



National Student Financial Aid Scheme

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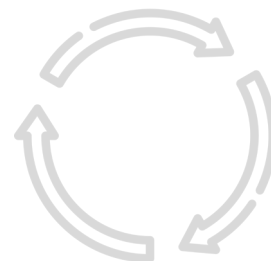
THE 2019 STUDENT POCKET GUIDE



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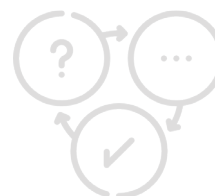
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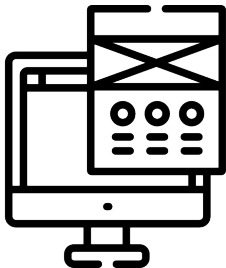


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NSFAS' Student Life Cycle

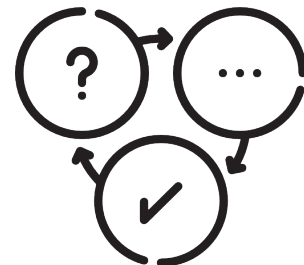
Step 1



Apply for funding



Step 2



Funding is approved



Step 3



Student signs NSFAS
Bursary Agreement (NBA)
& registers for sBUX



Step 4



NBA pays fees +
allowances



Step 5



Maintaining access to
NSFAS funding. Student
passes & funding
continues until graduation

2

Who qualifies for NSFAS?

Funding will be available to:

- Students from families with a combined household income of not more than R350 000 (three hundred and fifty thousand Rand) per annum, registering at TVET colleges and public universities for the first time, for approved courses.

- Students returning to TVET colleges and public universities to complete or continue their first undergraduate qualification, if registered after January 2018 and have a combined household income of not more than R350 000. Only selected postgraduate qualifications are funded, please refer to the website for the full list.

- Students from families with a combined household income of R122 000 (one hundred and twenty-two thousand Rand) returning to TVET colleges and universities who first registered before January 2018.

- Students from families who are recipients of South African Social Security Agency (SASSA) grants will qualify for NSFAS funding automatically.

- Orphans will automatically qualify for NSFAS funding, provided there is confirmation of their status.

The household income declared will be verified by NSFAS and the applicant will be informed of the outcome via the cellphone number which was provided during the application process. **Funding will only be made available once NSFAS has received confirmation of a VALID registration at an APPROVED university or TVET college for an APPROVED course. Visit www.nsfas.org.za to find list of APPROVED institutions and APPROVED courses.**

3

How to apply?

There are two ways to apply for the NSFAS bursary:

3.1 Online application

Online applications (where a student will apply on their own at the NSFAS website). This application method is recommended and by far the best way to apply. It takes less than 5 minutes.

The following are compulsory documents needed to complete the application process:

Consent Form

A consent form gives NSFAS the permission to verify all the information and details you have supplied in your application with third parties. e.g Home Affairs and SARS

- a) Download, and get your parent/guardian to complete and sign the consent form available on the NSFAS Website
- b) This must be attached to all applications, except those applying through the Isibindi programme

SA Identity Document

- a) Certified copy of applicant's ID (not older than 3 months)
- b) Certified copies of parent/s, guardian's ID, or death certificate where applicable

Proof of income (Payslips, Salary Advice, Letter of Employment)

- a) Only if non-SASSA recipient
- b) There is no affidavit needed for applications without household income

Disability Form

- a) A completed disability form for applicants with disabilities (also known as Annexure A)

Declaration form for orphans

This will be used by the social workers/outreach team and only applies to the orphan application process

Download the declaration form for your social worker to complete and sign

It is therefore wise that you:

Download & complete the consent form or declaration form and Annexure A: disability questionnaire (if applicable) before you start the application process.

NB: all documents should be scanned separately for easy upload

You cannot complete an application if all the required documents are not uploaded – the system does not allow you to save and go back to finish the process at a later stage.

1

Personal Details

- First names: Please note that you HAVE TO indicate your full names the way they are written in your ID document.
- Surname: It is important to note that you HAVE TO indicate your surname the way it is written in the ID document.
- Residential/postal address
- Race: for monitoring and evaluation purposes, it is important for you to complete this.
- Disability status: As there are different rules with regards to financial aid products for people with disabilities, it is important to indicate this on the form.

