

**DURBAN UNIVERSITY OF  
TECHNOLOGY - GUIDELINES FOR  
OFF-CAMPUS PRIVATE STUDENT  
ACCOMMODATION ACCREDITATION**

**OCTOBER 2020**

# **1. BACKGROUND AND CONTEXT**

- 1.1. Accreditation is the regulation of off-campus privately owned student Accommodation (“off-campus Private Accommodation”) at South African Universities according to regulation of the Policy on the Minimum Norms and Standards for Student Housing at Public Universities of September 2015 (the “Policy”).
- 1.2. The Policy stipulates that universities should rate and differentiate off-campus Private Accommodation according to standards set by each university and that off-campus Private Accommodation providers (“landlords”) shall establish clear and comprehensive standard lease agreements after consultation with relevant University officials and student representatives.
- 1.3. The purpose of this document is to provide the necessary guidelines for the Durban University of Technology (“DUT”/“University”) accreditation. Landlords within proximity of any of the University’s campuses can apply for accreditation to provide student accommodation.
- 1.4. Accreditations are done by DUT’s Student Housing Directorate. The centre forms part of the Student Services and Development Division.

# **2. NSFAS ACCOMMODATION ALLOWANCE**

- 2.1. The National Student Financial Aid Scheme (“NSFAS”) provides fully subsidised funding for students who meet certain criteria and are studying at public universities.
- 2.2. The Department of Higher Education and Training (DHET) Bursary Scheme for Students at Public Universities states that students living in private leased accommodation can only qualify for accommodation if they are accommodated in university accredited accommodation.

2.3. The following regulations for NSFAS allowances should be taken in account:

- 2.3.1. The maximum allowance for off-campus Private Accommodation is capped at the cost of the internal DUT accommodation costs for an equivalent accommodation type.
- 2.3.2. Students must provide proof of a written lease agreement (“lease agreement”) with landlords, before they can receive their accommodation allowances every month.
- 2.3.3. DUT reserves the right to request further documents to verify the legitimacy of such lease agreements.
- 2.3.4. No deposits or any other costs (e.g. administration cost) are covered by this allowance.
- 2.3.5. The full accommodation allowance is paid in ten (10) instalments (February to November).

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1. Responsibilities of students, including bursary recipients**

- 3.1.1. It remains the responsibility of the student to ensure that they understand the contents of the lease agreement, the cost of accommodation and their obligations as a lessee in terms thereof. The lease agreement is between the student and the landlord. DUT is not a party to the agreement.
- 3.1.2. It remains the prerogative of the student to choose suitable off-campus Private Accommodation.
- 3.1.3. The landlord may impose his/her own rules in respect of off-campus Private Accommodation which a student must follow. It is the responsibility of the student to abide by the rules.

### **3.2. Responsibilities of landlords**

- 3.2.1. The Landlord will make sure that the off-campus Private Accommodation is considered for accreditation by the DUT Student Housing Directorate.
- 3.2.2. The Landlord must ensure that its facilities are in compliance with building and municipal regulations, as well as the DHET Policy on Norms and Standards.
- 3.2.3. The Landlord will ensure that the prescribed application for accreditation is submitted to DUT.
- 3.2.4. The Landlord will provide the signed lease agreement between the student and the landlord, to the student.
- 3.2.5. The Landlord will ensure a standard of living and comply with the guidelines throughout the year. It remains the landlord's responsibility to ensure that the off-campus Private Accommodation always complies with the original agreed standards.
- 3.2.6. The Landlord's off-campus Private Accommodation must comply with all municipal and statutory requirements for accommodation. Landlord's must familiarize themselves with these requirements. DUT is not responsible for any non-compliance by the Landlord.

### **3.3. Responsibility of the Student Housing Directorate**

- 3.3.1. The Student Housing Directorate will provide the applicable form for accreditation to be completed by the landlord.
- 3.3.2. The Student Housing Directorate will be responsible for the accreditation process and for communicating with the Landlord in this regard.
- 3.3.3. The Student Housing Directorate will monitor the standard of living throughout the year and reserves the right to revoke the accreditation if the facilities is not maintained and is not up to the agreed standard.

- 3.3.4. The Student Housing Directorate is responsible for listing the accredited accommodation on **DUT's website** and the Office will refer students to the relevant Private Accommodation options.
- 3.3.5. The Student Housing Directorate will not be able to intervene in matters pertaining to the contract between the Landlord and the student. Student Housing Directorate is not party to the agreement between the student and the Landlord.

### **3.4. Disclaimer**

- 3.4.1. Students who enter into a lease agreement with landlords providing off-campus Private Accommodation do so in their private capacity.
- 3.4.2. DUT is not a party to any lease agreement entered into between the student and the landlord in respect of off-campus Private Accommodation. DUT will not become involved in and does not accept liability for any issues arising out of the operation of the lease agreement between the student and the landlord, payment of rent and/or disputes between the parties pertaining to the lease agreement and/or service delivery.
- 3.4.3. DUT will not be involved in the securing of tenants and will not be held responsible for empty rooms or non-payment by students
- 3.4.4. DUT will not be involved in the collection of rentals, held responsible for any outstanding balances, damage to personal property and personal harm to students as a result of accreditation of the facility.
- 3.4.5. Accredited off-campus Private Accommodation will be evaluated and approved annually by DUT.
- 3.4.6. Accreditation of off-campus Private Accommodation can be withdrawn if the standard drops below the prescribed minimum standards and DUT will not be responsible for any loss if accreditation is withdrawn.

- 3.4.7. All accredited off-campus Private Accommodation will receive priority marketing within the structures of DUT and will be identified as preferred suppliers once all the on-campus beds are filled.

### **3.5. Fees**

- 3.5.1. An annual non-refundable administration fee of R100 per bed will be charged by DUT.

## **4. PROCEDURE**

- 4.1. **Step 1:** Complete the application form for accreditation of off-campus Private Accommodation (“accreditation application form”).
- 4.1.1. The following documentation should also be included:
- 4.1.1.1. Proof of applicable municipal zoning permit;
  - 4.1.1.2. Original Tax Clearance Certificate of the applicant; and
  - 4.1.1.3. Proof of Ownership of the property.
- 4.2. **Step 2:** E-mail the completed application for accreditation to **confirm email address**.
- 4.3. **Step 3:** Student Housing Directorate will arrange a site visit with the landlord to verify the information on the accreditation application form. Please note that site visits will be continued as soon as COVID-19 regulations allow for it.
- 4.4. **Step 4:** If all criteria are met, the accreditation will be confirmed in writing and, if accredited, the property listed on the DUT’s website. In cases where some matters might be outstanding, the accreditation will be pending. The accreditations will be granted as soon as the pending matter has been resolved.

- 4.5. **Step 5:** An annual non-refundable administration fee of R100 per bed will be charged.
- 4.6. **Accreditation status must be renewed on an annual basis.** Should the landlord fail to meet the requirements, the landlord will be de-accredited as an off-campus accommodation provider and any reference such a landlord will be removed from DUT's website.