

03 June 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.

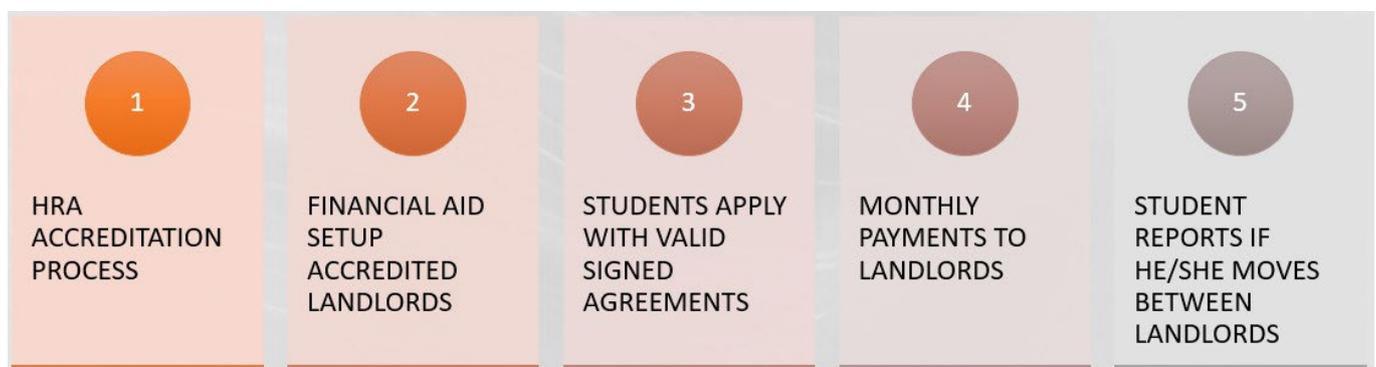
**Please note that you can either receive transport allowance OR private accommodation allowance and not both.**

**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 urged to apply by 09 June 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

- The application process will open on **24 February** and close on **09 June 2025**.
- 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](http://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.
- Once application is processed and everything is in order, 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: R 46 625.00
  - Qwaqwa campus: R35 225.00

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 – R15 318.00 (Payment to landlord)
  - Transport - R4 498.00 (Qwaqwa arranged transport)
  - Transport – R3 920.00 (payment to student)
  - Data - R2,309 (payment to student)
  - Water and electricity - R9,180 (payment to student)
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- 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 off-campus accommodation.
  - Students will not be allowed to move between landlords during the third and last quarter of the academic year from 9 June 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](mailto:finaidenquiriesbfn@ufs.ac.za)

South campus – [finaidenquiriessouth@ufs.ac.za](mailto:finaidenquiriessouth@ufs.ac.za)

Qwaqwa campus – [finaidqwa@ufs.ac.za](mailto:finaidqwa@ufs.ac.za)

