

APPLICATION INFORMATION: OFF-CAMPUS ACCOMMODATION ACCREDITATION FOR 2026 FOR ALL APPLICATIONS (BOTH NEW AND RENEWAL)

INTRODUCTION

- 1.1 The University of the Free State (hereinafter referred to as the “**UFS**”) places a high premium on the importance of the availability of good quality accommodation for every individual that is enrolled for tertiary studies and registered as a student of the UFS (the “**Student(s)**”).
- 1.2 The UFS accordingly endeavours to accredit and make private student housing available to its students that is of a high standard in line with [National Student Financial Aid Scheme](#) (NSFAS) applicable directives and guidelines and that conforms to the regulatory framework that applies to student housing in South Africa.
- 1.3 Accreditation with reference to private housing and Off-Campus student accommodation refers to the recognition and certification by the UFS of a property, confirming that it is suitable to accommodate students and that it complies with the applicable norms and standards as contemplated below including compliance with applicable Municipal by-laws.
- 1.4 Furthermore, the UFS requires all Off-Campus accommodation providers who are desirous to be accredited by the UFS to observe the applicable norms and standards prescribed by the Higher Education Act, 101 of 1997, as amended from time to time, as far as it applies to student housing and accommodation services.
- 1.5 Every Off-Campus accommodation provider who is desirous to obtain accreditation to provide Off-Campus accommodation services to students of the UFS shall be required to comply with the applicable Policy on the Minimum Norms and Standards for Student Housing at Public Universities (published in Government Gazette 39238, dated 29 September 2015), which policy can be accessed at the following link: <https://www.gov.za/documents/higher-education-act-policy-minimum-norms-and-standards-student-housing-public> (the “**Official Student Housing Policy**”).
- 1.6 In addition to the aforesaid, every private accommodation provider who is desirous to obtain accreditation to provide Off-Campus accommodation services to students of the UFS shall be required to comply with the official UFS policies, procedures, terms, and conditions with specific reference to the UFS Policy on the Accreditation of Off-Campus Student Accommodation (the “**UFS Student Housing Policy**”).
- 1.7 “**Applicant**” shall mean the owner or person or agent or representative, who warrants that he/she is duly authorized thereto, applying for accreditation as an Off-Campus student accommodation provider.

APPLYING FOR ACCREDITATION

- 2.1 To be considered for potential accreditation as an Off-Campus student accommodation provider, the prescribed application form attached hereto as “**Annexure D**” must be completed in full and submitted together with the supporting documentation as listed in “**Annexure A**” (*Criteria for Accreditation*) of the UFS Student Housing Policy.

Kindly note that **only** applications that are completed in full and accompanied by all the supporting documentation as required by the UFS, will be considered by the UFS.

- 2.2 All applications must be submitted during the year preceding the year for which accreditation is required on or before the closing date as determined by the Housing and Residence Affairs (“HRA”).
- 2.3 Kindly note that no applications will be accepted by the UFS after the closing date.
- 2.4 **Application forms must be submitted via email to OffCampusAccom@ufs.ac.za and the UFS will not accept hand-delivered application forms.**

Applications sent to an individual will not be considered either.

- 2.5 Application forms and ancillary documents can be obtained at: <https://www.ufs.ac.za/residences/housing-and-residence-affairs/information/off-campus-accommodation/application-procedure>.
- 2.6 By applying to the UFS, the applicant acknowledges and agrees that he/she has familiarized himself/herself with the applicable procedures and minimum accreditation requirements of the UFS that apply to Off-Campus accommodation, as well as the terms and conditions of the UFS Student Housing Policy.
- 2.7 The applicant will be the person/agency/representative with whom the UFS corresponds with.
- 2.8 The accommodation provider shall timeously conclude written lease agreements with all its students being accommodated at the property, which will regulate the provision of Off-Campus accommodation to students by the accommodation provider. The accommodation provider shall be solely responsible for obtaining payment from students. The UFS is expressly excluded from any responsibility and/or liability for any non-payment of any accommodation fees of students.
- 2.9 Accreditation as an Off-Campus student address is only valid for the duration of the year as stated in the application.

