



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**RULES AND GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF THE
DEPARTMENT OF HIGHER EDUCATION AND TRAINING TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING COLLEGE BURSARY SCHEME FOR 2019**

***“No country can really develop unless its citizens are educated”. Dr Nelson Mandela,
Former President of the Republic of South Africa***

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ACRONYMS

DG:	Director-General
DDG:	Deputy-Director General
DHET:	Department of Higher Education and Training
FAC:	Financial Aid Committee
FAL:	First Additional Language
FAO:	Financial Aid Officer
FTE:	Full time equivalent
ID:	Identity Document
NC(V):	National Certificate (Vocational)
NQF:	National Qualifications Framework
NSC:	National Senior Certificate
NSDS III:	National Skills Development Strategy III
NSFAS:	National Student Financial Aid Scheme
NSF-TVET Colleges:	National Norms and Standards for Funding Technical and Vocational Education and Training Colleges
PDE:	Provincial Departments of Education
PLP	Pre-Vocational Learning Programme
Report 191:	National Education Policy, formal Technical Colleges Instructional Programmes in the RSA
SASSA	South African Social Security Agency
SRC:	Student Representative Council
SSS:	Student Support Services
TVET:	Technical and Vocational Education and Training
Umalusi:	Council for Quality Assurance in General and Further Education and Training
VCET:	Vocational and Continuing Education and Training

SECTION A: LEGAL FRAMEWORK

PURPOSE

The purpose of this document is to provide the National Student Financial Aid Scheme (NSFAS) and Technical and Vocational Education and Training (TVET) Colleges with the rules and guidelines for the administration, management, and awarding of bursaries to qualifying students.

POLICY AND LEGAL CONTEXT

These rules and guidelines have been developed in accordance with the *“2008 National Norms and Standards for Funding Further Education and Training Colleges (NSF-FET Colleges)”*. In terms of the Continuing Education and Training Act, 2006, the Minister of Higher Education and Training must determine policy on the norms and standards for funding TVET Colleges. To this effect, in 2009, the Minister promulgated the *National Norms and Standards for funding FET Colleges*, hereafter referred to as the *“NSF-TVET Colleges”*. Due to the name change from “FET” to “TVET” (i.e. Technical and Vocational Education and Training) the Norms and Standards for Funding FET Colleges are now referred to as the *“NSF-TVET Colleges”*.

1. In terms of the NSF-TVET Colleges, each student enrolled in a state-funded programme must be subsidised by the state at 80% of the total programme cost. The difference of 20% of the total programme costs, which constitute College fees, must be recovered from the student.
2. In order to ensure that College fees do not constitute a barrier to access to state-funded programmes, paragraph 73 of the *NSF-TVET Colleges*, and paragraph 5.2.4 of the *National Plan for Further Education and Training Colleges in South Africa, 2008*; state that the Government shall establish and maintain a national TVET College bursary system and the administration of this bursary scheme will be by NSFAS. This is to ensure that academically deserving and yet financially needy students gain access to education and training opportunities in TVET Colleges. The bursary amount covers the 20% portion of student fees for academically deserving and financially needy students.
3. Paragraph 73 of the *NSF-TVET Colleges* and paragraph 5.2.4 of the *National Plan for Further Education and Training Colleges in South Africa, 2008* further require the Department to develop

rules and guidelines for the administration and management of the TVET College Bursary Scheme. This document must therefore be understood against this policy injunction.

