



Private Accommodation Process for 2023

UKZN | DSRA | Student Funding

Background

The Department of Student Residence Affairs (DSRA) has a section whereby they help in referring students to alternative accommodation. These are the students who for some reason cannot be accommodated to the University administered residences. This referral is done by DSRA through the Private Accommodation Officer (PAO). The whole process is done in consultation with other stakeholders e.g. Student Funding Centre. The list of private accommodation residences/houses is compiled, inspected and approved by the PAO. The list is made available to all students who wish to stay in those residences or houses. The students that could not secure a space in University administered residences will choose their preferred place of residence on that list. DSRA then provides a verification form (generally referred to as a white form) and a Lease Agreement (generally referred to as a blue form) that the students are required to complete with their respective Landlords and then submit to DSRA Offices where-in the forms are signed by Private Accommodation Officers and subsequently sent to the College Financial Aid Advisors for approval. However, for the purpose of this document the focus is basically on NSFAS Funded students.

Process for 2023 for NSFAS funded students

The PA Verification & Blue Lease Agreement Forms including PA lists will be found on the University website, whereby a student central notice and a 'url' link for the download of the forms is put up on student central along with instructions/directions (*Private Accommodation Process Document*) for submitting the forms in order to make the process more convenient.

It is important to note that since no unregistered students are allowed on campus, students are encouraged to first register online before they start looking for a PA. This will help the students that will need to submit the forms at DSRA Offices.

In Summary:

- Verification Form (white) – To be filled by the student.
- Blue Lease Agreement Form – To be filled by both landlord and student.
- In return they should attach a fully signed lease agreement from the landlord (with the property owner's signature).
- PAO will then send the above to the College Financial Aid Advisors for approval.
- However, students are allowed to hand in the forms by hand to the PAO and Financial Aid Advisor (FAA).
- All the submission by students will be recorded on a spreadsheet by PAO to be sent to FAA.

All the above mentioned documents will be provided on a Notice that is placed on Student Central login page.

Who qualifies for Private Accommodation?

- All returning students who were previously residing in a registered private accommodation (Provide a fees statement showing your allowances from the previous year).
- First time applicants, will not be considered until University administered Residences are full.
- Returning students who failed to apply or register for the residence the previous year and have been advised by DSRA officials that the residences are full, will be considered. No forms will be handed out until the University residences are fully occupied.

All above students must be coming from out of town or from places more than 10kms away from their respective Campus.

Who does not qualify for Private Accommodation?

The primary rule is that DSRA will not grant any Private Accommodation when there are spaces in University Residences except with students that were staying in Private Accommodation in the previous academic year.

- First-entry students, unless the University Residence spaces are full.
- Local students who are residing in a radius of less than 10km km from their respective campus.
- NSFAS Funded students who are registered and/or allocated in University Residences.

Due to the imminent release of the new 2023 DHET/NSFAS guidelines, these conditions are subject to change.

Private Accommodation Cancellation

When the students and landlords enter into an agreement there are a few regulations on the University Lease and one of which speaks to the matter of cancellation of the agreement. The rule states that both parties have the right to cancel the lease by way of serving a notice. This one month or 30- day notice must be served on the last day of the month for the following month or on the 1st day of the month. Please note that the student has to pay for the notice month. **The cancellation form will also be put up along with the Blue Lease & Verification forms.** The student has to email the forms back to the relevant Private Accommodation Officer. If landlords require the forms they can request the form from the Private Accommodation Offices.

Abscinding or failure to follow cancellation process

Landlords are to submit names and student numbers of students who have absconded to DSRA, wherein the DSRA Officers will advise Student Funding to suspend PA allowances for the students who abscond from the Private Accommodation until the matter is resolved between the Landlord and the student.

The annual deadline for Private Accommodation requests is 31st July 2023, unless specified otherwise.

Issued by Private Accommodation Office – DSRA

University of KwaZulu-Natal.