

Student Financial Aid: Private Accommodation Application 2020



Department of Student Affairs

Student Financial Aid

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THIS FORM MUST BE COMPLETED AND SUBMITTED TO STUDENT FINANCIAL AID (SFA) BEFORE REGISTRATION ONLY IF THE STUDENT HAS BEEN APPROVED FOR FINANCIAL AID OR GAP FUNDING.

In terms of the Higher Education Act 101 of 1997 Section 3 and the National Student Financial Aid Scheme, any person who provides private accommodation to students, must be vetted by the Institution at which the student is learning.

As such, a student who wishes to stay in private accommodation must submit full details of the service provider who is providing such accommodation. The University, through the Off-Campus Accommodation Office (OCSAS), provides an accreditation service for Off Campus Accommodation providers. Accredited Service Providers will receive a Certificate of Compliance from OCSAS. The OCSAS has a list of vetted service providers. If you need assistance you may contact the Office on 021 650 4934 or ocsas@uct.ac.za

Students must ensure that the service provider completes this Private Accommodation Application and that the required information is submitted to SFA, before or at the time of registration;

- The completed Private Accommodation Application form,
- The Accreditation Certificate of the accommodation, and
- A copy of the lease agreement.

The SFA will then approve private accommodation assistance to the student for payment towards the cost of said accommodation.

2020 will be the last year that payment for non-accredited Off -Campus accommodation will be considered. All Landlords will be required to registered with OCSAS to meet the NSFAS and DHET requirements for the payment of Off-Campus Accommodation.

NOTE: Cape Town Students: Students whose home address is in the greater Cape Town area and who wish to stay in private accommodation must submit a written motivation to the SFA Office to have these costs covered. This should be submitted before signing a lease agreement. The SFA Office will confirm the outcome in writing. If the request is unsuccessful, and the student moves into private accommodation, the cost of the accommodation will be borne by the student. If the motivation is successful, then the student does not have to re-submit a motivation in subsequent years. Motivations must be emailed to FinancialAid@uct.ac.za

Financial Aid students will receive a monthly contribution via their personal banking accounts. It is the responsibility of the student to make payment to the service provider. The University will not enter any disputes between the lessor and the lessee.

GAP funded students who apply for the loan for residence or private accommodation are **not** eligible for any monthly allowance. The student will only have access to the loan if:

- The loan agreement has been signed and submitted to NSFAS
- NSFAS makes payment of the loan to UCT
- the fee account is in a credit balance
- All costs of private accommodation will be the responsibility of the student.

IMPORTANT NOTES

1. Allowances are for 10 months only (February -Nov), and 11 months if the student is a senior health sciences student
2. You may not change *your accommodation* without prior approval of SFA.
3. Allowances are paid direct to students' bank accounts whose responsibility it is to pay the service-provider
4. The allowance amounts are not negotiable.
5. No allowance is provided for deposits.
6. If you receive allowances for which you are not entitled, you will be responsible for the repayment of these allowances to UCT.
7. Ensure that you capture your private accommodation term address and banking details on PeopleSoft Self-Service when you register.

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This form must be completed by the Student and the Landlord/Service Provider and be submitted to the Student Financial Aid Office together with the Accreditation Certificate before or at registration.

STUDENT DETAILS

FIRST NAMES: _____ SURNAME: _____

STUDENT NO: _____ PS EMPLID: _____

ID NO: _____

HOME ADDRESS: (not private lodgings address):

_____ POSTAL CODE: _____

TELEPHONE NO. HOME: _____ CELL: _____

DETAILS OF THE RENTED ACCOMMODATION:

RENTED ACCOMMODATION ADDRESS:

_____ POSTAL CODE: _____

DETAILS OF THE LANDLORD/SERVICE PROVIDER

Has your accommodation been accredited by OCSAS? Y N

How many students are accommodated in this premises? ____

NAME AND SURNAME/AGENT: _____

TELEPHONE NO: _____ CELL NO: _____

LANDLORD/RENTAL AGENT'S EMAIL: _____

LANDLORD /RENTAL AGENT'S ADDRESS: _____

_____ POSTAL CODE: _____

LANDLORD/AGENTS SIGNATURE _____ DATE: _____

Reminder: attach accreditation certificate where available & lease