



## STUDENT ACCOMMODATION & CATERING

### RESIDENCE CANCELLATION FORM

#### Cancellation Notice

1. Closing date for cancellation for first semester 15 March
2. Closing date for cancellation for second semester 15 August

#### **SECTION A: (To be completed by the student)**

NAME & SURNAME	
STUDENT NUMBER	
REASON FOR LEAVING	
TEL/CELL NO.	
SIGNATURE	
DATE	

#### **SECTION B: (To be completed by residence supervisor)**

DATE KEY HANDED IN	
REMARKS/ROOM CONDITION	
RESIDENCE NAME /ROOM NO.	
NAME OF NEW OCCUPANT	
SIGNATURE MATRON	
DATE	

**SECTION C: (To be completed by Placement Officer)**

STUDENT NO.	
ROOM NO.	
ROOM DEPOSIT	
SUBSTITUTE STUDENT	YES <input type="checkbox"/> NO <input type="checkbox"/>
ANY OUTSTANDING FEES	
SIGNATURE	
DATE	

**SECTION D: (To be completed by Placement Manager)**

STUDENT NO.	
OUTSTANDING FEES	YES <input type="checkbox"/> NO <input type="checkbox"/> AMOUNT <input type="text"/>
SIGNATURE	
DATE	

**Email the form to:**

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Mr. Selby Khoza – [selbyk@vut.ac.za](mailto:selbyk@vut.ac.za) (Park Village, Greenways, Cambridge)

Mr. Senzo Msibi – [senzom@vut.ac.za](mailto:senzom@vut.ac.za) (Academia, Staywise, Granada, Marchel , Elrina)

Mr. Peter Rasaha – [thivhelelir@vut.ac.za](mailto:thivhelelir@vut.ac.za) (Amberfield, Goodyear, Lauren Palace, Santa Marita)

Mrs. Seipati Mzizi – [seipatim2@vut.ac.za](mailto:seipatim2@vut.ac.za) (Mine Houses, Edu-City Residence, Nathi)

Mrs. Anna Mahloko – [anickeym@vut.ac.za](mailto:anickeym@vut.ac.za) (Student Town, New Residence Phase 1)

Mrs. Caroline Miya – [carolinem@vut.ac.za](mailto:carolinem@vut.ac.za) (Old Residence )

Mrs. Dinah Mnguni – [sinahm@vut.ac.za](mailto:sinahm@vut.ac.za) (New Residence Phase 2)