

27 February 2024

NSFAS PRIVATE ACCOMMODATION AND TRANSPORT ALLOWANCE APPLICATIONS 2024

WHO QUALIFIES FOR:

TRANSPORT ALLOWANCE?

Students who opt to make their own accommodation arrangements which include staying at home, staying with immediate family members or staying at non-accredited accommodation qualify for a transport allowance.

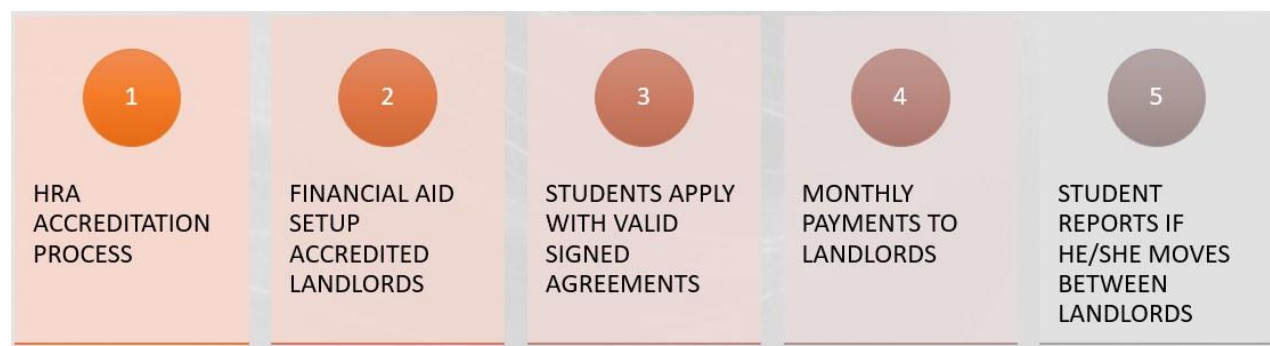
These students can apply online for the transport allowance on their Student-Self Service. Applications open on **28 February 2024** and close **15 March 2024**. A step-by-step guide is available on the UFS website on how to apply (www.ufs.ac.za).

PRIVATE ACCOMMODATION?

Students who do not stay in on-campus accommodation and who do not stay with immediate family members.

Please note that you can only receive one of the above allowances and not both.

STEPS IN THE NSFAS PRIVATE ACCOMMODATION PROCESS



Please note that all processes depend 100% on step 1.

STEP 2: FINANCIAL AID SETUP ACCREDITED LANDLORDS

- Students will **only be able to apply** for NSFAS private accommodation if their landlord is **accredited, provisionally accredited** or, in case of Qwaqwa accommodation, **verified**.
- Housing and Residence provides accredited landlord information to Financial Aid to setup on the application drop-down list.
- Students who do not find their landlord on the application drop-down list need to refer their landlords to HRA. This information can also be given to HRA which will endeavor to assist landlords with the accreditation process.

STEP 3: STUDENTS APPLY FOR PRIVATE ACCOMMODATION

- The application process will open on **1 March 2024** and close on **31 July 2024**.
- Students must log in on their **Student Self-Service** and complete an online application for private accommodation. A step-by-step guide is available on the UFS website (www.ufs.ac.za) to assist students with the application process.

- **Required documents** that must be uploaded with the application are as follows:
 - An authentic and valid signed lease agreement; and
 - An affidavit by the landlord confirming that the student is not an immediate family member and that he/she is not a staff member of the UFS.
- Please note that students whose applications are **complete and in order** will receive a **“Pending”** status until all on-campus accommodation is fully utilized.
- Once **ready for payment** the status will be changed to **“Approved.”**

STEP 4: MONTHLY PAYMENTS TO LANDLORDS

- Payments must be made to the landlords according to the approved 2024 Guidelines.
- Only applications on an “Approved” status may be paid.
- Maximum private accommodation amount:
 - Bloemfontein and South campuses: R43 986
 - Qwaqwa campus: R33 870

Qwaqwa campus breakdown of private accommodation allowance per annum over a period of 10 months subject to the student being registered for a funded qualification for the full year:

 - Rental amount R14 729 – Payment to landlord
 - Transport R4 300 (Qwaqwa arranged transport)
 - Transport R3 794 (payment to student)
 - Data R2 220 (payment to student)
 - Water and electricity R8 827 (payment to student)



- The payment will be calculated based on the rental amount, move-in and move-out date as indicated on the authentic and valid signed lease agreement.
- Students who move from on-campus accommodation to off-campus accommodation may not claim for off-campus accommodation.
- Students will not be allowed to move between landlords during the third quarter of the academic year from 31 July 2024.

STEP 5: STUDENT MOVES BETWEEN LANDLORDS

- HRA will receive monthly tenant lists from landlords to identify students who moved in and out of an accommodation. These lists will be shared with Financial Aid.
- The application form for students who move from one landlord to another will be changed to **INCOMPLETE** to allow the students to **upload the first and second landlord's information**. The student also needs to upload **valid written consent** from the first landlord that they are in agreement of the student moving out. **It is the student's responsibility to inform Financial Aid when they move between landlords.**
- Should it happen that tenant lists were received too late which resulted in payment made to the first landlord it will be the **responsibility of the landlord** to pay back the incorrect allowance payment to your UFS tuition fee account to enable UFS to make payment to the correct landlord.
- Please note that the system only allows a student to move once. If there was a landlord change, then the space for a second landlord is used in the system and the student will not have the opportunity to move. **These cases will be handled on an ad hoc basis by Fin Aid Management.**