4. To gain a comprehensive understanding of the legal and the policy framework that underpins the TVET College Bursary Scheme, these rules and guidelines must be read in conjunction with:
 - 4.1 *National Student Financial Aid Scheme Act, 1999 (as amended);*
 - 4.2 *Continuing Education and Training Act, 2006 (as amended);*
 - 4.3 *The National Plan for Further Education and Training Colleges in South Africa, 2008;*
 - 4.4 *National Norms and Standards for Funding Further Education and Training Colleges, 2009;*
 - 4.5 *The extension of phasing out of the National N Certificates: N1 – N3 (Engineering Studies), Government Gazette No. 33793;*
 - 4.6 *The extension of the offering of National N Certificates: N4 – N6, Government Gazette No. 33794;*
 - 4.7 *Approval of the policy document Formal TVET College programmes at Levels 2 to 4 of the NQF, Government Gazette No. 33795;*
 - 4.8 *Report of the Ministerial Committee on the Review of the National Student Financial Aid Scheme;*
 - 4.9 *DHET TVET College Student Attendance and Punctuality Policy, 2013;*
 - 4.10 *NSFAS Guidelines and Regulations, as codified within the NSFAS Student Funding Policy and the NSFAS Handbook; and*
5. Pursuant to the commitment made in the policy and legislation cited above, in 2007, for the first time in the history of TVET Colleges, a bursary scheme was introduced as a means to improve access to priority vocational programmes offered at TVET Colleges.
6. The provision of student financial aid is critical for enabling access to TVET Colleges. The role of TVET Colleges as the nucleus of skills development in South Africa is explicitly contained in the National Skills Development Strategy (NSDS) III published in January 2011. The challenge of access to post-school education and training opportunities for academically deserving students but financially needy students is addressed by the bursary scheme.
7. In terms of paragraph 73 of the NSF-TVET Colleges, the Department is required to formulate rules and guidelines regarding the allocation of bursaries to Colleges as well as awarding of such bursaries to students.

8. The development of the policy framework governing the administration of the Department's TVET College Bursary Scheme has been the sole responsibility of the Department since the introduction of the bursary scheme in 2007. The current dispensation wherein the Department formulates the bursary policy and Colleges merely implement is ineffective as the *Rules and Guidelines for the Administration and Management of the Department's TVET College Bursary Scheme* (hereafter referred to as the *Bursary and Guidelines*) are generic in nature and do not necessarily address specific and unique challenges of each College. Furthermore, evidence shows that it is practically impossible for the *Bursary Rules and Guidelines* to address specific and unique challenges of each College. This reality calls for a radical policy paradigm shift to address these challenges which often cause instability in the sector.
9. In 2018 government announced the introduction of fee free education for the post school education and training sector. This resulted in an increase to the joint family income threshold for students who are eligible to receive funding. Furthermore, the TVET sector received a separate allocation for allowances, in addition to the tuition allocation.
10. This policy document delineates the **RULES** (i.e. Section B) from the **GUIDELINES**. **The latter pertains mainly to the determination of allowances (i.e. Section C). Colleges are expected to strictly implement the RULES and GUIDELINES. However should a College wish to deviate from the GUIDELINES section due to its specific and unique circumstances it must develop the *Determination of Allowances Policy* to respond to its specific and unique circumstances for implementation in 2019.** In developing the *Determination of Allowances Policy*, each College must consider utilising the Department's **GUIDELINES** as the frame of reference and file its *Determination of Allowances Policy* for each academic year for audit purposes.

SECTION B: RULES

11. Paragraphs 11 to 59 constitute the RULES section of the *Bursary Rules and Guidelines*. It is compulsory for Colleges and NSFAS to strictly comply with the **RULES** section of this document, including Colleges that opt to develop their own policies on determination of allowances.

BURSARY FUNDS ALLOCATION CRITERIA TO COLLEGES

12. The Department allocates bursary funds to Colleges on an annual basis taking the following into consideration:

- 12.1 Programme costs in accordance with the NSF-TVET Colleges;
 - 12.2 DHET approved actual Pre-Vocational Learning Programme (PLP), National Certificate (Vocational) (NC(V)) and Report 191 enrolments;
 - 12.3 Students' academic performance and retention rates in PLP, NC(V) and Report 191 programmes;
 - 12.4 College fees; and
 - 12.5 Available funding.
13. Accurate and fair distribution of the bursary funds is of paramount importance. These principles are applied to the Full Time Equivalent (FTE) enrolment figures finalised by the end of February of each year. Paragraph 13 of the *NSF-TVET Colleges* outlines the following as three key components of the funding formula:
- 13.1 The first component is the government subsidy which covers 80% of the programme costs;
 - 13.2 The second component is placing a cap on College level fees, thus limiting the portion of programme cost which may be charged to 20% of the programme cost; and
 - 13.3 The third and last component is the establishment of a national bursary scheme to ensure that students who are academically capable but financially needy are assisted to cover their College fees.

