



APPLICATION FOR RENEWAL

OFF-CAMPUS ACCOMMODATION ACCREDITATION FOR 2025

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 everyone that is enrolled in 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 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 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, 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, and with specific reference to the terms and conditions of the 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 authorized thereto applying for accreditation as an off-campus student accommodation provider.

2. APPLYING FOR ACCREDITATION

- 2.1 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 documentation 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 the supporting documentation 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 Housing and Residence Affairs (“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>.
- 2.6 By applying 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 and conditions of the UFS Student Housing Policy.
- 2.7 The applicant will be the person/agency/representative with whom the UFS corresponds with.
- 2.8 The accommodation provider shall timeously conclude written lease agreements with all its 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. The UFS is expressly excluded from any responsibility and/or liability for any non-payment of any accommodation fees of students.
- If the UFS is responsible for making payment of student’s accommodation fees, the UFS reserves the right to make payment of student’s 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.
- 2.9 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 completed 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

APPLICATION CLOSING DATE: 30 NOVEMBER 2024

DECLARATION:

I, _____ (full names and surname of applicant),
with ID number _____ OR Company Registration Number _____,
declare that all information previously submitted has not changed. This includes no changes in ownership of the
property, details of the owner and/or the applicant.

I would like to renew the status of _____ (student address)
for the year 2025.

By effecting my signature to the renewal application form, I hereby declare that all the information provided is
accurate, correct, reliable and true to the best of my knowledge.

TAKE NOTE: If there are any changes to the application, please complete a new application form.

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

Signature: Applicant: _____

Full Names and Surname: _____

Designation: _____

IMPORTANT DOCUMENTS REQUIRED FOR RENEWAL OF ACCREDITATION FOR 2025

The following supporting documents must be accompanied by a completed application form in respect of every physical address / property for which accreditation is required:

- Missing supporting documents (if previously not submitted).
- Special Consent Use or Rezoning approved by the MMM
- Copy of the registered owner of the property's tax clearance certificate (which expires after 28 February 2025).
- Copy of Lease Agreement for 2025, vetted and signed off by an Attorney of Law, ascertaining it complies with the relevant legislation(s).
- Copy of Utility Bill not older than two months and not owing more than R5 000.
- Copy of the applicant's tax clearance.
- Confirmation of banking details of the applicant on the bank's letter head.

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

FURTHER TAKE NOTE: No late applications will be accepted and/or considered, and no extension will be granted.

CONFLICT OF INTEREST DECLARATION

I, _____ (full names and surname of applicant),
hereby declare that I, and any related parties forming part of the applicant/accommodation provider, are in no way related to the University of the Free State. This declaration is made to affirm that there exists no personal or professional relationship, financial interest, or any other circumstance that could potentially compromise my objectivity or impartiality as accommodation provider.

I acknowledge that I am fully aware of the importance of maintaining a conflict-free environment and the necessity of conducting all interactions, transactions, and agreements with the University of the Free State and its students in an unbiased and transparent manner.

I understand that any breach of this declaration may result in the termination of my accreditation as accommodation provider and could lead to legal actions if it is found that I have deliberately misrepresented my affiliations or interests.

This declaration is made on _____ at _____.

Signature: Applicant: _____

Full Names and Surname: _____

Designation: _____