

APPLICATION FORM FOR THE ACCREDITATION OF PRIVATE STUDENT ACCOMMODATION

IMPORTANT INFORMATION TO APPLICANT

This application form must be completed in full and signed by the designated, authorised representative of the applicant. This document will form the basis of the application, however, TUT may require the applicant to complete additional documentation and/or an agreement.

By submitting this application form the applicant agrees to the following:

1. TUT's role will only be to accredit private accommodation that is suitable for TUT students. The University will take no responsibility for the following:
 - 1.1 Transport between the campuses and the private accommodation. Should the accredited accommodation be further away than 2 km walking distance from the campus, the service provider will be obliged to provide transport for the students residing in the accredited accommodation;
 - 1.2 Advertising or marketing accommodation in the accredited building;
 - 1.3 Selection and placement of students in private accommodation;
 - 1.4 Cleaning and maintenance of buildings;
 - 1.5 Safety and security of the premises;
 - 1.6 Services to be provided by the facility including laundry and catering services;
 - 1.7 Student conduct and discipline;
 - 1.8 Student care and development;
 - 1.9 Payment of student rent to the service provider (except in cases where TUT received funding on behalf of the student from a funder).
2. The role of TUT is only to accredit a building and to monitor that the minimum norms and standards are maintained. The University accepts no other responsibility with regard to the lease of the accredited private student accommodation.
3. It is the responsibility of the student making use of the accredited private student accommodation to ensure that he/she has sufficient funding for the accredited accommodation and it is the responsibility of the owner of the building to collect payment from the student. For NSFAS students such payment will be effected by means of a NSFAS approved payment system and the accredited accommodation service provider will be expected to register with this system and pay the required fees.

4. TUT will only facilitate donor and sponsor payments for accommodation that are in accordance with the policy of the University and the funder. In this regard applicants should note that there is a limitation on the funding made available by donors and funders and that the referral of a funded student by TUT will not necessarily mean that funding for accredited accommodation is available. It should furthermore be noted that there is a limitation on the specific amounts allocated to individual NSFAS students and that they may not be able to afford to pay the shortfall if the rental is more than the limited allocation. It will be in the interest of the accommodation provider not to charge rental fees that exceed the NSFAS allocation.
5. TUT will only approve donor and sponsor funding for students staying in accredited accommodation, if such students have been referred to the accredited service provider by TUT and if the service provider has formally confirmed with TUT that the student has taken up the accredited accommodation and if the student has submitted the signed lease agreement and invoice at the relevant TUT Financial Aid Office.
6. Students may only be eligible for accredited accommodation funding once official notification from ARLC confirms that there is no TUT-owned or TUT-leased accommodation available.
7. Students must make their own arrangements for deposits until such time that funding is approved and an agreement with the funder is signed. All repayment arrangements remain the responsibility of the student. Please note that deposits are normally not covered by the funders. Since students are unlikely to afford payments that are not covered by the funder, it is recommended that no deposits are charged and that all additional fees are included in the rental.
8. Neither the funder nor the University can be held responsible for the rental costs not paid by the student to the private accommodation provider, or any additional costs, damage to personal property and personal harm that may arise from the student's taking up accredited accommodation.
9. Should students receive funding for private accommodation, the funder and the University have the right to terminate the continuation of this funding on the basis of the academic performance of the student and his/her conduct at the private accommodation provider.
10. Accreditation applications for 2018 must be submitted before the date indicated in this document. Inspection visits will only be conducted if the application form has been completed in full and if all required documentation has been submitted. Late applications will not be considered unless there are special circumstances for this at a later stage. If necessary, ad hoc accreditation processes may be followed during the course of the year that are in accordance with this policy.
11. The number of buildings that may be accredited will not be limited. However, the availability of accredited accommodation, does not imply that funding will be provided for such accommodation.
12. An accredited building, commune or communal house should accommodate at least fifteen (15) students to qualify for accreditation.
13. A non-refundable application fee of R1000 is payable by a service provider who applies for accreditation.

