PRIVATE ACCOMMODATION PROCESS
KNOW WHO TO CONTACT

HRA

HOUSING AND RESIDENCE AFFAIRS
HRA is the department that works with the landlords.

RESPONSIBILITIES
- Applications of accreditation
- Communicate with landlords on matters relating to private accommodation and assist with queries relating to overcapacity and banking details
- Verify addresses
- Validate landlords
- Avail accredited landlord information to students
- Setup landlord information in the system for students to apply for private accommodation.
- Assist landlords with online submission of tenant lists and banking details etc.

CONTACT DETAILS FOR ENQUIRIES
- **BLOEMFONTEIN CAMPUS:**
  OCAStudents@ufs.ac.za
  +27 51 401 9166 / 3412
- **QWAQWA CAMPUS:**
  OCAQwaqwa@ufs.ac.za
  +27 58 718 5016 / 5030
- **SOUTH CAMPUS:**
  SCOCAStudents@ufs.ac.za
  +27 51 505 1564 / 1205 / 1456

SFS

STUDENT FINANCIAL SERVICES
SFS is the department that works with the students.

RESPONSIBILITIES
- Communication to the students
- Manage the private accommodation allowance application process for students
- Process students' private accommodation applications
- Request information from the student if the application is incomplete
- Validation before payment
- Submission of payment lists to Accounts Payable for payment to the landlords.
- Attend to queries related to the student application and remittance amounts

CONTACT DETAILS FOR ENQUIRIES
- **BLOEMFONTEIN CAMPUS:**
  FinAidEnquiriesBfn@ufs.ac.za
- **QWAQWA CAMPUS:**
  FinAidQwa@ufs.ac.za
- **SOUTH CAMPUS:**
  FinAidEnquiriesSouth@ufs.ac.za
- **CONTACT NUMBER:**
  +27 51 401 9111 (Option 3 - Finance)