



## **GUIDELINES FOR ACCREDITATION OF PRIVATELY-OWNED STUDENT ACCOMMODATION PROPERTIES**

These guidelines must be read in conjunction with the University of Pretoria's Policy on Accreditation of Private Off-Campus Accommodation for Students.

### **1. Responsibilities of the Private Student Accommodation Providers:**

- 1.1 Provide accommodation in good faith and in the spirit of supporting the student's best interest.
- 1.2 Ensure that there is open and regular communication channels between students and staff who are administering the accredited residence.
- 1.3 Exercise fairness and humanity in all business transactions between the student and the property owner/provider.
- 1.4 Provide efficient, effective, responsive and continuous (24 hour) services to students.
- 1.5 Strive to make the precinct of the property conducive to living, and collaborate with the City structures and initiatives.
- 1.6 Develop and implement house rules to regulate and create a harmonious communal living for the property.

### **2. Responsibilities for students living in the accredited residences:**

- 2.1 Take up accommodation in the accredited building with an understanding that such properties are not owned by or leased to the University of Pretoria.
- 2.2 Abide by the residence/house rules, and conduct themselves such that they do not put the University name into disrepute, and ensure that their rights do not infringe on the rights of others.
- 2.3 Be considerate to one another, use the property facilities in a responsible respectful manner and report residential/facilities problems instantly to the property administrators/management or owners.

### **3. Application for Accreditation:**

The University determines the opening and closing dates for applications annually. No late applications will be considered without the approval of the Vice Principal: Student Life.

The owners of POCA (Private Off-Campus Accommodation) shall be required to pay a non-refundable application fee per residence in order to be considered for accreditation.

- 3.1 An outline of the fees to be charged per bed will be made available to applicants post application submission.
- 3.2 An invoice will be issued in this regard and sent directly to the applicant.
- 3.3 The payment of such a fee will not provide any guarantee that a POCA (Private Off-Campus Accommodation) will receive full or conditional accreditation.
- 3.4 The decision to grant accreditation status or not shall solely be based on whether the minimum standards and requirements for accreditation have been met or not, as evaluated by the Accreditation Committee.
- 3.5 The proof of payment of the accreditation fee needs to be submitted together with the application, with all relevant documents for the Accreditation Committee to evaluate the application.
- 3.6 If the Accreditation Committee declines the application, the application fee will not be refunded to the applicant.
- 3.7 A separate application is to be submitted for each POCA (Private Off-Campus Accommodation) building for which the applicant wishes to become an accredited service provider.
- 3.8 The University may only consider applications in respect of which:
  - a) application forms have been completed in full and proof of payment is submitted.
  - b) all relevant information / documentation have been furnished / provided, and
  - c) the time period for the validity of the documentation has not expired

### **4. Validity of the Accreditation Status**

Unless revoked, the full accreditation status of a POCA shall be valid for the relevant academic year on which the accreditation was issued, after which the accreditation status shall be reviewed for possible renewal if the POCA still meets the minimum standards / requirements. An application for a renewal is required, and this include submission of required documents and payment of a renewal fee.

## **5. Outcome of Applications**

The outcome of the application will be communicated by the University to the Applicant, in writing. This may be in an electronic message. No other forms of notifications will be of any force and effect.

## **6. Associated documents**

- 6.1 Department of Higher Education and Training, Republic of South Africa. September 2011. Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities.
- 6.2 The Policy on the Minimum Norms and Standards for Student Housing at Public Universities, Government Gazette, NO. R. 897, 29 September 2015.

