



Accreditation Application Process

Student accommodation is a significant aspect of the success of the University of the Free State (hereinafter referred to as “the University”), and consequently good quality accommodation is important for each individual student to be successful in his/her studies.

The Higher Education Act, 101 of 1997, as amended from time to time, provides a clear policy for South African universities, setting out the norms and standards in respect of the various facets of public and private student housing and accommodation services. Please refer to the Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Government Gazette 39238, dated 29 September 2015) for the detailed requirements regarding the standards for student accommodation (hereinafter referred to as “the Policy”), which Policy can be accessed at the following link: <http://www.gov.za/documents/higher-education-act-policy-minimum-norms-and-standards-student-housing-public>

It must be noted that it is a requirement for the University to accredit the standard of accommodation provided to its students by private accommodation service providers.

In terms of the Specifications and Conditions on the Accreditation of Off-Campus Accommodation, private accommodation service providers must adhere to the Criteria and Procedure for Accreditation, which is as follows:

Important Documents Required for Accreditation

Properties will only be considered for accreditation as off-campus accommodation if the following documents are presented by the applicant:

- Building Plan approved by the City of Bloemfontein;
- Development Plan;
- Proof of Residential Permit (Zonal);
- Original Tax Clearance Certificate; and
- Proof of Ownership of the Property or Proof of Written Consent by the Owner for the applicant to operate the property as premises for accommodation.

Only applications that have been completed in full and contain all the information required will be considered. The application must be completed in respect of each physical address for which accreditation is required. All applications for the accreditation of accommodation must be submitted before a date in the preceding year determined by the Senior Director of HRA. No late applications will be considered. It is the responsibility of the applicants to familiarize themselves with the closing date and relevant application procedures.

The Accreditation Process

In addition to the abovementioned information, it is vital for the private accommodation service provider to take note of the accreditation process, which is as follows:

- Once an application for the accreditation of accommodation has been met, the Officer for Off-Campus Accommodation, with the assistance of a representative from Protection Services, will conduct an independent evaluation of the premises. After the inspection of the premises, the Officer for Off-Campus Accommodation, supported by a representative from Protection Services, makes a recommendation, with supporting documentation, including photo evidence, to the Senior Director of HRA on whether or not the accommodation should be accredited. The Senior Director of HRA will then

make a decision on the accreditation within 72 hours after the evaluation has taken place, and inform the Provider forthwith and in writing.

- Accreditation will be the physical property and not per applicant. This means the above process would apply individually for each separate application.
- It is important to note that the accreditation is only for a period of 1 (one) calendar year.
- If the accommodation does not meet the requirements for accreditation after the first inspection, the Senior Director of HRA will recommend to the Provider a time frame to address the shortcomings where after the second inspection will be done.
- Once accommodation has been accredited, details of the accommodation will be placed on the University's database for off-campus accommodation. This database will be regularly updated and made available to current and prospective students. The database will be available on the UFS website.
- Only accredited accommodation may be advertised on the UFS notice boards. Notices advertising accredited off-campus accommodation may be placed on UFS notice boards only with the approval of the Senior Director of HRA in consultation with the Senior Director for Brand Management and Communication.
- Where clear evidence exists that providers of off-campus accommodation solicits staff or students of the UFS through inducements, whether monetary or otherwise, to support their (continued) provision of off-campus accommodation, such providers shall forthwith forfeit their accreditation as providers of accredited off-campus accommodation.