



## **IMPORTANT NOTICE!**

### **Responsibility of Occupier of IPS Workstation**

**Occupier of workstation is responsible for the workstation provided during the period of use. Responsibilities to the workstation and surrounding areas are as follows:**

- ❖ Only students who are granted the approval are entitled to occupy and use the workstation facilities.
- ❖ Occupier of workstation has the right to only occupy the workstation allocated to him/her by IPS.
- ❖ Occupier of workstation is allowed to stay in the workstation within the time period given by IPS.
- ❖ The occupier of workstation must use their respective Student Matric Card to gain access to the workstation.
- ❖ Occupier of workstation must ensure that all furniture (chairs, desks, drawers and partitions) are in good condition.
- ❖ Occupier of workstation must maintain the cleanliness and neatness of the workspace and the area around the workstation.
- ❖ Occupier of workstation must use facilities provided in the workstation room prudently.
- ❖ Occupier of workstation must not change the position of furniture or other facilities provided in the workstation.
- ❖ Occupier of workstation must not make noise or do things that will compromise the comfort of other students, violate University rules and violate national laws.
- ❖ Occupier of workstation must report any damages caused to the furniture and other facilities in the workstation caused by him/her or other occupiers of the workstation to IPS.
- ❖ Occupier of workstation must return the right to use the workstation (ensuring the deactivation of the access to use in the student matric card), collect the deposit paid on the day that the period to use the workstation ends. If the day the period ends is not on a working day, then it should be made on the next immediate working day.

Failure To Abide By Any Rules That Have Been Listed In A-K, May Result In Withdrawing The Right To Use The Workstation And Failure To Claim The Deposit Money.