COLLEGE FEES VERSUS ALLOWANCES

14. **It is important to note that the Bursary is meant for both tuition and for allowances. Full payment of College fees is therefore critical as it enables Colleges to execute their core mandate of providing quality teaching and learning. Furthermore, it is important for colleges to have systems and processes in place that will enable the college to monitor student debt and ensure adequate recoveries are put in place. The underpinning principle is that the Department is committed to providing access into vocational educational opportunities for all qualifying students, and thus caters for those who would otherwise not have had the opportunity to access the College because of financial constraints.**
15. TVET Colleges will receive the allocation per institution for tuition fees and the allowance budgets will not be allocated per institution but retained by NSFAS as a lump sum for allowances. Colleges must adhere to their approved enrolment plan and enforce strict admission requirements as bursary funds are only intended to subsidise students who qualify for Ministerially-approved

programmes based on their respective approved enrolment plans. A College will be responsible for administering the allowance application process and to determine the specific allowance per student (comprising the personal care allowance and transport or accommodation) through its Financial Aid Committee according to the Bursary Rules and Guidelines and College approved policies and procedures as applicable. **Where colleges exceed the trends for allocation of travel and/or accommodation allowances NSFAS will be required to undertake an audit of all qualifying students in the college.**

16. The maximum permissible bursary awards are updated annually. Refer to paragraph 40 below for amounts for travel and accommodation allowances as well as the programme costs of the 2019 academic year. Programme costs for the following year will be sent separately to Colleges before the end of September of each year.

STUDENT ELIGIBILITY CRITERIA FOR THE DHET TVET COLLEGE BURSARY SCHEME

17. In applying for a DHET TVET College bursary, a student must meet the following eligibility criteria:
 - 17.1 Only South African citizens are eligible for this bursary scheme;
 - 17.2 A student must be registered or intending to register on a PLP, NC(V) or Report 191 programme at any of the fifty (50) public TVET Colleges in South Africa;
 - 17.3 Must be in need of financial assistance (NSFAS will determine whether or not a student meets the financial eligibility criteria);
 - 17.4 Returning students must demonstrate proven and accepted academic performance (academically deserving) in line with the College's progression policy or the progression prescriptions of the Bursary Rules and Guidelines (whichever is higher);
 - 17.5 Must not be enrolling for a qualification that duplicates previous learning that was state-funded; and**
 - 17.6 Applicants will qualify if they fall within the maximum threshold of up to R350,000 of combined gross family income per annum and are admitted/received a firm offer for enrolment in a College.**

MINIMUM REQUIRED DOCUMENTATION

18. A student who is Means-Test waived only needs to provide a certified copy of her/his Identity Document (certified copy of the student's Identity Document or certified copy of the birth certificate if NOT older than 18 years).

19. To be deemed acceptable for processing, it is compulsory that a bursary application form of a student who is not Means-Test waived must have the following supporting documents:
 - 19.1 Identity Document of the applicant (certified copy of the student's Identity Document or certified copy of the birth certificate if NOT older than 18 years);
 - 19.2 Other Identity Documents (certified copies of Identity Documents of both parents or guardian or spouse; a certified copy of the death certificate if one or both of the parents is/are deceased; an affidavit if the student does not know the whereabouts of one or both of their parents);
 - 19.3 Employment documents (salary advice slips not older than three (3) months of the guardian or both parents; a South African Social Security Agency (SASSA) letter or pension slip if the guardian or parents are pensioners; an affidavit if the guardian or parents are unemployed). In capturing data into the Means Test, please note that a pension and a child grant should NOT be regarded as a form of income;
 - 19.4 Travel and Accommodation documents (if applicable) attached as copies of signed rental agreements and proof of the students' home address.

