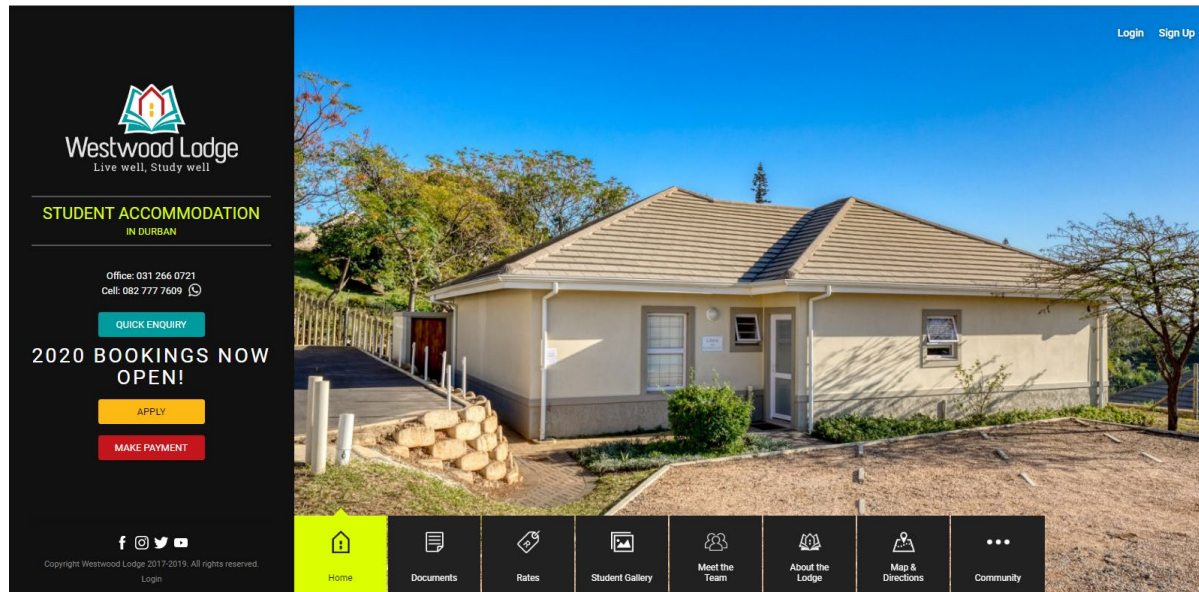
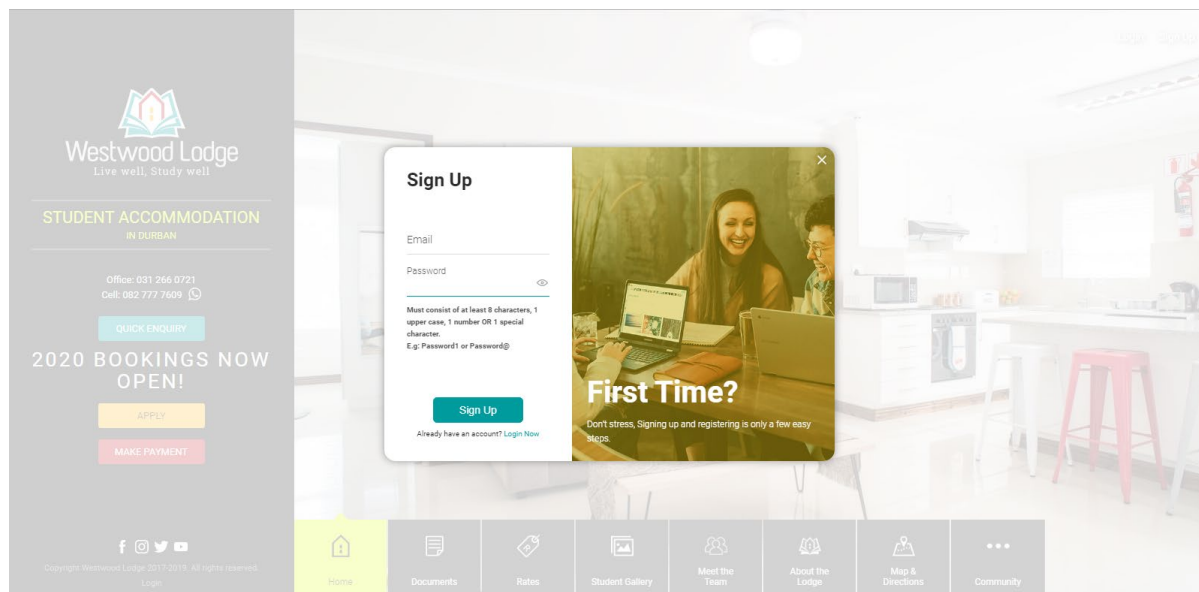




