

NSFAS PRIVATE ACCOMMODATION APPLICATION EXPLANATION OF INCOMPLETE REASONS

The "Parent/Guardian Living Address" does not correspond with the uploaded document.

The address you entered on the application as your home address must be the same as the address on the document you uploaded as proof of your home address.

Attach an affidavit from your parent explaining the difference in surnames.

When you provide proof of your home address and the surname of your parent/guardian differs from yours, it is important to provide an affidavit to explain the difference in the surname. Without the confirmation there is no proof that the information you provided is the information of your parents/guardian.

The amount does not correspond with the agreement.

The monthly rental amount that you entered on your private accommodation application must be the same as the amount in your attached lease agreement.

The "Move in date" does not correspond with the agreement.

The move in date that you entered on your private accommodation application must be the same as the commencement date in your attached lease agreement.

The "Move out date" does not correspond with the agreement.

The move out date that you entered on your private accommodation application must be the same as the date of evacuation in your attached agreement.

The document uploaded as an agreement is not acceptable.

Only a valid lease agreement will be accepted. If there is no lease agreement between you and the landlord please make use of the lease agreement provided on the UFS website:

www.ufs.ac.za

Students

Financial Aid

Basic Residential Lease Agreement Template

The lease agreement must be complete and signed by both parties.

The certification date for the uploaded documents are older than 3 months.

Certification of uploaded documents (proof of home address) should not be older than 3 months. Please visit the nearest police station or Protection Services on campus to certify your documents and upload it again.

The uploaded documents are not certified.

Documents that you upload with your private accommodation application (proof of home address) should be certified. The certification should not be older than 3 months.

The uploaded documents are older than 3 months.

Proof of home address should not be older than 3 months. Please upload proof of your home address of which the date is still within 3 months of the date of submission of your private accommodation application.

Please attach the landlord's municipal account as proof that he/she is the owner.

The municipal account is requested to confirm that the rental property is the property of the said owner who signed the agreement with the student.

The uploaded proof of address for parents/guardian is not acceptable.

The proof of home address must be a valid document confirming your home address (e.g. an account).

The lease agreement must be signed by both parties.

The landlord as well as the student must sign the lease agreement before you upload it as part of your private accommodation application. Please note that you cannot sign on behalf of your landlord.

The landlord's information was captured incorrectly.

If you are staying at non-accredited accommodation it is requested that you capture your landlord's information. This information should be the same as the information on your agreement that you uploaded on your private accommodation application.

Attach an approval letter from the lessor confirming that subletting is allowed.

In a case of subletting, confirmation from the lessor is requested to confirm that subletting is allowed.

Other

Please note that the above mentioned incomplete reasons is the most common and is therefore listed above. The Financial Aid Officer who reviews your private accommodation application might add other reasons in specific cases. For any enquiries please contact or visit your nearest Financial Aid office.