

09 March 2023

## NSFAS PRIVATE ACCOMMODATION AND TRANSPORT ALLOWANCE APPLICATIONS 2023

### WHO QUALIFIES FOR:

#### TRANSPORT ALLOWANCE?

Students who opt to make their own accommodation arrangements which include staying at home, staying with immediate family members or staying at non-accredited accommodation qualify for a transport allowance.

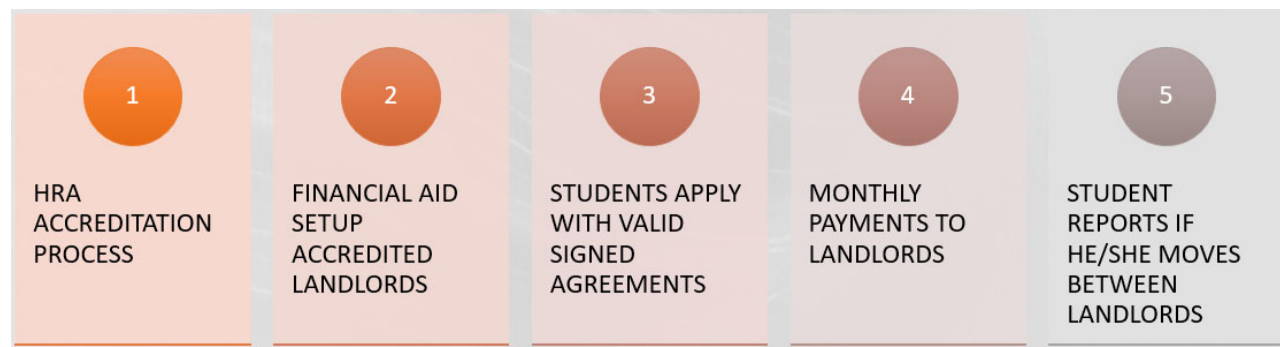
These students can apply online for the transport allowance on their Student-Self Service. Applications open on 9 March and close 31 August 2023. A step-by-step guide is available on the UFS website on how to apply ([www.ufs.ac.za](http://www.ufs.ac.za)).

#### PRIVATE ACCOMMODATION?

Students who do not stay in on-campus accommodation and who do not stay with immediate family members.

**Please note that you can only receive one of the above allowances and not both.**

## STEPS IN THE NSFAS PRIVATE ACCOMMODATION PROCESS



Please note that all processes depend 100% on step 1.

### STEP 2: FINANCIAL AID SETUP ACCREDITED LANDLORDS

- Students will **only be able to apply** for NSFAS private accommodation if their landlord is **accredited, provisionally accredited** or, in case of Qwaqwa accommodation, **verified**.
- Housing and Residence provides accredited landlord information to Financial Aid to setup on the application drop-down list.
- Students who do not find their landlord on the application drop-down list need to refer their landlords to HRA. This information can also be given to HRA which will endeavor to assist landlords with the accreditation process.

### STEP 3: STUDENTS APPLY FOR PRIVATE ACCOMMODATION

- The application process will open on **9 March 2023** and close on **31 August 2023**.
- Students must log in on their **Student Self-Service** and complete an online application for private accommodation. A step-by-step guide is available on the UFS website ([www.ufs.ac.za](http://www.ufs.ac.za)) to assist students with the application process.

- **Required documents** that must be uploaded with the application are as follows:
  - An authentic and valid signed lease agreement; and
  - An affidavit by the landlord confirming that the student is not an immediate family member and that he/she is not a staff member of the UFS.
- Please note that students whose applications are **complete and in order** will receive a **“Pending”** status until all on-campus accommodation is fully utilized.
- Once **ready for payment** the status will be changed to **“Approved.”**

## STEP 4: MONTHLY PAYMENTS TO LANDLORDS

- Payments must be made to the landlords according to the approved 2023 Guidelines (5.3.5.3).
- Only applications on an “Approved” status may be paid.
- Maximum private accommodation amount:
  - Bloemfontein and South campuses: R39 627
  - Qwaqwa campus: R27 568

Qwaqwa campus breakdown of private accommodation allowance per annum over a period of 10 months subject to the student being registered for a funded qualification for the full year:

- Rental amount R12 850 – Payment to landlord
- Transport R4 300 (Qwaqwa arranged transport)
- Transport R3 418 (payment to student)
- Data R2 000 (payment to student)
- Water and electricity R5 000 (payment to student)



- The payment will be calculated based on the rental amount, move-in and move-out date as indicated on the authentic and valid signed lease agreement.
- Students who move from on-campus accommodation to off-campus accommodation may not claim for off-campus accommodation.
- Students will not be allowed to move between landlords during the last quarter of the academic year from 31 Aug 2023.

## STEP 5: STUDENT MOVES BETWEEN LANDLORDS

- HRA will receive monthly tenant lists from landlords to identify students who moved in and out of an accommodation. These lists will be shared with Financial Aid.
- The application form for students who move from one landlord to another will be changed to **INCOMPLETE** to allow the students to **upload the first and second landlord's information**. The student also needs to upload **valid written consent** from the first landlord that they are in agreement of the student moving out.
- Should it happen that tenant lists were received too late which resulted in payment made to the first landlord it will be the **responsibility of the landlord** to pay back the incorrect allowance payment to your UFS tuition fee account to enable UFS to make payment to the correct landlord.
- Please note that the system only allows a student to move once.