If the UFS is responsible for the payment of students’ accommodation fees, such payment shall be made upon presentation of a valid student list, with amounts to Finance. The UFS reserves the right to effect payment either directly to the relevant student or, alternatively, to the accommodation provider, subject to the applicable guidelines of the Department of Higher Education and Training.

ACCREDITATION PROCESS

Once a completed application form, as contemplated in paragraph 2 (*Applying for Accreditation*) above, has been submitted on or before the due date for such submission, and the application has met all the official minimum accreditation requirements, the accreditation process, as detailed in the UFS Student Housing Policy, will commence.

ANNEXURE A

REQUIRED/SUPPORTING DOCUMENTS

(Criteria for Accreditation)

Category	Definition	Required Documents/Checklist:
<div>■ Individual</div>	<p>A single person, or a sole proprietor, separate from others or from a group.</p>	<ul style="list-style-type: none"> ■ Certified Title Deed / Deed of Transfer (of the Owner). ■ Power of Attorney (if not owner). ■ Approved building plans (MMM stamp) and Occupancy Certificate. ■ Special consent use/rezoning (For capacity of 5 & above). ■ Gas Certificate if gas is used on the property. ■ Affidavit (owner resides/Caretaker appointed)/ Appointment Letter. ■ House Rules. ■ Lease Agreement for 2026. ■ Utility Bill (not older than 2 months, not owing above R 5 000.00). ■ Certified ID copy/ Passport (Applicant & Owner). ■ Tax clearance (Applicant & Owner). ■ Banking confirmation (Applicant).
<div>■ Company</div>	<p>A legal entity/organization formed by people to run a business. It has its own identity, separate from its owners.</p>	<ul style="list-style-type: none"> ■ Certified Title Deed / Deed of Transfer (Company). ■ Power of Attorney and Mandate (if not owner). ■ Authorizing resolution. ■ CIPC company document. ■ Approved building plans (MMM stamp) and Occupancy Certificate. ■ Special consent/Rezoning (for capacity of 5 & above). ■ Gas Certificate if gas is used on the property. ■ FICA documents. ■ Affidavit (owner resides/Caretaker appointed)/ Appointment Letter. ■ House Rules. ■ Lease Agreement for 2026. ■ Utility Bill (not older than 2 months, not owing above R 5 000.00). ■ Certified ID copies (Directors, Owner & Applicant). ■ Tax clearance (Company, Directors). ■ Banking confirmation (Company).



<p>■ Agency</p>	<p>A business or person that acts on behalf of someone else.</p>	<ul style="list-style-type: none"> ■ Certified Title Deed / Deed of Transfer (of the Owner). ■ Power of Attorney and Mandate (if not owner). ■ Authorizing Resolution. ■ CIPC documents of the Agency. ■ Approved building plans (MMM stamp) and Occupancy Certificate. ■ Special consent use / rezoning (For capacity of 5 & above). ■ Gas Certificate if gas is used on the property. ■ FICA documents (including, but not limited to Certified ID copies (Applicant & Owner)). ■ Affidavit (owner resides/Caretaker appointed). ■ House Rules. ■ Lease Agreement for 2026. ■ Utility Bill (not older than 2 months, not owing above R 5 000.00). ■ Tax clearance (Applicant & Owner). ■ Banking confirmation (Applicant).
<p>■ Trust</p>	<p>A legal entity formed for the purpose of managing the assets of the trust founder</p>	<ul style="list-style-type: none"> ■ Certified Title Deed / Deed of Transfer (of Trust). ■ Power of Attorney and Mandate. ■ Authorizing Resolution. ■ Deed of Trust. ■ Approved building plans (MMM stamp) and Occupancy Certificate. ■ Special consent/Rezoning (for capacity of 5 & above). ■ Gas Certificate if gas is used on the property. ■ FICA documents. ■ Affidavit (owner resides/Caretaker appointed). ■ House Rules. ■ Lease Agreement for 2026. ■ Utility Bill (not older than 2 months, not owing above R 5 000.00). ■ Certified ID copies of trustees (not older than 3 months). ■ Tax clearance (Trustees, Trust & Applicant). ■ Bank confirmation (Trust).