1ST TIME, AND RETURNING STUDENTS TO WESTWOOD LODGE – you will need to complete an **NEW ONLINE APPLICATION** and the below guide should assist you but if you require further assistance, please email student@sgc.co.za and one of our staff will contact you. Or call our office: 031 266 0721.



Click on the **APPLY** button



Enter email address and create password. **Password must consist of at least 8 characters, 1 upper case, 1 number or 1 special character. E.g. Password1 or Password #.**

Once entered, click on Sign Up

Please remember what password you create as you will need it to login again.

NEW and RETURNING Student Application Guide



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Application Form

Follow the steps to complete the process.

1 of 5

Personal Information

Residence Contract

House Rules

Medical Information

Vehicle Access

Need Help?

Becoming a student starts here. Follow the steps to complete the process. Your progress is automatically saved and you may return to the form at anytime if you are missing information. Once the form has been completed fully, your application will begin its processing phase and you will be notified of the results.

Details of Occupant / Student

First Name	Last Name
ID / Passport No.	South Africa
 Contact Number: 071 123 4567	sibivatu@yahoo.com
Date of birth	Gender
Institute of study	
Course: B.com, B.A, BSc	Campus
Academic Year: First year, Second year, Masters, Doctoral	

Parent / Guardian / Sponsor Details

Name & Surname

Fill in application form.



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Personal Information

Residence Contract

House Rules

Medical Information

Vehicle Access

Need Help?

1 of 5

Property Payment Solutions / ABSA Bank
Account No. 408 541 7363
Branch Code 632005
Your Ref. Student full-name 2019 (eg. Zuzi Shandu 2019)

How did you find us ? (Optional)

☐ Billboard	☐ Google
☐ Open Day	☐ Flyer
☐ Referral	☐ Other

Payment Policy

Occupation will only be permitted if all fees have been paid

ANNEXURE "A" - Forms part of the Residence Contract

WHEN YOU COMPLETE THE APPLICATION:

- Admin Fee (Once-off) - R1 000. Payable on completion of Application.
- Refundable Breakages Deposit (Once-off) - R5 000 (Shared) / R7 000 (Single) / R10 000 (Studio). Payable on completion of Application.
- Monthly Fee - Sharing R 3,725 (Annual R 40,975) / Single R 5,950 (Annual R 65,450) / Studio R 7,000 (Annual R77,000)
- The Fee is payable whether in residence or not.
- Contract Period is 10 months. Please see Payment Schedule below.

☒ I have read, understood and agree to the above.

Step 1 of 5

[Close](#) [Continue](#)

Carefully read through **Payment Policy** and Schedule and tick the box confirming that you have read the Payment Policy before clicking on Continue.

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> Application Form

Follow the steps to complete the process.

Personal Information **Residence Contract** House Rules Medical Information Vehicle Access

[Need Help?](#) **2 of 5**

The Occupant / Student

Test	Sibusiso
1234567890123	🇿🇦 + 082 123 4567
🇿🇦 + Alt. Number: 071 123 4567	test@yahoo.com

The Guardian / Parent / Sponsor

Self	
1234567890123	🇿🇦 + 923 456 789
🇿🇦 + Alt. Number: 923 123 456	self@yahoo.com
Current postal address	
1 Shongweni Road, Hilldene, Hillcrest, South Africa	
3630	

Contract

Fill in Guardian/ Parent/ Sponsor details. Scroll down to Fixed term Contract Section.

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Personal Information **Residence Contract** House Rules Medical Information Vehicle Access

[Need Help?](#) **2 of 5**

Self

1234567890123	🇿🇦 + 923 456 789
🇿🇦 + Alt. Number: 923 123 456	self@yahoo.com
Current postal address	
1 Shongweni Road, Hilldene, Hillcrest, South Africa	
3630	

Contract

FIXED TERM CONTRACT 2020
STUDENT RESIDENCE FIXED TERM CONTRACT
WESTWOOD ESTATE: SHARED ACCOMMODATION

2 INTERPRETATION

2.1 In this contract, unless otherwise indicated by the context:

2.1.1 "ACT" means the housing Consumers Protection Act of 1998 Registration number 2007/029481/08

☒ I have read, understood and agree to the above.