20. If there are no certified supporting documents, an affidavit from the relevant member(s) of the household must be submitted by the student. In respect of an unemployed parent, it is the parent and not the student, who must submit an affidavit. Such affidavits are documents issued by the office of the South African Police Service (SAPS). However, affidavits should be the last resort in terms of supporting documents, and should only be submitted if other supporting documents are not available. **However, with regard to students applying for accommodation allowances a signed rental agreement will be the only valid form of supporting documentation.**

EXEMPTION FROM PAYING REGISTRATION FEES

21. Students who are NSFAS beneficiaries must not be required to pay registration fees. Colleges may not exclude such students on the basis of their inability to pay registration fees. The advance payment is specifically for the purpose of exempting such students from paying registration fees and for paying travel and accommodation allowances of qualifying students.

BURSARY ADMINISTRATION PROCESS

22. The NSFAS manages and administers the Department's TVET College Bursary Scheme on behalf of the Department.

23. The avenues available for lodging of applications for a bursary will be advised and advocated by NSFAS to TVET Colleges and students through an effective communication strategy. **The closing date for submitting bursary applications must be on the tenth working day from the date of registration.**
24. **NSFAS must make funding decisions within 10 working days of receipt of a complete application. Furthermore, NSFAS must submit a list of complete, approved, and rejected applications to Colleges at intervals to be determined and communicated by NSFAS.** Once NSFAS has made a determination on a complete bursary application it must communicate the outcome to both successful and unsuccessful applicants in writing or through Short Message Service (SMS). The communication to unsuccessful applicants must provide the specific reason(s) for declining the application. Lists of names of successful and unsuccessful bursary applicants must be sent to Colleges regularly.
25. Returning NSFAS bursary beneficiaries who have had NO break in funding or studies and have progressed to the next level of the funded course, must NOT apply again. NSFAS will process their bursary application using the previous examination results obtained directly from the Department. **In this regard, Colleges will inform NSFAS, by no later than 30 January of each year, of which returning students qualify for funding after due diligence has been done on the results and alignment with the progression policy.**
26. NSFAS and Colleges must administer bursaries according to the Bursary Administration Schedule in the Table below. The minimum percentage of the College's allocation has to be claimed by the specified due dates. The Department and NSFAS will, as at 30 September of each year, regard the balance in a College's bursary allocation as unspent bursary funds for that particular year. These unspent bursary funds will be re-distributed to Colleges that requested additional bursary funds, on merit, and had claimed their full allocation as at 30 September of that particular year.

BURSARY ADMINISTRATION SCHEDULE

ACTIVITY	RESPONSIBILITY	DATE
Submission of College <i>Determination of Allowances Policies</i>	Colleges	31 January 2019
Submission of the schedule of meetings of the Financial Aid Committee (FAC) together with the list of FAC members and their contact details	Colleges	31 January 2019
Submission of reports of compliance to the 80% minimum class attendance requirement to NSFAS	Principals	Monthly

Final allocations released for each academic year	DHET	30 March 2019
50% of the total allocation claimed	Colleges	30 April 2019
75% of the total allocation claimed	Colleges	30 June 2019
Student bursary applications open for the following year	Colleges	1 August 2018
100% of the total allocation claimed	Colleges	30 September 2019
Bursary Administration and Management workshops for the following year	DHET & NSFAS	October/November 2018

