

## Accommodation Service Provider Application Form

(PLEASE PRINT CLEARLY)

<b>OWNER/COMPANY'S DETAILS:</b>			
Name(s):			
Surname:			
Title (Mr/Mrs/Ms):			
Company Name:			
Company Registration No.:			
VAT No.:			
Residence Name:			
Residence ERF No.:			
Accreditation Year Applying for:			
<b>RESIDENCE ADDRESS:</b>			
Street:		Suburb/Town:	
City:		Province:	
Postal Code:			
<b>TYPE OF PROPERTY:</b> <i>(Please indicate by ticking the empty box as to which property the accommodation falls under)</i>			
Big Property (20 and more beds)	<input type="checkbox"/>	Small Property (1 – 19 beds)	<input type="checkbox"/>
<b>GRADE APPLYING FOR:</b> <i>(Applicable to small properties only)</i>			
Grade A/B/C:			
<b>ROOMS:</b>			
Number of Beds:			
Type of Rooms:	Single rooms:	<input type="checkbox"/>	Sharing rooms:
	Single En-suit rooms:	<input type="checkbox"/>	Bachelor rooms:
<b>OWNER/COMPANY'S CONTACT DETAILS:</b>			
Home Tel:	(       )	Cell No.:	(       )
Office Tel:	(       )	Fax No.:	(       )
Email Address:			
Company Website:			

**OWNER/COMPANY'S BANKING DETAILS:**

Bank Name:	
Account Holder's Name:	
Branch Code:	
Account Number:	
Reference:	NMMU Residence

**ACCREDITATION FEE:**

Accreditation Application fee:	R500.00		R250.00	
<i>Please tick next to the appropriate amount</i>	<b>(Big Property)</b>		<b>(Small Property)</b>	

**Accreditation Application fee is payable to the below NMMU Banking Details:**

Bank Name:	Standard Bank
Account Number:	08 026 3011
Branch Code:	050417
Account Name:	NMMU Main
Reference:	CC 5750-4415 + Residence Name or Address + year for application
For Example:	CC 5750-4415 + No.2 University Way

**Please note that the application fee is non-refundable.**

**Please fax or email the application form and proof payment to:**

Fax No.:		Email Address:	<a href="mailto:Atheema.Davis@nmmu.ac.za">Atheema.Davis@nmmu.ac.za</a>
Tel:	(041) 504 4736		

**ACKNOWLEDGEMENT:**

Applicant signature:		Date:	
Witness signature:			

**SUPPORTING ACCREDITATION DOCUMENTS TO BE SUBMITTED BY APPLICANT:**

	Checklist	
	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation application form submitted by service provider		
Proof of payment		
Proof of ownership		
Zoning proof (if applicable)		
Special consent (if have more than 4 beds)		
Floor Plans Certified by the Municipality		

## Guidelines information for applicants

### 1. Closing date for applications

In order to ensure adequate time for processing, inspections and planning by NMMU OCHO and yourself, applications for accreditation in 2016 should be submitted by **30 June 2015**. Late applications will not be considered.

Applicants are expected to submit all supporting documents with the application form.

### 2. Accreditation fees

**Accreditation application fees** vary according to the number of beds the applicant can provide. An accreditation application fee for **Bigger Property** (i.e. properties providing more than 19 beds) **is charged at R500**, and for **Smaller Property** (i.e. properties providing less than 20 beds) **is charged at R250**. Service Providers must apply annually.

There is an **annual accreditation levy of 5%** charged to service providers based on a number of NMMU students in the accommodation. This levy is used to implement Living and Learning Programmes.

### 3. Accreditation Process

The accreditation process may take up to 30 days considering the following process:

- ▶ Service Provider applies for accreditation
- ▶ Service Provider notified of the date and time of inspection
- ▶ Accreditation Team visits the property for inspection
- ▶ Accreditation Team makes recommendations to the Evaluation Committee
- ▶ Evaluation Committee submits recommendation to the office of the DEAN
- ▶ The DEAN gives final decision
- ▶ Service Provider is notified of application outcome by email.

### 4. Placement information

NMMU OCHO **refers** National Student Financial Aid Scheme (NSFAS), Bursary and Cash paying students to service providers accredited by NMMU OCHO only.

Placement and Payment processes will be communicated to successful applicants. For more information visit our website [ocho.nmmu.ac.za](http://ocho.nmmu.ac.za).

### 5. Property Grading

Properties are graded according to the standard of the property and services offered. Only Small Properties are graded from Grade A, B and C (*see attached document for more information*).

### 6. Preferred areas

NMMU OCHO may prefer properties that are located within the below mentioned areas of student hubs and NMMU shuttle route. Preferred areas are:

- ▶ Summerstrand
- ▶ Humewood
- ▶ Forest Hill
- ▶ Humewood Extension
- ▶ Walmer (only around Victoria Park High School, Huegh Road)
- ▶ Central
- ▶ Zwide
- ▶ Kwamagxaki
- ▶ Missionvale