

## Steps to be taken by Accredited, Provisionally Accredited and Prospective Accredited Service Providers

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Please read the steps explained below against the background of Paragraphs 6.5.4 and 6.5.5 of the Guidelines for the Department of Higher Education and Training Bursary Scheme for Students at Public Universities 2020, which provides as follows:

*“6.5.4 In general, qualifying students whose home address is close to a university campus, or those who choose to make their own accommodation arrangements, would not be considered for an award for an accommodation allowance. These students qualify for a travel allowance determined by the institution, up to a maximum of R7 500 in 2020 as well as the living allowance of R15 000.*

*6.5.5 University students living in private leased accommodation can qualify for an accommodation allowance if they are accommodated in university accredited accommodation.<sup>5</sup> As with 2019, the maximum allowance for external accommodation is capped at the cost of internal university accommodation costs for an equivalent accommodation type. Proof of a lease agreement must be provided for a student to qualify.”*

As an interim measure to address the urgent need for accommodation, the University of the Free State will assist Accredited, Provisionally Accredited, and Prospective Accredited Service Providers in the following ways:

- **31 January 2020**

Service Providers to provide the Office for Accreditation with completed Application Forms and supporting documentation. Forms can be obtained at <https://www.ufs.ac.za/residences/housing-and-residence-affairs/off-campus-accommodation/application-procedure>.

- **15 February 2020**

Verification of the completed Application Form and supporting documentation received.

- **15 March 2020**

Communication to Service Provider from the Office informing them on their provisional status if they complied; shortcomings will be identified and communicated with a time frame to rectify such shortcomings.

**Please Note:** No Accreditation or Provisional Accreditation is possible without the submission of the required documentation as indicated above.

Financial Aid will execute payment for the Accredited and Provisional Accredited Service Providers into the accommodation pocket of their wallet. Please ensure that the Service Provider do have the necessary swiping machines for payment into their accounts. Fundi will meet with the Accredited, Provisionally Accredited, and Prospective Service Providers on 30 January 2020 at 14:30 to explain the process further. The Off-Campus Accommodation Office will communicate the venue for the meeting to Services Providers.