ROLE OF THE FINANCIAL AID AND APPEALS COMMITTEES

27. The introduction of the NSFAS centralised bursary management system does not imply that Colleges do not need to have a Financial Aid Committee (FAC). The functions of the Financial Aid Committee include, but are not limited to the following:
- 27.1 Enforces strict compliance to the Bursary Rules and Guidelines;
 - 27.2 Promotes honest and transparent bursary administration processes;
 - 27.3 Oversees utilisation of the College tuition fees allocation (such as payment of allowances to beneficiaries, crediting of student accounts, etc.);
 - 27.4 Develops the criteria for awarding allowances;
 - 27.5 Adjudicates the applications for allowances;
 - 27.6 Decides on the size/amount of the student allowances (such a decision must be informed by investigations into local economic activities. In addition, accommodation allowances must also be informed by the signed rental agreement); and
 - 27.7 Members of the Financial Aid Committee must comply with the Bursary Rules and Guidelines and are governed by this document in decision - making.
28. The above-mentioned functions of the Financial Aid Committee will evolve as part of the transition stage to the NSFAS centralised bursary management system. The Financial Aid Committee (FAC) must have, at a minimum, one meeting per month to monitor bursary administration processes. Detailed minutes of the FAC meetings must be kept for future reference and verification of decisions taken.
29. The Financial Aid Committee is required to be a stakeholder-inclusive structure that includes representation from:
- 29.1 Student Support Services;

- 29.2 Finance;
 - 29.3 Corporate Services;
 - 29.4 Student Representative Council (2 central SRC members and 1 SRC member per campus);
 - 29.5 Marketing; and
 - 29.6 Management (including campus managers).
30. **The meetings of the Financial Aid Committee must be chaired by the Deputy Principal: Finance. Furthermore, given the recent audit findings raised by the Auditor-General of South Africa it is critical that Deputy Principals: Finance must take full accountability for administration of the bursary scheme to ensure that more effective and efficient bursary administration processes are applied. This must cover all aspects with regard to bursary application, bursary administration, financial management including student billing and debt collection as well as NSFAS claims and receipts processing. All documentation in this regard must be available for audit purposes in the college, conducted internally and externally through NSFAS.**
31. The College Principal may use his/her discretion to add other representatives to the Financial Aid Committee. The College must submit a schedule of meetings as well as the letter reflecting the names and contact details of all the members of the Financial Aid Committee and the Bursary Appeals Committee to the Department before the end of January of each year (the letter must be signed by the College Principal).
32. The Financial Aid Committee must keep record of all its meetings (minutes), which may be required for audit purposes, especially in respect of decisions which impact on the bursary awards to students.
33. The Financial Aid Committee must forward its recommendations in respect of the applications for allowances to the Principal for approval. Payments made to Colleges will not exceed the College's bursary allocation, as confirmed by the Department.
34. It is important for the Principal, as the College's Accounting Officer, to validate the process through his/her signature. An imprint of his/her name and the date on which the signature was appended to the report/claim should accompany the Principal's signature. If the Principal has delegated the responsibility, the letter of delegation must be enclosed.

35. The College must credit the accounts of all successful applicants within two weeks of the College having received bursary funds and a list of bursary beneficiaries from NSFAS. Furthermore, the campus finance office must provide successful applicants with copies of their statements within two weeks of the College having received payment from NSFAS and having credited the accounts of the successful applicants. All unsuccessful applicants are liable for payment of their College fees, subject to the outcome of the appeal process. An unsuccessful applicant who intends to contest the decision of NSFAS or the College Financial Aid Committee must lodge an appeal in writing with NSFAS or the College Bursary Appeals Committee within ten (10) working days of having received the outcome of his/her bursary application.
36. NSFAS and the College Financial Aid Committee must formulate and provide a template which unsuccessful applicants must use to lodge an appeal. NSFAS and Colleges are required to keep an Appeals Register of students who have contested the decisions made on their bursary applications.
37. The role of the Bursary Appeals Committee is to consider student appeals and to make recommendations to NSFAS in respect of appeals that are submitted to NSFAS and/or the College. **This process must also be properly documented and must reflect the eventual outcomes.**
38. A College is required to set up a Bursary Appeals Committee which should be constituted as follows:
 - 38.1 College Principal;
 - 38.2 Deputy Principals: Finance, Academic, Student Support Services;
 - 38.3 Chief Financial Officer;
 - 38.4 SSS Manager (Financial Aid Manager); and
 - 38.5 President of the SRC (or the Deputy President of the SRC if the appeal is lodged by the President).

