



## OFF-CAMPUS ACCOMMODATION ACCREDITATION: APPLICATION INFORMATION

### 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)**”).
- 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 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**”).

### 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.
- 2.2. 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.

- 2.3. 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 Senior Director of the Housing and Residence Affairs (the “HRA”).
- 2.4. Kindly note that no applications will be accepted by the UFS after the closing date.
- 2.5. Application forms may be submitted via email to [OffCampusAccom@ufs.ac.za](mailto:OffCampusAccom@ufs.ac.za) or delivered to 205 Nelson Mandela Drive, President Steyn Annex office 128.
- 2.6. Application forms and ancillary documents can be obtained at:  
<https://www.ufs.ac.za/residences/housing-and-residence-affairs/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.

## **ACCREDITATION PROCESS**

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

**APPLICATION FORM: UFS OCA 01**  
**CLOSING DATE FOR APPLICATIONS: 24 JANUARY 2021**

**PROPERTY OWNER AND PROPERTY DETAILS**

DETAILS OF THE PROPERTY OWNER	
Name	
Identity number/ Registration number	
VAT number (if applicable)	
Physical address	
Postal 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)			
<b>ROOM</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
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 per metres per double room)			
Room Size	Sharing	Single	
<b>BATHROOMS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Shower			
Bathtub			
Toilet			
Basin			
Shower mats and shower curtain			
SHE bins			
Mirrors			
Auto sanitizers			
Soap dispensers			
2-5 students sharing bathroom			
<b>KITCHEN</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Sink			
Stove			
Microwave			
Lockable cupboards			
Workspace			
Fridge			

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

<b>APPLICATION CHECK LIST</b>			
<b>DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
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 2020			
Copy of house rules			
Banking details			
Insurance or Third Party Liability			

### 3. DECLARATION

The off-campus accommodation provider, by effecting his/her signature to this 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 \_\_\_\_\_ 20 \_\_\_\_\_

#### **OFF-CAMPUS ACCOMMODATION PROVIDER**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Thus done and signed at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_

#### **HOUSING AND RESIDENCE AFFAIRS SENIOR DIRECTOR**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_