

24 February 2025

NSFAS PRIVATE ACCOMMODATION ALLOWANCE APPLICATIONS 2025

WHO QUALIFIES FOR PRIVATE ACCOMMODATION?

- Students who do not stay in on-campus accommodation, and
- who do not stay with immediate family members, and
- who are staying at accredited accommodation

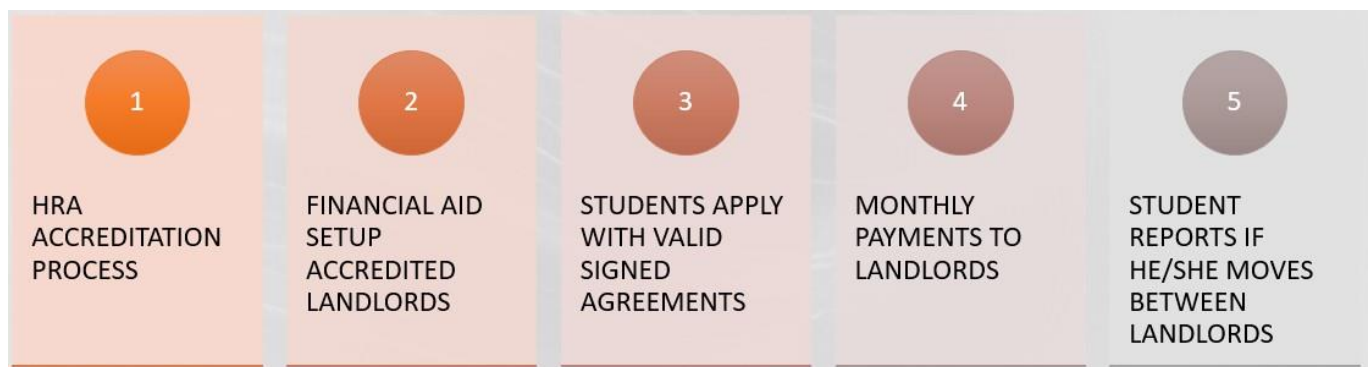
Please note that you can either receive transport allowance OR private accommodation allowance and not both.

Please note that if you applied for transport allowance, you would not qualify for private accommodation allowance.

Please note that UFS is NOT part of the NSFAS private accommodation pilot programme.

Currently registered students are strongly encouraged to apply by 31 March 2025 to avoid delays in payments to landlords.

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

- Please be informed that the application process for 2025 will open on **24 February** and close on **31 July 2025**. We encourage all annual and first-semester students to submit their applications by **31 March 2025**. The application period will remain open until 31 July 2025 to accommodate second-semester students. Students must apply immediately once their landlord appears on the system.
- Students must submit confirmation of approved NSFAS funding to their landlord from the 1st day.
- 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. Please do not resubmit your application at this point.
- Once **ready for payment** the status will be changed to “**Approved.**”

STEP 4: MONTHLY PAYMENTS TO LANDLORDS

- Payments will be made to the landlords.
- Only applications on an “Approved” status may be paid.
- Maximum private accommodation amount:
 - Bloemfontein and South campuses: **To be confirmed**
 - Qwaqwa campus: **To be confirmed**

Qwaqwa campus breakdown of private accommodation allowance per annum over a period of 10 months within your move-in and move-out date subject to the student being registered for a funded qualification for the full year:

- Rental amount – Payment to landlord
 - Transport (Qwaqwa arranged transport)
 - Transport (payment to student)
 - Data (payment to student)
 - Water and electricity (payment to student)
- For Bloemfontein and South campus students, 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 last quarter of the academic year from 31 July 2025.
- Students may not apply for private accommodation with backdated lease agreements. This will subject student and landlord to an investigation.

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 on the date that the student moves out from the first landlord.**
- 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.**
- Students moving out before the notice period will be liable for the notice period payment.
- Students must give notice in writing and keep proof thereof.

FOR ENQUIRIES PLEASE CONTACT FINANCIAL AID:

Contact number: 051 401 9111 (option 3)

Email addresses:

Bloemfontein campus – finaidenquiriesbfn@ufs.ac.za

South campus – finaidenquiriesouth@ufs.ac.za

Qwaqwa campus – finaidqwa@ufs.ac.za