The College principal may use his/her discretion to add other representatives to the Bursary Appeals Committee.

CRITERIA FOR AWARDING BURSARIES TO STUDENTS

39. NSFAS must use the criteria below when awarding bursaries to students:

- 39.1 In making a determination on the bursary applications, the College and NSFAS must consider the bursary application together with the supporting documents (refer to Template A) and compliance with the financial eligibility criteria;
- 39.2 The financial need of the student must be assessed using the NSFAS financial eligibility criteria when awarding bursaries to students. Students **MUST** provide details on the employment status of both of their parents or guardian as these impact on the eligibility for bursaries. In this regard, students must submit a death certificate if one/both parent(s) is/are deceased or an affidavit if they do not know their whereabouts. The submission of the particulars of both parents is compulsory as it has a bearing on the NSFAS financial eligibility criteria. An application that does not have particulars of both parents is incomplete and therefore it must **NOT** be accepted. The determination on the NSFAS financial eligibility test is compulsory and evidence of such determination must be retained at NSFAS for audit purposes. The financial need of the student will be assessed at the point of first application, and students will not need to re-apply annually provided they progress to the next level and there is no break in their studies. **Students who passed NC(V) Level 4 and intend to enroll for Report 191 N4, passed after repeating a level or had a break in their studies, must reapply. Students who were unfunded during the previous registration cycle (trimester/semester/year) must apply;**
- 39.3 The academic merit of the returning student must be assessed using an academic record or statement of results when awarding bursaries to students;
- 39.4 All NC(V) and Report 191 bursary recipients who **FAIL** to progress to the next level of their studies should **NOT** be awarded a bursary to repeat a level that they failed. This determination must be made by the College and communicated to NSFAS;
- 39.5 **Payment of College fees is intended to enable Colleges to undertake their mandate and thus under no circumstances will NSFAS or Colleges make payment of College fees to students. If there is any excess amount for College fees for the current academic year, trimester or semester, such excess amount must be returned to NSFAS granted that the excess amount resulted from the funded amount for fees being higher than the actual fees charged to the account of the student for the funded time period.** The College's admission policy must provide for deregistration and such students should be timeously

communicated to NSFAS so that students don't continue to receive allowances when they have left the college. The Department's admission policy framework articulates this fully;

- 39.6 For new NC(V) Level 2 and Report 191 (N1 and N4) students, academic criteria must be applied using the school report, National Senior Certificate and N3 statement of results. NSFAS and the College Financial Aid Committee must review documented evidence of satisfactory academic performance in awarding bursaries to students enrolling in Level 2 and N1 and N4 programmes. NSFAS must verify the authenticity of schools and school reports that appear suspicious (i.e. without a school logo, address, Headmaster signature, etc.). To this end, NSFAS must contact the Provincial Education Department where the public or independent school is located. In respect of independent (private) schools, their operation is regulated in terms of the South African Schools Act, 1996. In terms of this Act an independent school must be registered with the Provincial Education Department where the school is located;
- 39.7 A bursary may only be awarded to students progressing to the next NC(V) Level if they passed at least 5 subjects in the previous NC(V) level. **In cases where the criteria for progression to the next level is stricter as per the progression policy of the College then the College progression policy will apply;**
- 39.8 A bursary may only be awarded to students if they passed a minimum of 3 subjects in the previous N-Level. **However, in cases where the criteria for progression to the next level is stricter as per the progression policy of the College then the College progression policy will apply;**
- 39.9 Students may be awarded bursaries up to a maximum of four years for the NC(V) programme. The fourth year bursary should be awarded only in the fourth year of study (after Level 4) to allow students to complete any outstanding subjects. This provision is only applicable to continuous study (i.e. to enable students to complete outstanding subjects). No bursaries should be awarded in the fifth year of study;
- 39.10 Report 191 students may be awarded bursaries if they passed at least 3 subjects at N3 and N6 and have one outstanding subject. This provision is made for a period of four or six months (depending on whether the student is in an engineering or business-related

programme), and is applicable to continuous study and will be paid in proportion to one trimester or one semester to complete one subject;