2

Family Details

- Confirm whether you are living with your mother/guardian
- Confirm whether you are living with your father/guardian
- Confirm whether you are living with your spouse

For every yes, you will need to upload a copy of the ID of the relevant person.

3

Highest academic level achieved

- The province of the last school attended
- Select first letter of the last school attended
- The last school attended
- The highest academic level achieved

4

Study Levels

- Indicate whether you are applying for admission at university/ TVET college or both
- Indicate your first choice between TVET college and university
- Indicate where you are currently studying if already a student
- Confirm if you are applying for funding for a postgraduate qualification
- Indicate where you are applying from

5

Uploading Documents

- Upload of a certified copy of identity card or an unabridged birth certificate
- Upload of a parental consent form or declaration form
- Agree to the terms and conditions
- Finalisation of the application process

6

Submission

- When the application is successfully submitted, a reference number will be sent to you via SMS confirming that your application has been received

Once the application form has been completed, you will receive an OTP (one-time pin) for confirmation. This will be sent by both SMS and email. Before continuing, you will need to enter the OTP and click SUBMIT. If you do not receive it after about 10 minutes, you can request for the OTP to be re-sent.





myNSFAS Account

All students applying online for NSFAS funding will need to create a myNSFAS profile using their personal details. You can also use your Gmail account or Facebook account. This profile will be a connection to NSFAS from the time of application until completion of studies. Students can also log onto this account to update their contact details.

The first step is to register on myNSFAS: <https://my.nsfas.org.za/mynsfas/selfservice.html>

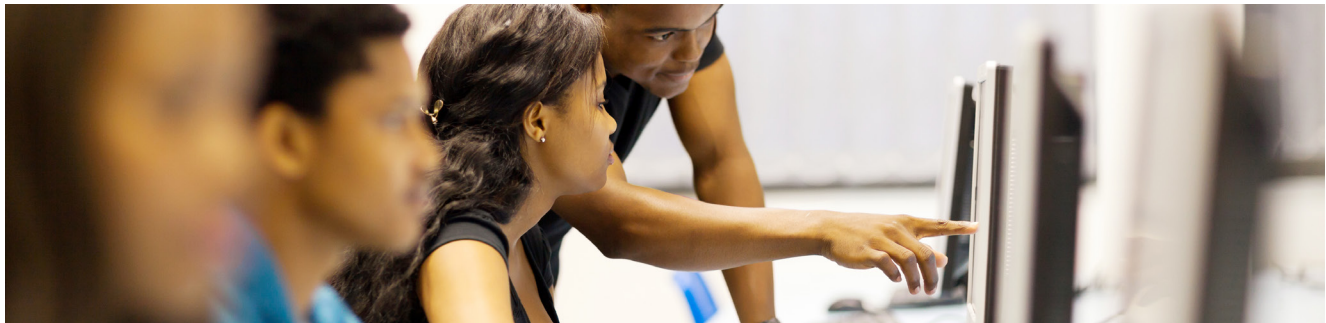
How to open myNSFAS account?

The registration page consists of the following fields to be completed:

- Username
- Create a password
- Confirm password
- Your ID number
- Your email address
- Your cellphone number

Once all these fields have been completed, you will receive an SMS with a one-time-pin (OTP), which will be valid for 24 hours. It is important that users have a working cellphone number to receive the OTP. Once received, enter the pin and click submit. You will then receive a notification that your account has been successfully created.

Once the account has been activated, you can login. Now you are able to start the application process by clicking 'apply'



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How will NSFAS communicate with me?

- NSFAS will use the contact details you supplied during your application (cellphone number and email address) to communicate with you about the status of your application. Your contact details will also be used to contact you if there are missing documents and **MUST** be kept updated, especially if you change cellphone numbers.
- Should you change your contact details, please use our website www.nsfas.org.za to login to myNSFAS account to update or add new cellphone number.
- You may call our TOLLFREE number for any further assistance on 0800067327



3.2 Paper-based application

The application form can also be completed manually at selected centres across the country and captured online. These centres are communicated at various public platforms during applications season. Alternatively, the form with all its supporting documents can be completed and dropped off for capture at a selected centre. These options can be used by applicants who cannot access the online application platform.

