clean and orderly.
 - Maintenance issues must be reported using official channels.
 - Residents may not alter or modify rooms or equipment without approval.
 - Shared facilities must be used responsibly and left clean.
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11. Noise and Quiet Hours

- Quiet hours are enforced throughout the academic year.
 - Noise must be kept at levels that do not disturb others.
 - Additional quiet hours apply during exams.
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12. Residence Governance and Leadership

Residence leadership structures serve to:

- Support resident wellbeing and academic success.
- Assist with conflict resolution and community-building.
- Facilitate communication between residents and management.

Leaders must uphold confidentiality, ethical behaviour, and fairness.

13. Digital Conduct and Social Media Use

Residents must:

- Use digital platforms responsibly.
- Refrain from cyberbullying, online harassment, or harmful content.
- Avoid sharing confidential residence information.

- Behave online in ways that reflect positively on the residence community.

The Social Media Policy provides extensive guidance and regulations regarding Digital Conduct and Social Media Use.

14. Disciplinary Procedures

14.1. Reporting

Misconduct may be reported to Residence Management or RAs. Reports will be treated confidentially.

14.2. Sanctions

Depending on severity, sanctions may include:

- Verbal or written warnings.
- Fines or recovery of damages.
- Community service.
- Loss of privileges.
- Suspension or eviction from residence.
- Referral to higher-level disciplinary processes.

14.3. Appeal Process

Residents may appeal disciplinary outcomes within the prescribed period.

Disciplinary Procedures Policy provides provision for extensive articulation on all processes

15. Health, Wellness, and Support Services

Residence Management supports:

- Referral to counselling or health services.
- Wellness and life-skills programmes.
- Crisis response assistance.

Public services are available for referrals and the Institution.

16. Emergency Management and Evacuation

Residents must:

- Follow emergency instructions.
 - Participate in drills.
 - Report hazards immediately.
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17. Check-In and Check-Out Procedures

17.1. Check-In

- Residents must complete entry documentation and inventory forms.
- Residents must acknowledge receipt of the residence rules.

17.2. Check-Out

- Rooms must be restored to original condition.
 - Damages or missing items will be billed.
 - Late departures require approval.
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18. Policy Review and Amendments

This policy shall be reviewed annually. Amendments must be approved through the designated governance structure.

19. Resident Acknowledgement

All residents must sign an acknowledgement confirming that they understand and will comply with this policy.