

APPLICATION FOR RENEWAL OFF-CAMPUS ACCOMMODATION ACCREDITATION FOR 2023

1. 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 each and every individual that is enrolled for tertiary studies and registered as a student of the UFS (the “**Student(s)**”).

I, _____ declare that all information previously submitted has not changed (**This includes:** there has been no change in ownership of the property(details of owner) and/or applicant). I would like to renew the status of my student address for the year 2023.

Signature

***Please make sure to sign the declaration on page 7 as well.**

Take note: If there are any changes to your application, except in owner/applicant details, please fill in “**Annexure A**”. Should there be any changes to owner details/applicant details please fill in a **new application** form.

- 1.2. The UFS accordingly endeavors to accredit and make private student housing available to its Students that are of a high standard and 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.
- 1.4. 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. Each and 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 policy on the Minimum Norms and Standards for Student Housing at Public Universities (published in the 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, each and 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 official UFS policy on the accreditation of off-campus Student accommodation (the “**UFS Student Housing Policy**”).
- 1.7. “Renewal Applicant” shall mean the owner or person or agent or representative, who warrant that he/she is duly authorised thereto applying for accreditation as an off-campus student accommodation provider.

2. APPLYING FOR ACCREDITATION

- 2.1. In order to be considered for potential accreditation as an off-campus student accommodation provider, the prescribed application form attached hereto as “**Annexure A**” must be completed in full and submitted together with the supporting documents as listed in paragraph 6 (*Criteria for accreditation*) of the UFS Student Housing Policy. Kindly note that **only** applications that are completed in full and accompanied by all of the supporting documents as required by the UFS, will be considered by the UFS.
- 2.2. All renewal applications must be submitted during the year preceding the year for which the renewal of accreditation is required on or before the closing date as determined by the Senior Director of the Housing and Residence Affairs (the “**HRA**”).
- 2.3. Kindly note that no renewal applications will be accepted by the UFS after the closing date.
- 2.4. Renewal application forms must be submitted via email to OCASubmissions@ufs.ac.za and no hand delivered Application forms will be accepted by the UFS.
- 2.5. Renewal 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>

TAKE NOTE: By submitting an application 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 of the UFS Student Housing Policy.

TAKE NOTE: The applicant will be the person/agency/representative with whom the UFS corresponds with.

TAKE FURTHER NOTE: The Accommodation Provider shall timeously conclude written lease agreements with all 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 who do not have preloaded credits and/or sufficient funds on their UFS student cards. The UFS is expressly excluded from any responsibility and/or liability for any non-payment of any accommodation fees of Students due to any unavailable/insufficient preloaded credits and/or insufficient funds available on Students’ student cards.

In the event that the UFS is responsible for making payment of Students’ accommodation fees, the UFS reserves the right to make payment of Students’ accommodation fees directly to the relevant Student, alternatively directly to the relevant Accommodation Provider subject to the applicable Department of Higher Education and Training guidelines.

- 2.6. Accreditation as an off-campus student address is only valid for the duration of the year as stated in the application.

3. ACCREDITATION PROCESS

Once a complete renewal 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 renewal application has met all the official minimum accreditation requirements, the accreditation process as detailed in the UFS Student Housing Policy will commence.

RENEWAL APPLICATION FORM UFS OFF-CAMPUS ACCOMMODATION ACCREDITATION

APPLICATIONS CLOSING DATE:

31 OCTOBER 2022 FOR FIRST INTAKE / 28 FEBRUARY 2023 FOR SECOND INTAKE

PROPERTY OWNER AND PROPERTY DETAILS

DETAILS OF THE PROPERTY OWNER	
Name	
Identity number/ Registration number	
VAT number (if applicable)	
Physical address	
Postal Address	
Cell phone number	
Email address	

DETAILS OF THE APPLICANT (the person applying for accreditation – the owner/agent/representative etc.)	
Name	
Identity number/ Registration number	
VAT number (if applicable)	
Physical address	
Postal Address	
Cell phone number	
Email address	