PLEASE TAKE NOTE: No late Applications will be considered after the closing date,
31 October 2025.

ANNEXURE B

Student Accommodation Guidelines Property Overview

TYPE	NORMS AND STANDARDS																			
	SIZE	FACILITIES																		
Site & Building Structure		Property Exterior: <ul style="list-style-type: none"> Structural integrity, well-maintained yard. Roofing, walls and stormwater drainage compliance. Pest damage. 																		
Room & Space Standards <ul style="list-style-type: none"> Single room Double room 	$\geq 8 \text{ m}^2$ $\geq 14 \text{ m}^2$	Bedrooms: <ul style="list-style-type: none"> Bed, Study Desk (between 120 – 180 cm wide and 60 -80 cm deep), Chair, Study lamp, Closet/wardrobe, bookshelf, waste bin, pin board, Sharing cannot exceed 2 tenants. Guidelines in terms of old vs new structures: <table> <tr> <th>Criteria</th><th>Existing Structure</th><th>New Structure</th></tr> <tr> <td>Plan Approval Date</td><td>Before 2012</td><td>2012 or later,</td></tr> <tr> <td>Occupancy Proof</td><td>Before 2012 (or up to 2015)</td><td>After 2015</td></tr> <tr> <td>Visual Evidence</td><td>Older finishes/systems</td><td>Modern materials/layout</td></tr> <tr> <td>Room Size Permitted</td><td>6 m² allowed</td><td>8 m² required</td></tr> <tr> <td>Legal Justification</td><td>Existing-use rights</td><td>Must meet DHET standards</td></tr> </table>	Criteria	Existing Structure	New Structure	Plan Approval Date	Before 2012	2012 or later,	Occupancy Proof	Before 2012 (or up to 2015)	After 2015	Visual Evidence	Older finishes/systems	Modern materials/layout	Room Size Permitted	6 m ² allowed	8 m ² required	Legal Justification	Existing-use rights	Must meet DHET standards
Criteria	Existing Structure	New Structure																		
Plan Approval Date	Before 2012	2012 or later,																		
Occupancy Proof	Before 2012 (or up to 2015)	After 2015																		
Visual Evidence	Older finishes/systems	Modern materials/layout																		
Room Size Permitted	6 m ² allowed	8 m ² required																		
Legal Justification	Existing-use rights	Must meet DHET standards																		
Ablution Facilities	≤ 5 students sharing a shower, bath or toilet.	Bathrooms: <ul style="list-style-type: none"> Waterproof tiles, Window, Mechanical extractor, Shower cubicle with wet/dry zones and / Secured bathtubs, Towel hook and soap dish, Shower curtain/doors, Basin, Toilet. 																		
Kitchen Facilities		Kitchens: <ul style="list-style-type: none"> Suitable food storage, preparation, and kitchen space shall be provided, Stove – 1 four plate stove (with oven) per 8 students, Cold storage – a minimum of a 320-litre capacity fridge/freezer combination is the minimum requirement per 8 students, Sink – 1 per 15 students, Lockable cupboards – 1 per student, Microwave Oven and Kettle – 1 per 15 students, Countertop space – sufficient for 25% of the capacity of the student residents for simultaneous usage. 																		



Services & Utilities		<ul style="list-style-type: none"> Reliable access to clean water and electricity. Reliable Wi-Fi connection, strongly recommended by NSFAS standards. Clean waste disposal, workplace/storage/laundry areas.
Safety & Security		<ul style="list-style-type: none"> Secure doors/windows with locks, emergency exits/signage. Fencing (electric fence/barbwire), perimeter lighting, emergency contact protocols, or police liaison. Fire safety equipment (extinguishers, escape routes, signage, fire blankets). Armed response available.
Transport / Logistics	>2.5 km	Affordable and secure transport running at regular intervals from early morning to late night must be provided for housing further than 2.5 kilometers from the UFS campus. Such sites should be carefully selected with the safety, security, and well-being of students in mind.
Student Well-being & Support		<ul style="list-style-type: none"> Presence of on-site/on a call manager or caretaker. Code of conduct in place, First aid kit, Cleanliness, maintenance, signage, and complaint resolution mechanisms. Social/Entertainment Space, Both the gardener and the cleaner must come at least once a week.