NSFAS has partnered with the National Youth Development Agency (NYDA), the Department of Social Development, Isibindi centres, university/TVET College's Financial Aid Offices and a range of other government and non-governmental partners to provide support and assistance to individuals.



4

What happens next?

4.1 You MUST sign your NBA

If you are eligible for funding and have registered for an APPROVED course at an APPROVED institution, you become a First Time Entering student (FTEN) and you will be required to sign a National Bursary Agreement (NBA), which is accessible on www.nsfas.org.za. The agreement will set out the full cost of study you are funded for.



Step 1

You will receive an email & SMS notification to sign online.



Step 2

The email will contain a link to the online portal, click on the link.



Step 3

You will be required to input your ID number to receive a One Time Pin (OTP)



Step 4

The OTP will be sent through SMS to the cellphone number registered with NSFAS



Step 5

Enter the OPT and sign the NBA online. Once you have signed you will see a notification stating that the Terms and Conditions of the agreement have been submitted, which indicates that you have signed successfully.



4.2 Ways that allowances are issued to contracted students

Currently there are two main ways of issuing allowances; sBux and directly from institutions. Information about allowances is submitted by institutions, with the registration data. For sBux institutions, NSFAS sends allowance payments directly to the student. Where institutions issue directly to students, NSFAS pays all funds to the institution and it is the institution's responsibility to distribute to the student.

For more information on sBux, you can visit this webpage: http://www.nsfas.org.za/content/downloads/sbux_guide.pdf. For all queries, please contact the NSFAS Contact Centre on **08000 673 27** (Toll Free). You can also send queries or feedback to sbux@nsfas.org.za. For forgotten passwords or change number requests, the Contact Centre will assist you.



5

How do I maintain access to my NSFAS funding

- Attend and participate in lectures, tutorials and academic support programmes as required by the institution.
- Complete all set assignments and/or tasks as required in terms of the due performance requirements of the institution.
- Undergo all tests and examinations (written and oral) as required in terms of the due performance requirements of the institution.
- Obtain satisfactory results for the above-mentioned assignments, tasks, tests and examinations.
- Meet the academic progression requirements of the institutions, as well as passing at least 50% (fifty percent) of all courses in the first year of study and passing sufficient courses in subsequent years with the objective of completing the Course of Study in the maximum period of N+1 (minimum number of years prescribed for the Course of Study plus one year).



6

If I am not approved for funding, what is the appeal process?

The following are valid reasons for denial of funding or being placed on the unfunded list:

- Failure to submit supporting documents by the NSFAS deadline.
- Applicants who were eligible for funding but did not register for their funded qualification by the deadline.
- Students who did not submit a signed NSFAS Bursary Agreement by the stipulated deadline.

New applicants can lodge an appeal with NSFAS directly using the NSFAS appeals form. The form must be downloaded from the website or requested via email sent to this mailbox: appeals@nsfas.org.za. New applicants must complete the form in full, sign it and submit it to the same email address mentioned above. A template will be prepared by NSFAS for the purposes of submission to NSFAS Credit Committee that sits during the first week of February each year to process all appeals and communicate the outcomes to the new applicants before the start of the academic year.

NB: Appeals will not be considered for such cases

PLEASE NOTE THAT NO INDIVIDUAL APPEALS FROM RETURNING STUDENTS WILL BE PROCESSED. ALL RETURNING STUDENT APPEALS MUST BE ROUTED VIA THE FINANCIAL AID OFFICE.

7

What are NSFAS benefits?

7.1. Fees for full cost of study

- a) **Registration and tuition** fees as set by the institution
- b) **Academic levies as set by the institution** – these may include levies for internet access, lab access etc.
- c) **Only the essential books/electronic learning materials** as prescribed for the course by the institution.

7.2. Allowances for basic needs (student support)

NSFAS allowances for **food, books, transport and private accommodation** will be administered by NSFAS and referred to as sBux allowances. For the 2019 academic year, these allowances will be disbursed in the following manner; all First Time Entering Students (FTENS) will receive **R5 000** per year for books, **R13 500** per year for Meals and **R9 300** per year for Transport (for qualifying students) and Senior (Returning) students will receive allowances as per 2018 academic year, subject to the funding cap of **R83 600 per student**.







National Student Financial Aid Scheme

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www.nsfas.org.za

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