REPRESENTATIVE DETAILS (if owner is an organization or entity)	
Name	
Identity number	
Cellular phone number	
Email address	
Telephone number	

PROPERTY DETAILS	
Address of property	
Housing Capacity	
Number of male students	
Number of female students	
Total number of students	

CARETAKER DETAILS (if different from the Property Owner)	
Full names	
Identity number	
Cellular phone number	
Email address	
Telephone number	

PROPERTY OVERVIEW			
SECURITY	YES	NO	COMMENT
Burglar proofing			
Security doors			
Lockable rooms			
PSIRA or similarly registered security guard or neighbourhood watch			
Panic button in case of an emergency linked to a registered security company			
Perimeter fence (kindly indicate if it is electrical fence)			
ROOM	YES	NO	COMMENT
Curtains / blinds			
Lockable rooms			
Bed and mattress (unsoiled)			
Study table			
Chair			
Bookshelf			
Paper bin			
Study lamp			
Wall or panel heater			
Single rooms			
Double rooms			
Minimum of 14 (fourteen) square metres per double room and minimum of 8 (eight) square metres per single room			
Room Size	Sharing	Single	
BATHROOMS	YES	NO	COMMENT
Shower			
Bathtub			
Toilet			
Basin			

Shower mats and shower curtain			
SHE bins			
Mirrors			
Auto sanitizers			
Soap dispensers			
2-5 students sharing bathroom			
KITCHEN	YES	NO	COMMENT
Sink			
Stove			
Microwave			
Lockable cupboards			
Workspace			
Fridge			

Washing machine or designated washing basin (for clothing and linen)			
OVERALL	YES	NO	COMMENT
Paint			
Floor			
Tidiness			
Roof			
OTHER	YES	NO	COMMENT
Transport			
Distance from UFS Campus (km)			
Estimated monthly rent	Single room	R	
	Double room	R	
	Other	R	

APPLICATION CHECK LIST			
DOCUMENTATION	YES	NO	COMMENT
Certified copy of property title deed			
Power of Attorney (if applicable)			
Authorising resolution (if applicable)			
Approved building plan			
Proof of residential zoning permit/Special consent letter			
Tax clearance certificate of the owner of the property			
FICA-documents of the owner of the property			
Affidavit declaring that there will be a responsible party			

present at the property at all times			
Utility bill not older than three months			
Certified ID Copies of owner (s) not older than three months			
Lease Agreement for 2022			
Copy of house rules			
Proof of Banking details			

DECLARATION

The off-campus accommodation provider, by effecting his/her signature to this renewal application form, hereby declares that all of the information provided is accurate, correct, reliable and true to the best of the off-campus accommodation provider's knowledge. The above documentation is received subject to verification. The date of verification will be communicated to you in due course. Where information is lacking, please provide a brief explanation on when they will be submitted.

Thus done and signed at _____ on this _____ day of _____ 20____.

SIGNATURE: OFF-CAMPUS ACCOMMODATION APPLICANT

Name of Applicant: _____

Designation: _____

Thus done and signed at _____ on this _____ day of _____ 20____.

SIGNATURE: HOUSING AND RESIDENCE AFFAIRS

Name: _____

Designation: _____

Important Documents Required for Renewal of Accreditation for 2023

The following supporting documents must accompany a completed application form in respect of each physical address/property for which accreditation is required:

- missing supporting documents (if previously not submitted);
- a proof of residential zoning permit / Special consent use;
- a copy of the registered owner of the property's tax clearance certificate. (which expires after 28 February 2023);
- lease Agreement for 2023 which complies with the relevant legislations;
- a copy of the Applicants tax clearance; and
- confirmation of banking details of the applicant on the bank's letterhead.

PLEASE TAKE NOTE: Service providers must ensure that all the missing documents previously not submitted are submitted to avoid any delay.

FURTHER TAKE NOTE: Application received/ submitted after the closing date will only be processed from 1 December 2022 in respect of the first intake and 1 April 2023 in respect of the second intake