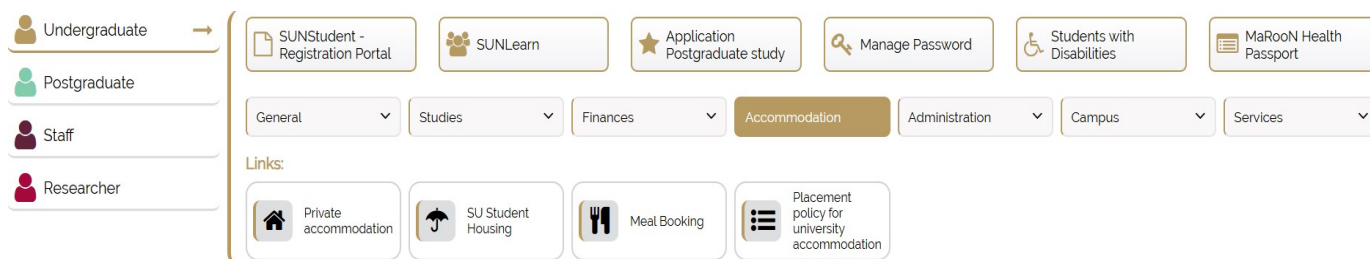




HOW-TO GUIDE FOR CSC STUDENTS TO REGISTER THEIR STUDENT CARDS TO BOOK MEALS IN OPEN DINING HALLS IN CLUSTERS AND CHANGE THEIR COB RATIO/PERCENTAGE (PAY-AS-YOU-GO SYSTEM)

- Access the MySun portal via the University's website.
- Click on Accommodation.



- Click on Meal Booking.
- Username & Password.
- Register. (Your card will only be activated at the dining hall door after you have had booked your first meal there)
- If the system doesn't allow you to book a meal, send an email to cscu@sun.ac.za to be allocated to your cluster on the system. (Initials, surname and student number)

Funds must be **available** in the student account before meal bookings can be done.

Methods to pay funds into student account:

Do a card payment online via the University's website (Fees, Payment by third party);
OR make a payment into your meal account at the cashiers in the Admin A Building;
OR use SnapScan.

Useful links:

Student fees online payments:

<https://www.su.ac.za/en/apply/undergrad/fees/payment-options-and-methods-payment>

How to change your COB ratio/percentage:

- Send an e-mail request to lab@sun.ac.za (Initials, surname and student number)

How to be allocated to a Halaal dining hall if not available in your cluster:

- Send an e-mail request to lab@sun.ac.za (Initials, surname and student number)

Dining Hall Access Enquiries:

- Send an e-mail request to lab@sun.ac.za (Initials, surname and student number)

General COB and Meal Account Enquiries:

- Meal Account, uploading of quota against student account and COB Queries at Student Fees department, Admin A: Email: tyholweni@sun.ac.za (Initials, surname and student number)

OPEN DINING HALLS PER CLUSTER:

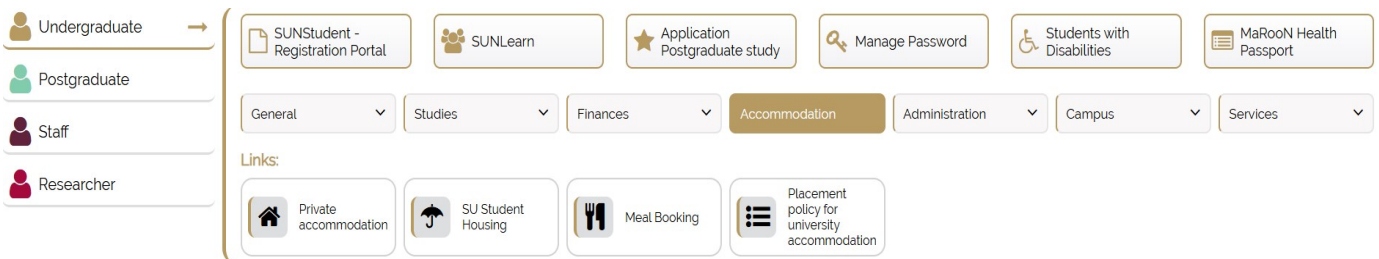
CLUSTER	DINING HALL	HALAAL
amaMaties	Tinie Louw	No
Rubix	Heemstede	No
Victoria	Harmonie	Yes
	Monica	Yes
VicMeyr	Huis ten Bosch	No
Validus	Simonsberg	No
	Goldfields	Yes
Wimbledon	Irene	Yes
	Eendrag	No
	Helshoogte	No

Afrikaans volg op volgende blad.



GIDS VIR PSG-STUDENTE: HOE OM JOU STUDENTEKAART VIR ETEBESPREKINGS IN JOU KLUSTER SE OOP EETSAAL TE REGISTREER EN JOU COB-RATIO/PERSENTASIE ('PAY-AS-YOU-GO'-STELSEL) TE VERANDER

- Kry toegang via die **MySun-potaal** op die Universiteit se webblad.
- Klik op Akkommodasie.



- Klik op Etebesprekings.
- Aanmeldnaam & Wagwoord.
- Registreer. (Jou kaart word eers vir toegang by die onderskeie eetsale geaktiveer wanneer jy die eerste ete daar bespreek het)
- Indien die sisteem jou nie toelaat om 'n ete te bespreek nie, stuur 'n epos aan cscu@sun.ac.za om jou kluster op die sisteem te registreer (Voorletters, van en studentenommer)

Fondse moet in die studentrekening **beskikbaar** wees voordat besprekings vir etes gemaak kan word.

Inbetalingsmetodes:

Maak 'n aanlyn betaling via die Universiteit se webblad (Gelde, Betaling deur derde party);

OF maak 'n betaling in jou eterekening by die kassiere in die Admin A-gebou; **OF** gebruik SnapScan.

Nuttige skakels:

Aanlyn betalings van studentegelde:

<https://www.su.ac.za/en/apply/undergrad/fees/payment-options-and-methods-payment>

Hoe om jou COB-ratio/persentasie te verander:

- Stuur 'n versoek per e-pos na lab@sun.ac.za (Voorletters, van en studentenommer)

Hoe om by 'n Halaal eetsaal te bespreek as daar nie een in jou kluster is nie:

- Stuur 'n versoek per e-pos na lab@sun.ac.za (Voorletters, van en studentenommer)

Eetsaaltoegang-navrae:

- Stuur 'n versoek per e-pos na lab@sun.ac.za (Voorletters, van en studentenommer)

Algemene COB- en eterekeningnavrae:

- Eterekening, oplaai van kwota teen studenterekening en COB-navrae by Studenterekeningafdeling, Admin A: E-pos: tyholweni@sun.ac.za (Voorletters, van en studentenommer)

EETSALE PER KLUSTER:

KLUSTER	EETSAAL	HALAAL
AmaMaties	Tinie Louw	Nee
Rubix	Heemstede	Nee
Victoria	Harmonie	Ja
	Monica	Ja
VicMeyr	Huis ten Bosch	Nee
Validus	Simonsberg	Nee
	Goldfields	Ja
Wimbledon	Irene	Ja
	Eendrag	Nee
	Helshoogte	Nee