



# Student Financial Aid: Private Accommodation Application

Department of Student Affairs

## Student Financial Aid

University of Cape Town, Private Bag X3, Rondebosch, 7701, South Africa  
Level 3, Kramer Building, UCT Middle Campus, Rondebosch

Tel: +27 (0) 21 650-5094  
email: FinancialAid@uct.ac.za

**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 49 34 or ocsas@uct.ac.za

All students must ensure that the service provider completes this Private Accommodation form.

All students **must** submit 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.

**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.

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 into 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 9 months only (March -Nov), and 10 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 allowances amounts are not negotiable.
5. No allowances are 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 Service Provider and be submitted to the Student Financial Aid Office together with the Accreditation Certificate before or at registration.

### **STUDENT DETAILS**

SURNAME: \_\_\_\_\_ FIRST NAMES: \_\_\_\_\_

STUDENT NO: \_\_\_\_\_ PS EMPLID: \_\_\_\_\_

ID NO: \_\_\_\_\_ DEGREE: \_\_\_\_\_

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 SERVICE PROVIDER**

NAME AND SURNAME: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_

SERVICE PROVIDER/RENTAL AGENT'S EMAIL: \_\_\_\_\_

SERVICE PROVIDER /RENTAL AGENT'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

SERVICE PROVIDER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Reminder: attach accreditation certificate & lease**