39.11 Where bursaries are awarded for outstanding subjects only, the actual costs per subject must be charged.

39.12 Bursary recipients who switch from one programme to another (i.e. from NC(V) to Report 191 programme N1 – N3 or vice-versa) or change programmes within an NC(V) or Report 191 programme during the course of their studies are not eligible for financial assistance. Furthermore, bursary recipients who complete NC(V) Level 4 are not eligible for financial assistance should they want to enroll for another NC(V) programme or Report 191 programme N1 – N3; similarly bursary recipients who complete Report 191 N4 - N6 are not eligible for financial assistance should they want to enroll for another Report 191 programme N4 - N6 or an NC(V) programme. However, bursary recipients who complete NC(V) Level 4 are eligible for financial assistance for an additional two year period, should they want to enroll for Report 191 (N4 – N6);

39.13 Umalusi recognises credit transfer between the National Senior Certificate (NSC) and the NC(V) in the following subjects:

39.13.1 English Home Language or First Additional Language (passed at 40% and above);

39.13.2 Mathematics (passed at 30% and above);

39.13.3 Mathematical Literacy (passed at 30% and above); and

39.13.4 Physical Science (passed at 50% and above).

The formula in paragraph 39.11 above should also be used to determine the bursary award for NC(V) students with credit transfer from one or more NSC subjects; and

39.14 NSFAS regulations state that no refunds will be made if there is a balance in the student's account after his/her account has been settled. No student will receive cash payment or a refund from NSFAS/the College at the end of the year in respect of a bursary award granted to the student for the payment of fees or other expenses. Re-allocation of unutilised bursary funds of students who drop out from the College during the course of their studies has audit implications, and as such, the College must not consider such course of action. Colleges must return unutilised funds to NSFAS for redistribution.

40. The Table below indicates items that may be claimed from the bursary. All costs listed in the Table below are **MAXIMUM** amounts that may be awarded to students in 2019. **The awarding of the items will be based on the recommendations of College Financial Aid Committee which may be approved by the Principal.** All costs are per annum for the 2019 academic year.

ITEM	COST	COMMENT
College fees: NC(V) and Report 191 programmes	Full cost of College fees as indicated in the programme costs of the current academic year	Limited to one NC(V) or Report 191 programme per student per annum.
Travel 60% of bursary beneficiaries	R7,000 per annum	Residing less than 40 km from the College (this means from 0 km and beyond but up to 39.9 km) R7,000 is the standard rate for all students qualifying for travel allowance (cf. paragraph 49)
Personal care allowance 100% of bursary beneficiaries	R2,750 per annum	All bursary beneficiaries R2,750 is the standard rate for the personal care allowance (cf. paragraph 41)
Accommodation (inclusive of meals) 40% of bursary beneficiaries	R15,000 , R18,000 or 24,000 per annum	Private Accommodation: Residing more than 40 km from the College (this means exactly 40 km and beyond) Three options available in terms of the amounts which may be awarded for private accommodation (cf. paragraph 50)
	R33,000 per annum	College Accommodation: Residing in the College's hostel accommodation R33,000 is the standard rate for all students residing in College accommodation

Note: College accommodation is inclusive of meals (Colleges and landlords for private accommodation must provide at least three meals a day. The Financial Aid Committee should include meals in the accommodation allowance in instances wherein students do not receive meals from the landlord).

41. The Department has introduced a new category of allowances, that is, the personal care allowance which is R2,750 per annum per student for all bursary students. This allowance is intended to assist students with their personal necessities.

