



FORM UFS OCA 01

OFF-CAMPUS ACCOMMODATION

CRITERIA AND PROCEDURES FOR ACCREDITATION

1. Forms will be issued to Providers in person (**closing date for submission is _____**).
2. Accreditation and grading forms will be based on physical address.
3. After submitting the forms, an appointment will be scheduled to view the property/properties, at the UFS's convenience.
4. Accreditation and grading for NSFAS and Bursary approved Dwelling Houses or Communes will also be based on the appearance, distance and rental price of the accommodation. Evaluation of the property will be done by the Officer for Off-Campus Accommodation, supported by a representative from Protection Services.
5. A letter will be issued stating whether the Provider is accredited or not.
6. All appeals must be directed to the Senior Director of HRA **within 72 hours of receiving the results**. Appeals will be addressed within 5 working days after receiving the results. No appeals will be accepted thereafter.
7. The following documentation should be available for the signing of the contract with the UFS:
 - CC Registration Number;
 - Details of Owner;
 - Bank Account Details on a Letterhead from the Bank; and
 - Tax Clearance Certificate.
8. A student may only be required to give one month's written notice should the student decide to find alternative accommodation.
9. Transport should be provided in areas where distance is more than 1km.
10. **Should any guidelines be contravened after the accreditation, HRA has the right to remove accreditation from an accredited Provider and suspend such Provider for 1 year.**

Check List before Submitting Forms:

- The ID photo of the Provider (owner/landlord) must be attached to the application form. In the case of the landlord not living on the premises, the caretaker's photo and relevant details should be included.
- A drawing or map, showing the location of the physical address, must be attached.
- A certified copy of the company's tax clearance certificate and company registration must be attached.
- The closing date for all applicants is _____.
- All appeals will be considered prior to _____ (**no appeals will be accepted after the abovementioned date**).
- All previously accredited off-campus accommodation Providers must re-apply on a yearly basis.
- Accreditation is valid for the duration of 12 months (one year).
- No advertisements, notices or pamphlets will be allowed on the UFS premises, including the surrounding perimeter fencing, without HRA's written permission.
- Copy of home owner and liability documents (active regulations).

APPLICATION FORM – PROVIDER

Name of the Organisation	
Company Registration Number	Company VAT Number
Physical Address of Accommodation	Postal Address of Accommodation
_____	_____
_____	_____
_____	_____
_____	_____
Owner's Details	
Name	
Cellphone	
Email	
Telephone/Fax	
Capacity	
Males	
Females	
Total	
Caretaker / Landlord's Details	
Name	
Cellphone	
Email	
Telephone/Fax	
Additional Emergency Number	

BUILDING AND EQUIPMENT OVERVIEW

Security	Yes	No	Comments
Burglar Proofing			
Security Doors			
Lockable Rooms			
Registered Security Guard or Neighbourhood Watch			
Panic Button in Case of an Emergency Linked to a registered Security			
Perimeter Fence			
Rooms	Yes	No	Comments
Curtains / Blinds			
Lockable Rooms			
Bed and Mattress			
Study Table			
Chair			
Bookshelf			
Paper Bin			
Study Lamp			
Wall or Panel Heaters			
Single Rooms			

Double Rooms			
Minimum of 9 square per metres per person			
Room Size	Sharing	Single	
Bathrooms	Yes	No	Comments
Shower			
Bathtub			
Toilet			
Basin			
Shower Mats			
SHE Bins			
Mirrors			
Auto Sanitizers			
Soap Dispensers			
2 – 5 Sharing Bathroom			
Kitchen	Yes	No	Comments
Sink			
Stove			
Microwave			
Lockable Cupboards			

Workspace			
Fridge			
Washing Machine or Designated Washing Basin			
Overall Appearance	Yes	No	Comments
Paint			
Floors			
Tidiness			
Other	Yes	No	Comments
Transport			
Km Radius to Campus			
Estimated Rent	Single Room	R	
	Double Room	R	
	Other	R	