14. In addition to the application fee, TUT will charge accredited service providers a service fee of 3% of the rental payable for each accredited space occupied by a funded student to cover the administrative and operational expenses incurred in the accreditation of buildings.
15. TUT will be under no obligation to accredit a building, regardless of whether or not requirements are met.
16. The minimum norms and standards provided by the Department of Higher Education will serve as the basis for accreditation.
17. Property will be accredited for a limited time of no longer than three (3) years, after which a new application for accreditation must be submitted.
18. A particular property, and not an individual, will be accredited.
19. TUT may withdraw an accreditation of a building after giving the owner a written notice indicating the reasons for the intended withdrawal of the accreditation, and providing the owner a reasonable opportunity to remedy the causes for the disqualification.

Applications may be submitted either in electronic or hard copy format before
date to be added

Electronic submissions strictly to: resdirector@tut.ac.za (Email confirmation will be sent for applications received.)

Hard copies in person to: Office of the Director: Accommodation, Residence Life and Catering, Staatsartillerie Road, Building 44, TUT Pretoria West Campus.

NAME AND CONTACT DETAILS OF APPLICANT

Name of applicant:

Individual:

Business entity (if applicable):

Name of contact person:

Contact details of contact person:

Cell phone number:

Alternative phone number:

Email address:

DETAILS OF PROPERTY

Name of building and address:

--

PRIMARY REQUIREMENTS

These requirements are regarded as mandatory (hurdle requirements) and failure to comply with these requirements will result in the application not being further considered. Proof of the requirements indicated below must be attached to this application form. (Unless otherwise required, copies of the required documents may be attached, but TUT reserves the right to request original documents for verification. Please mark annexure numbers clearly on attached documents.) Please indicate below, whether or not such proof has been attached:

Item no	Proof attached	Annexure	Yes	No
1	Proof of ownership of the property; or Lease agreement between the applicant and the owner of the property with explicit permission from the owner that the property may be used for student accommodation.	1		
2.	Building plans as approved by the local municipality. (If additional changes to the property is being planned, development plans should also be submitted.)	2		
3.	Occupational certificate	3		
4.	Certificate of compliance	4		
5.	Zoning certificate	5		
6.	Copy of a valid identity document of the applicant, the directors and/or members of the entity applying for accreditation	6		

7.	Valid tax clearance certificate (in the case of an application by a business entity)	7		
8.	Company registration documents (in the case of an application by a company or business entity)	8		
9.	Proof of public liability cover for an amount of no less than R5 million. (The cover should be for the property to be accredited and must be for the full accreditation period).	9		
10.	Proof of payment of R1000.00 application fee Payment to be made to: Tshwane University of Technology Bank: ABSA Account number: 04 000 000 3 Reference: J065/0455	10		
11.	The latest copy of municipal accounts (water/electricity)	11		
12.	A valid B-BBEE Certificate (SANAS / Affidavit)	12		

ADDITIONAL INFORMATION RELEVANT FOR EVALUATION

Provision of transport

How far is the property from the relevant TUT campus?

km

In the case of the property being farther away from the campus than 2km, will transport be provided?

Yes/no:

Accommodation fee charged to students

What will be the annual fee per student charged by the service provider? Please indicate if different prices are payable for double and single rooms.

R

Number of spaces available

How many spaces (beds) will be available for student occupation?

Please provide a breakdown of the number of single/double or other type of rooms:

Student care

Is a full time student manager/caretaker available on the property?

Yes/no:

Information regarding services and facilities available

What are the arrangements with regard to **internet connectivity**? Please indicate:

- Availability on entire premises, or in only in certain areas?
- Unlimited access or capped?
- Additional amount payable by students if not included in accommodation fee?

What is the nature of **laundry facilities/services** available? Please indicate:

- Availability of washing machines, tumble dryers?
- What are payment arrangements for laundry equipment (e.g. included in accommodation fee/coin-operated)?
- Are any other laundry services available?

What **indoor recreational/study facilities** are available? (For example TV room, study area, I-Centre, gym?). Please indicate:

- Availability of DSTV, limited package or full service?
- Availability in rooms, TV rooms or other communal areas?

What **outdoor recreational facilities** are available? (For example lawns, sports courts, swimming pool, lapa/braai area?)

Beside the self-catering facilities, please indicate if **other food provision services** are available. (For example kiosk on premises, nearby shops?)