Important Notes:

- An application to operate a student accommodation establishment in a use zone where a dwelling house is a primary right, shall be submitted when 5 (five) or more unrelated persons are charged rental for accommodation on one property with or without the owner living on the property.
- No owner/owner with family/caretaker will be allowed to share living space and facilities with the students.**
- Not more than 20 (twenty) students shall be accommodated in a single-dwelling house.**
- Wendy houses or any other wooden or steel structures may not be used as rentable space for the purposes of student accommodation.
- The safety, security and structure of the building shall be in accordance with the National Building Regulations.
- First-time Applicants are not permitted to accommodate students until their property has been inspected and formally accredited.**
- Any building construction or extension at a student accommodation that has not received prior approval from the municipality will not be subject to inspection. As a result, accreditation for such facilities will not be granted under any circumstances.
- A pre-inspection will be scheduled as part of the accreditation process. Should the property fail to meet the required standards during this inspection, the landlord will be given an opportunity to address all identified issues. A follow-up inspection will then be conducted. If, upon the second inspection, the previously identified issues have not been adequately resolved, accreditation will not be granted.
- The University of the Free State has a right to forward all Accreditation Applications received to the Mangaung Municipality, any objection to this should be stated in writing before the accreditation is granted.**
- As per the NSFAS guidelines students are prohibited to be Caretakers.**

ANNEXURE C

UNDERTAKING: CONFLICT OF INTERESTS

I _____ (full names and surname of Applicant), hereby declare that I, and any related parties forming part of the applicant/accommodation provider, are in no way related (employed by) to the University of the Free State or Organ of State. This declaration is made to affirm that there exists no personal or professional relationship, financial interests, or any other circumstances that could potentially compromise my objectivity or impartiality as an accommodation provider.

By submitting this application, the Service Provider confirms that no bribes, gifts, or improper payments have been offered or given to any student, UFS staff, or third party in connection with this application. Any violation of this rule may lead to the de-accreditation of the accommodation agreement and disqualification from providing services to UFS students.

I acknowledge that I am fully aware of the importance of maintaining a conflict-free environment and the necessity of conducting all interactions, transactions, and agreements with the University of the Free State and its' students in an unbiased and transparent manner.

I, the undersigned, confirm that the above statements are true and correct. I understand that any breach of this declaration may result in the disqualification and termination of my accreditation as an accommodation provider and could lead to legal actions if it is found that I have deliberately misrepresented my affiliations or interests.

I declare that the above information is true and correct.

This declaration is made on _____ (date), at _____ (place).

Signature of Applicant: _____

Full Names and Surname: _____

ID/Passport Number: _____

Designation: _____

ANNEXURE D

**NEW APPLICATION:
OFF-CAMPUS ACCOMMODATION ACCREDITATION APPLICATION FORM:
CLOSING DATE: 31 OCTOBER 2025**

PROPERTY OWNER AND PROPERTY DETAILS	
Full Names and Surname of Property Owner	
Identity Number of Property Owner	
Registration Number of Property	
VAT Number (if applicable)	
Physical Address	
Postal Address	
Telephone Numbers	Cell Phone:
	Home:
	Work:
Email Address	

APPLICANT DETAILS (The Person Applying for Accreditation – the Owner / Agent / Representative / Etc.)	
Full Names and Surname of Applicant	
Identity Number of Applicant	
Registration Number of Property	
VAT Number (if applicable)	
Physical Address	
Postal Address	
Telephone Numbers	Cell Phone:
	Home:
	Work:
Email Address	

REPRESENTATIVE DETAILS (If the Owner is an Organization or Entity)



Full Names and Surname of Representative	
Identity Number of Representative	
Telephone Numbers	Cell Phone:
	Home:
	Work:
Email Address	

STUDENT ADDRESS (PROPERTY) DETAILS

Address of Property	
Total Number of Male Beds	
Total Number of Female Beds	
Total Number of Beds	

CARETAKER DETAILS (If Different from the Property Owner)

Full Names and Surname of Caretaker	
Identity Number of Caretaker	
Telephone Numbers	Cell Phone:
	Home:
	Work:
Email Address	