



## STUDENT ACCOMMODATION & CATERING

### 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)*

<b>NAME &amp; SURNAME</b>	
<b>STUDENT NUMBER</b>	
<b>REASON FOR LEAVING</b>	
<b>TEL/CELL NO.</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

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

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

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

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

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

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

**Email the form to:**

Mr. Senzo Msibi – [senzom@vut.ac.za](mailto:senzom@vut.ac.za)

Mrs. Seipati Mzizi – [seipatim2@vut.ac.za](mailto:seipatim2@vut.ac.za)

Mrs. Anna Mahloko – [anickeym@vut.ac.za](mailto:anickeym@vut.ac.za)

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

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

**CLEARANCE FORM**

<b>STUDENT NUMBER</b>		
<b>INITIALS &amp; SURNAME</b>		
<b>RESIDENCE NAME</b>		
<b>ROOM NUMBER</b>		
<b>TICK IN APPROPRIATE BLOCK</b>	<b>GOOD CONDITION</b>	<b>BAD CONDITION</b>
<b>PANITING &amp; WALLS</b>		
<b>DOOR LOCKS</b>		
<b>CUPBOARD DOORS</b>		
<b>BED &amp; MATRESS</b>		
<b>STUDY DESK &amp; CHAIR</b>		
<b>PLUG POINTS</b>		
<b>STUDY LAMP</b>		

**SUPERVISOR NAME:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_