

University of Johannesburg: Privately Owned Student Accommodation Policies and procedures

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Understanding the context

1. The University of Johannesburg has over 52 000 students spread across four campuses
2. Below is the Round-off Contact/Full-time Student Headcount per Campus
3. Auckland Park Bunting Road Campus – 4894
4. Auckland Park Kingsway Campus – 29043
5. Doornfontein Campus – 11633
6. Soweto Campus – 6350
7. Total – 51920
8. Of the 51920 full-time contact students, only 6680 students reside in university owned and managed residences
9. What then do you do with the remaining number of students? 45240 students to be precise!



Pondered and implemented solution

- 1 Establishment of the office responsible for Privately Owned Student Accommodation (POSA)
- 2 Development of the policy outlining requirements for accreditation and regulation of relationships with service providers
- 3 Building capacity within the university to deal with accreditation matters
- 3 Marketing of the POSA initiatives through UJFM, Newspaper advert, social media platforms, phone calls, emails, etc)
4. Inviting potential service providers for engagement
5. Explaining our needs and encourage service providers to participate
6. Training potential service providers to ready them to render the service
7. Accredite service providers who meet all our requirements



Required supportive documents for accreditation

- Certified copy of a valid identity document of the applicant, the directors and/or members of the entity applying for accreditation
- A copy of the latest water and electricity bill for the property
- CoJ Land Use Consent and/ or Certificate of Occupancy
- Proof of Residential Zoning Permit
- Development Plans
- Either proof of ownership of the property or written consent by the actual owner of the property permitting the applicant to operate the property as premises for accommodation or lease agreement between the applicant and the owner of the property
- Original Tax Clearance Certificate
- Company Registrations documents
- Copy of public liability cover for an amount of not less than R5 million
- Approved Building Plans
- Payment of the mandatory application fee



APPLICATION FEES

Students	2017	2017/18 increase	2018	2018/19 increase	2019
1- 10	2 500.00	10%	2750	10%	3 025
11-20	5 000.00	10%	5500	10%	6 050
21 - 30	7 500.00	10%	8215	10%	9 036.50
31 - 40	10 000.00	10%	11000	10%	12 100
41 - 50	12 500.00	10%	13750	10%	15 125
51 - 60	13 125.00	10%	14437.5	10%	15 881.25
61 - 70	13 846.88	10%	15231.57	10%	16 754.73
71 - 80	14 677.69	10%	16145.46	10%	17 760.06
81 - 90	15 631.74	10%	17194.91	10%	18 914.41
91 - 100	16 725.96	10%	18398.56	10%	20 238.42
101-500	16 882.28	10%	18570.51	10%	20 427.57
501- 1000		20%	22284.61	10%	24 513.10
1000+		20%	26741.53	10%	29415.68

Accreditation/ approval processes

The UJ POSA processes are fully automated, 4IR

1. A potential service provider creates a dashboard through the UJ website
2. They indicate the number of beds they want to apply for (online)
3. The system informs the office about the application
4. Backroom staff collects all the provided information and issues a tax invoice
5. Upon making payment, the applicant uploads proof of payment
6. Upon uploading, the backroom office is notified by the system and then opens the dashboard for the applicant to continue with uploading of the relevant required documents
7. The backroom officer sends all uploaded documents for verifications
8. Once all relevant documents have been verified, properties are subjected to physical inspections by three teams, PS, OHSP, POSA Team
9. Once inspections are finalized, reports are uploaded by the backroom officer for the benefit of the accreditation committee
10. The committee signs-off outcomes based on the submitted recommendations

Accreditations timelines

	May	June	July	Aug	Sept	Oct	Nov	Dec
Communication	30&31							
Opening of process		4-29						
Doc verifications			2-27					
Site inspections				01		31		
Evaluations							1-2	
Outcomes							1-2	
Appeals							12-13	
Signing of MOAs							26-30	
Publications								3-7

I truly thank you!

