



12 October 2021

Guidelines for Student Accommodation Off-Campus Accreditation Providers

1. Purpose of the guidelines

The purpose of the guideline is to provide clarity on the accreditation processes to all the service providers of privately owned accommodation facilities around Vaal University of Technology and ensure that the university addresses the critical areas of risk associated with the provision of accommodation.

The guideline should be read in conjunction with the VUT Student Accommodation Off-campus accreditation policy and Norms and Standard for Student Housing at Public University (Government Gazette 39238, dated 29 September 2015) and the Higher Education Act of 1997.

This guideline does not replace or release any service providers of privately owned accommodation from any local, provincial and national legislation, which applies to any aspect of housing and students housing accommodation.

2. Application Form

The application form for accreditation 2022 will be available on VUT website: www.vut.ac.za/residence and ALL applications must be submitted through this email : accreditation@vut.ac.za .

The application form and the required supporting documents (as stipulated in par 3.1) must be completed and submitted by **05 November 2021** for the accreditation of the facilities for 2022.

- a) Applications that have been completed in full will be considered.
- b) All application must be submitted before closing date.
- c) No late applications will be considered.
- d) Please note that the submission of application form does not grant an automatic accreditation.

2.1 Application Fee

- a) R3500.00 application fee for a building less than 50 Beds, and R5000 application fee for a building with more than 50 Beds and the application fee is compulsory to all.
- b) 6% per month for admission fee.
- c) The application fee is non-refundable even in the case of non-accreditation.
- d) The application fee is payable prior to application is made.
- e) Proof of payment should be added to the documents submitted with the application for accreditation. No application will be considered without the proof of payment.

3. Criteria

3.1 Compliance documents to be provided

- a) Accreditation application form submitted
- b) Proof of payment
- c) Proof of ownership
- d) Zoning proof (if applicable)



- e) Latest municipal account
- f) Proof of banking details
- g) Proof of Wi-Fi installation (Certificate)
- h) Signed Covid-19 Compliance Certificate
- i) Latest Building Plan (Approved by Municipality)
- j) 2021 Occupancy Certificate

3.2 Inspections

- a) Schedule inspections will be conducted as per date sent to the applicant. On inspection date either the owner or an authorized person must be available to accompany the Accreditation committee for the inspection.
- b) All area (Kitchen, Bathrooms, Bedrooms, Laundry and Study Area) MUST be accessible for the Committee to complete inspection.
- c) No construction sites will be accredited until buildings have been completed.
- d) Unannounced spot check visits may be conducted from time to time.

3.3 Accreditation outcomes

The possible outcomes of the accreditation process:

Type of Accreditation	Description	Duration
Accreditation	Meet the minimum requirements	Valid for 1 year

3.4 Appeal Process

- a) An applicant whose application for accreditation has been denied may appeal the decision of Evaluation Committee.
- b) An applicant must lodge an appeal in writing to the Appeal Committee within 5 working days after receiving the formal response to his/her application.

3.5 De-Accreditation

- a) If, in the course of the calendar year for which accommodation has been accredited, clear evidence is provided to the Director: SAC that the accredited accommodation no longer meets all of the requirements for accreditation, she/he must present such evidence to the Evaluation Committee
- b) The Evaluation Committee must, within 14 days after having been presented with the evidence, advise the Director: SAC on whether or not to de-accredit the accommodation.
- c) Once the service provider is de-accredited, no NSFAS student will be allowed to stay in that building.

3.6 Admission Fee

The Accredited Private Student Accommodation Provider will be charged 2% for admission fee on the monthly basis.



3.7 Residence fees payable for accredited providers

5.3.1 Accredited Facilities: NSFAS Funded students

The **maximum** amount payable by a NSFAS funded student will be determined by the VUT NSFAS according to the NSFAS rules at the time and will be provided to the Accredited Private Student Accommodation Provider. The maximum amount for 2021 is R30 000 per annum, subject to NSFAS regulations, but may be reduced to the amount determined by the accreditation criteria as per individual accommodation facility.

4. Contractual Arrangements

4.1 Accredited Private Student Accommodation Provider and the students (NSFAS and Other Bursary)

- a) Students are required to enter into a lease agreement with an accredited accommodation provider.
- b) Please note that students using NSFAS funding have capped amounts allocated to them and that they may not be able to afford to pay the shortfall if the rental is more than the allocated amount. It will be in the interest of the accommodation provider not to charge rental fees that exceed the NSFAS allocation.

4.2 Non-Funded Students / Self Paying Students

- a) Students make their own arrangements with the Accredited Private Student Accommodation Provider for their accommodation requirements and settlements of their residence fees

5. Accredited Private Student Accommodation Provider and VUT

- a) No formal contractual arrangements will be made between VUT and Accredited Private Student Accommodation Provider. Payment arrangements will be made only in terms of these guidelines and the lease agreement between the student and the service provider.
- b) The University will not be liable for payments of students who have terminated their studies.
- c) In the event of death of a student during the year, the university will not be liable for further payments.

6. Contact Details

- Student Accommodation and Catering
Tel: (016) 950 7814 or email: accreditation@vut.ac.za
- VUT Financial Aid
Tel: 016 950 9000 or email: foadocuments@vut.ac.za

7. Accreditation Process



Accreditation and Payments Process 2022

