

University of Johannesburg (UJ) Privately-Owned Student Accommodation Accreditation Policy

Summarized By

HouseFurb Property Solutions

Information Taken From

UJ Privately-Owned Student Accommodation Policy

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Purpose of Document

This document serves to summarize the accreditation policy of the University of Johannesburg that was approved on 29 November 2016. This document has been compiled by HouseFurb Property Solutions for Property Investors to help them make good buying decisions when it comes to investing in Student Accommodation near UJ. This document will help Property Investors choose good investment properties that have the potential of being part of the Universities Accredited Privately Owned Student Accommodation (POSA), and will help investors further understand what the University is looking for in a property for it to be accredited.

HouseFurb Property Solutions is dedicated to helping investors find these good investment properties that can be UJ accredited and charges a sourcing fee that varies depending on the investment ROI (15% minimum).

Please note that the document which the below information was sourced from is available upon request for referencing.

Abbreviations

NSFAS – National Student Financial Aid Scheme
UJ – University of Johannesburg
POSA – Privately Owned Student Accommodation
SSP – Subscribing Service Provider
CCSP – Conditionally Considered Service Provider
CIPC – Companies and Intellectual Property Commission
SRC – Student Representative Council
OHSA – Occupational Health and Safety Act
CoJ – City of Johannesburg

1. What is UJ and NSFAS Accreditation?

NSFAS is a government owned financial institution that offers financially needy students the opportunity to study in tertiary institutions in the form of a study loan that can be converted into a bursary should the student perform extremely well.

NSFAS instructs the University to accredit accommodations using guidelines that are mentioned on this document. Such guidelines are regulated by the HIGHER EDUCATION ACT, 1997 (ACT NO. 101 OF 1997) that has the Policies on the minimum norms and standards for student housing at Public Universities. All accommodations that wish to have NSFAS pay them directly for students that are awarded with the funding need to be accredited by the University.

By having your accommodation accredited by the University allows bursaries either than NSFAS to be able to pay student fees for accommodation as your accommodation is recognised as one of the Universities' service providers.



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2. Benefits of Accreditation

- Marketing your accommodation is done by the University (No need to go around looking for student tenants)
- University provides a list of approved NSFAS students (with student consent)
- University manages claims of breakages to your accommodation (breakages are verified)
- You can use a payment system offered by the University to deduct accommodation fees owed to you by students directly from NSFAS or other bursary funds
- Fixed income from bursaries for the duration of the lease period

3. Compliance needed to be Accredited

- Comply with the National Building Regulation Act
- Comply with CoJ's Public Health
- Comply with the Commune Policy of CoJ
- Comply with the Policy of the Minimum Norms and Standards for Student Housing of Public Universities
- Comply with Occupational Health and Safety Act 85 of 1993
- Comply with the Rental Housing Act 50 of 1999 and the Consumer Protection Act 68 of 2008

4. Documents needed to be Accredited

- CoJ land use consent of communes
- Certificate of Occupancy for the property
- Residential Zoning Permit
- Development Plans, including plans and strategies for the phasing in of the minimum norms and standards prescribed by the Minimum Norms and Standards for Student Housing
- Proof of Ownership (Title Deed) of the property
- If applicant is not the owner of the property, a written consent by the actual owner permitting the applicant to operate the property as a POSA or a lease agreement between applicant and owner of the property permitting the applicant to operate the property as a POSA
- Certified Copy of Identity Document of applicant, the directors and/or members of the entity applying to become a SSP
- Original valid tax clearance certificate
- Registration documents issued by CIPC where applicable, confirming that the trading status of the juristic person is active
- Copy of public liability insurance cover for amount of not less than R5million. Cover must be for the POSA and must be for the full period during which the



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status of the SSP is sought. Cover must extend to any legal liability which may be incurred to a Student with whom the SSP enters in to a contract for the period, and if not, proof of separate insurance cover in this respect must be provided.

- Approved and Stamped Building Plans
- Proof of Payment of Application fee for accreditation, unless payment is verified by an online application system
- Copy of water and electricity bill which provides evidence that the supporting documentation supports the application

When an applicant does not fully meet the criteria set on the POSA policy, they can appeal should the application fail.

5. Standards for Room Specifications

- Double Rooms – should not be smaller than 14m²
- Single Rooms – should not be smaller than 7m²
- Rooms should be lockable with lockable closets
- Rooms must have steel or wooden frames, and include a mattress/sponge, study desk, chair, bookshelf, study lamp, panel heater and paper bin (per student)
- Not more than 4 students should share a bathroom/toilet
- Cooking inside student rooms is not allowed, suitable student storage, preparation and kitchen space shall be provided by POSA
- Kitchen
 - Stove – 1 per 4 student residents
 - Sink – 1 per 10 students in a commune dwelling and 15 in a high rise building
 - Lockable cupboards – 1 per student
 - Microwave oven – 1 per 8 students in commune and 12 in high rise building
 - Countertop space – sufficient for 8 students in commune and 12 students in high rise building
 - Cold storage (refrigerator) - 210 litres per 5 students

6. Additional Requirements

- A POSA must at least have 6 students for it to qualify as a POSA subject to the Policy and for the owner or manager to have the status of a SSP
- POSA may provide 1 parking per 2 students
- SSP must provide reliable running transport to and from campus at regular intervals from 06:00-22:00 in areas where the distance of the accommodation exceeds 2km from campus



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- SSP must ensure that all financial transactions between NSFAS/other bursaries and them are facilitated through the University approved card machines/merchant codes and no cash must be exchanged
- SSP may not increase the number of beds further than what was approved on their SSP status
- UJ reserves the right to randomly check on a POSA to ensure compliance is maintained throughout the accreditation period

7. How to Apply for Accreditation

- Request Application form from University (Privately-Owned Student Accommodation Office) for SSP. Please note that you must be registered with the CIPC for you to be a SSP for the University)
- A non-refundable application fee must be paid based on the category of the accommodation:
 - Commune
 - Residential 3 or 4 dwelling house
 - High-Rise building

Each of the above have an invoicing system

High-Rise buildings are invoiced on occupancy capacity of the building

- University will issue each applicant with a pro-forma invoice and when accepted, the University will issue applicant with a tax invoice for payment of the non-refundable application fee
- A levy is payable for late applications (University will announce opening and closing dates for applications)
- The documents are reviewed by a Panel consisting of the following:
 - Senior Director of Student Affairs
 - Director of Student Accommodation and Res Life
 - POSA Coordinator
 - 2 Staff Members from Student Affairs
 - An SRC Representative
- Inspection committee inspects the POSA in the presence of the owner or their authorized representative. After inspection, the committee reports on finding