Step 2 of 5

[Previous Step](#) [Close](#) [Continue](#)

Carefully read through Fixed Term Contract and tick box confirming that you have read the Contract before Clicking on Continue.

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Application Form

3 of 5

Follow the steps to complete the process.

Personal Information Residence Contract **House Rules** Medical Information Vehicle Access

Need Help?

The Occupant / Student

Test

Sibusiso

1234567890123

2019-12-04

House Rules

HOUSE RULES - ANNEXURE "B"

Welcome to Westwood Lodge.

House Rules are provided to articulate the expectations of Occupants and reflect the unique nature of the community living within the Lodges. The rules will ensure your safety, peace of mind, respectful community living, and an environment conducive to successful study.

Please ensure that you read and understand the rules as set out, but also note that the management reserves the right to amend the House Rules as set out in the Student Resident Handbook at any time without notice.

THE PREMISES:

☒

I have read, understood and agree to the above.

Step 3 of 5

Previous Step Close Continue

Carefully read through House Rules and tick the box confirming that you have read the House Rules before Clicking on Continue.



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Application Form

4 of 5

Follow the steps to complete the process.

Personal Information Residence Contract House Rules **Medical Information** Vehicle Access

Need Help?

Emergency Contact

Name & Surname

 Contact Number: 071 123 4567

Relationship

Student Medical Conditions / Allergies

Please note that if you do not have medical aid the below details section will not apply to you and you may skip at this point to step 5.

Medical Aid

Medical Aid

Medical Aid No.

Step 4 of 5

Previous Step Close Continue

Fill in Medical Information before clicking on Continue.

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> Application Form

Follow the steps to complete the process.

Personal Information Residence Contract House Rules Medical Information **Vehicle Access** [Need Help?](#)

Please note that if you do not own a vehicle or make use of other means of transport this section will not apply to you and you may submit at this point.

Occupant / Student Details

Test	Sibusiso
------	----------

Vehicle Details

Toyota	Tazz
White	Tazz ZN

Terms & Conditions

Vehicle Use

- I hereby agree to abide by the estate rules. I furthermore agree that vehicle access can be denied if I do not follow the rules or endanger others.
- My Vehicle is fully licenced as per the National Regulation.
- My vehicle is roadworthy, my drivers licence is valid.
- My vehicle will have the required Westwood Lodge disk.
- Security may search my vehicle at any time.
- I will not use the fire hydrant or hose pipe to wash my vehicle. I agree to use a bucket only.

☒ I have read, understood and agree to the above.

Fill in vehicle details if applicable. Read through Terms and Conditions before ticking box below.



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Terms & Conditions

Vehicle Use

- I hereby agree to abide by the estate rules. I furthermore agree that vehicle access can be denied if I do not follow the rules or endanger others.
- My Vehicle is fully licenced as per the National Regulation.
- My vehicle is roadworthy, my drivers licence is valid.
- My vehicle will have the required Westwood Lodge disk.
- Security may search my vehicle at any time.
- I will not use the fire hydrant or hose pipe to wash my vehicle. I agree to use a bucket only.

☒ I have read, understood and agree to the above.

Your Files (Optional, PDF ONLY)

Documents required Occupant / Student's copy of ID, Proof of Payment, Parent / Guardian's copy of ID, Proof of residence, Proof of income, copy of Medical Aid Card and Drivers Licence


Drag & Drop
drag and drop documents to upload or click to [browse](#)

Step 5 of 5

[Previous Step](#) [Close](#) [Complete](#)

Upload the required .PDF documents by dragging them into the Drag & Drop box at bottom of page. Click on Complete.

You can also email your .PDF documents to: student@sgc.co.za and we will upload them for you.

NEW and RETURNING Student Application Guide



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The screenshot shows a web browser window with the URL westwoodlodge.epicdev.co.za/apply. The page is titled "Application Form" and indicates it is step 6 of 6. The navigation bar includes links for Personal Information, Residence Contract, House Rules, Medical Information, Vehicle Access, and Confirmation (which is currently selected). The Confirmation section contains the following text:

I CONFIRM THAT I HAVE READ THROUGH THE CONTRACT DOCUMENTATION, PAYMENT POLICY AND SCHEDULE, AND THE LODGE RULES CAREFULLY. I AM AWARE THAT BY SUBMITTING THE APPLICATION, I AM LEGALLY BOUND BY THE TERMS AND CONDITIONS.