COMMITMENT

By signing this application form, the applicant declares that the information provided in this application form is correct and agrees to the TUT rules regarding the accreditation of private student accommodation as stipulated in this document.

- The information provided in the application form is correct;
- Compliance to the TUT rules on the accreditation of private student accommodation.

Signed on(date) at(place).

Name of applicant in print:

Signature:

Witness 1:

Name of witness in print:

Signature of witness:

Witness 2:

Name of witness in print:

Signature of witness:

ANNEXURE A: CRITERIA FOR THE ACCREDITATION OF BUILDINGS FOR TUT PRIVATE STUDENT ACCOMMODATION
--

1. Building requirements

The following documents must accompany an application for accreditation:

- 1.1 Proof of ownership of the property or lease agreement between the applicant and the owner of the property with explicit permission from the owner that the property may be used for student accommodation;
- 1.2 Building plan approved by the local municipality;
- 1.3 In the case of additional structural changes to the property being planned, approved development plans should be submitted;
- 1.4 Proof of residential permit;
- 1.5 Occupational certificate;
- 1.6 Certificate of compliance;
- 1.7 Zoning certificate;
- 1.8 Certified copy of a valid identity document of the applicant, the directors and/or members of the entity applying for accreditation;
- 1.9 Original valid tax clearance certificate;
- 1.10 Company registration documents;
- 1.11 Proof of public liability cover for an amount of no less than R5 million. (The cover should be for the property to be accredited and must be for the full accreditation period);
- 1.12 Proof of payment of the application fee;
- 1.13 A copy of municipal accounts;
- 1.14 A valid B-BBEE Certificate (SANAS / Affidavit);
- 1.15 Any other documents required.

2. Site of accommodation

Minimum standard

- The accredited property must be no more than 20 kilometres of travel from the campus where students attend lectures;
- If the property is more than 2 kilometers walking distance from the campus, transport must be provided by the owner;

- The environment must be reasonably safe and secure.

To be regarded as an advantage

- Walking distance from a campus;
- Proximity to shops and/or public facilities.

3. Design of accommodation

Minimum standard

- Single rooms should be no smaller than 8m²;
- Double rooms should be no smaller than 14m²;
- One wash basin per 4 residents;
- One shower cubicle per 7 residents;
- One lavatory per 5 residents;
- Privacy in ablution facilities;
- Proper ventilation in rooms, bathrooms and kitchens
- Wireless and/or fibre optic cable internet access;
- Laundry or laundry service.

To be regarded as an advantage

- Large common/meeting room of 1m² per resident;
- Smaller TV/meeting room of 0.5 m² per resident;
- Study area;
- Storage area;
- Outdoor recreational areas/lawns.

4. Catering facilities

Private accommodation must have self-catering facilities in which the following food preparation standards are required:

Minimum standards

- Suitable food storage, preparation and kitchen space;
- One 4 plate stove for every 8 students;
- Cold storage facilities (1 x 320 l fridge/freezer / 8 students);
- One sink per 15 students;
- One lockable cupboard per student;
- One microwave oven per 15 students;

To be regarded as an advantage

- Kiosk service on premises.

5. Health and safety

- The service provider must take out public liability cover as determined by TUT;
- Compliance with all the national, regional and municipal requirements regulating health and safety;
- Current certificates of compliance from the relevant authorities with regard to:
 - Fire safety, prevention and detection mechanisms and procedures;
 - Electricity and gas installations;

6. Furniture, fittings, equipment

Minimum standard

The following should be provided in rooms:

- One bed per person, comprising bed frame and mattress;
- Lockable wardrobe per person;
- Study table per person;
- Desk chair per person;
- Bookshelf per person or large enough for sharing.
- Curtains (on rails) or blinds
- Mirror
- Wastepaper bin

The following should be provided in ablution facilities/bathrooms:

- Sufficient hot and cold water;
- Doors/partitions/curtains to ensure privacy in baths, showers and toilets.

To be regarded as an advantage

- Study lamp
- Pin board
- Bedside table
- Television
- DSTV decoder, satellite dish

7. Student care

The service provider must appoint a person empowered to guide and support students as a caretaker who lives on the property.

The availability of staff to enforce discipline and conduct student life programmes will be an added advantage.