I AM AWARE, AND AGREE, THAT BY SUBMITTING THE APPLICATION, I AM BOUND TO THE CONTRACT TERMS AND CONDITIONS IN THE SAME WAY THAT I WOULD BE AS IF I HAD PHYSICALLY SIGNED THE CONTRACT.

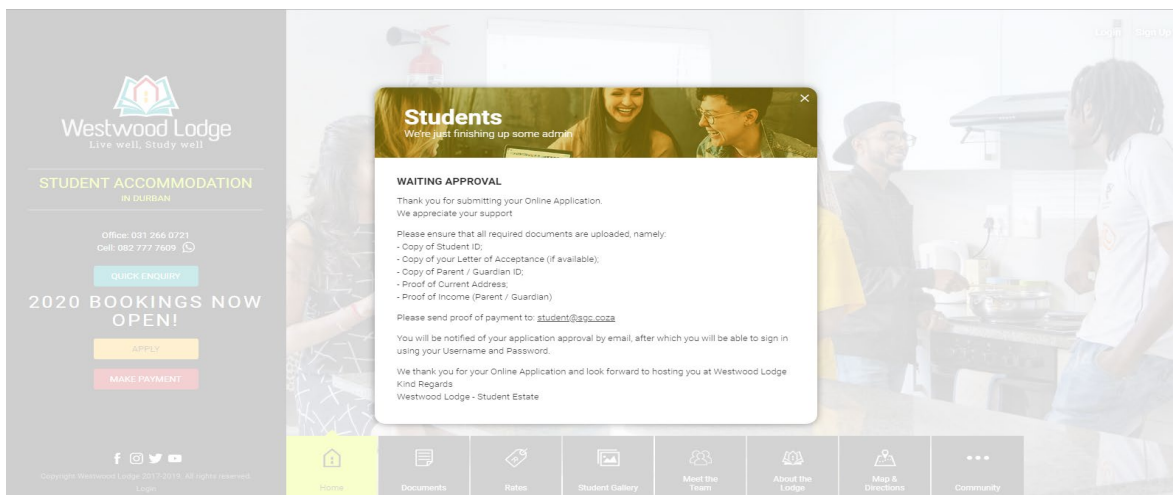
I HEREBY AGREE, AND ACCEPT THE TERMS AND CONDITIONS OF THE RESIDENCE CONTRACT, PAYMENT POLICY AND LODGE RULES.

IT IS MY SOLE RESPONSIBILITY TO INFORM, AND / OR TO PROVIDE MY GUARDIAN, OR SPONSOR, WITH A COPY OF THE CONTRACT SHOULD IT BE REQUIRED.

Below the text, there are two input fields: "Lance Gore" and "2021-10-04 12:49:15". A checkbox is present with the text "I HAVE READ, UNDERSTOOD AND AGREE THE CONTRACT TERMS AND CONDITIONS." and a note: "Please note that depending on your internet connection speed, it can take up to a few minutes to finish the process as it has to generate a PDF document". A "Submit" button is at the bottom of the form.

Last Step

- Read the confirmation properly and tick the box
- Submit your application by clicking the "Submit" button



Pop-up message will appear **confirming your application has been successfully submitted**. You will also receive an email. Please note that it can take a short while for the system to upload the application so please be patient.



You may now proceed to **PAYMENT on the HOME PAGE** which will take you to the secure OWZO payment gateway. Alternatively, you may EFT the funds directly.

BANK ACCOUNT DETAILS

ACCOUNT NAME: PROPERTY PAYMENT SOLUTIONS (PTY) LTD

BANK: ABSA CORPORATE & INVESTMENT BANKING

ACCOUNT NUMBER: 408 541 7363

BRANCH CODE: 632005

SWIFT CODE: ABSAZAJJ (For International Payments)

PAYMENT REFERENCE: Student Name and Surname 2025 (Example: **Zuzi Shandu 2025**)

If you are a returning student, please use your existing BNM number as you payment reference

Please email proof of payment to: student@sgc.co.za