42. NSFAS trends in respect of the level of demand for allowances, reveal that colleges award accommodation to 30% of bursary beneficiaries and travel to 50% of bursary beneficiaries. In determining the proposed percentage breakdown the Department considered these trends. The above percentage breakdown is based on the assumption that the bursary scheme will cover 40% of bursary students for accommodation (i.e. college and private accommodation) and 60% of bursary students for the travel allowance (i.e. less than 40 km away from the college).
43. In determining the awards for accommodation and travel allowances it is critical for Colleges to consider the above National trends as well as the college specific trends for 2018. However, should Colleges deviate from these trends they must ensure that they are able to substantiate the awards and deviation thereof in compliance with the Bursary Rules and Guidelines.
44. Accommodation and travel allowances must be awarded in an accountable manner. Where funds are paid to students a meticulous system of records of payments made must be kept. All the above standardised amounts are **MAXIMUM** amounts that may be awarded for 2019 and must not be exceeded.

AWARDING OF ALLOWANCES

45. In addition to the personal care allowance, students must only be awarded one type of allowance, i.e. travel or accommodation. An allowance must NOT be perceived as an entitlement but rather as a means of support which may be awarded to a student on the basis of academic performance.
46. **The bursary scheme consists of two processes namely tuition fees and allowances (comprising the personal care allowance, accommodation or travel allowance). NSFAS is responsible for making a determination of whether or not students' applications are successful in so far as the tuition fees are concerned. Colleges are responsible for making a determination on the applications for travel and accommodation allowances. Students therefore need to apply directly with the College for allowances as part of the College registration process but they must first apply with NSFAS in order to determine whether or not they qualify for financial aid. In this regard, it is the responsibility of the College Financial Aid Committee to perform the following functions for bursary applicants who have applied for allowances with the College:**
 - 46.1 Develop the criteria for awarding allowances;
 - 46.2 Adjudicate the applications for allowances; and

- 46.3 Decide on the size/amount of the awards for allowances (such a decision must be informed by a research into local economic activities).**
47. **Proof of residential address must be submitted as part of the supporting documents for lodging an application for allowances. Such proof could be in any of the following forms:** bank statement; letter from a traditional authority confirming that an individual (or business) is permitted to reside (or operate) on communal land; signed by the relevant traditional authority and stamped with a stamp issued by government; any government issued document: e.g. court order, subpoena, traffic fine, etc. or documentation relating to UIF and/or pension payouts, etc.; correspondence from a Body Corporate / Share Block Association; documentation from an insurance or assurance company, e.g. life assurance, short term insurance, health insurance / medical aid, funeral policies, etc.; television license documentation; telephone account (e.g. Telkom); SARS document which includes: a document produced by SARS or a document to be used for tax purposes, e.g. IT12S, IRP5, IT3b, etc.; a rental / lease agreement; a mortgage statement from another mortgage lender; an investment statement from another Investment Provider, e.g. share, portfolio or unit trust statements; or an affidavit deposed to by the person with whom the student resides).
48. Students must only consider private accommodation if College residences are already full to capacity or in instances where the TVET College does not have student residential facilities.
49. In making a final determination on the award for transport allowance, the Financial Aid Committee must consider, *inter alia*, the distance travelled by the student to get to the College and the actual transport costs. **The College must award travel allowance to students residing less than ten 40km kilometres from the College. It should therefore be noted that the actual transport allowance that will be awarded to a student will be R7,000 per annum.**
50. **In making a final determination on the award for private accommodation allowance, the College Financial Aid Committee should consider, *inter alia*, the 'going rate' for the area in which the college/campus is located and a rental agreement. The College must award the accommodation allowance to students residing more than forty (40) kilometres from the College. It should therefore be noted that the actual private accommodation allowance that will be awarded to a student will be one of the following three amounts:**

CATEGORY	AMOUNT	COMMENT
Category A <i>(For campuses located in rural areas)</i>	R15,000 per annum per student	Residing more than 40 km from the College. The College's <i>Determination of Allowances Policy</i> must articulate the 'going rate' for each campus. This means exactly 40 km and beyond. Applicants must submit the following documents for consideration by the FAC: <ul style="list-style-type: none"> • Proof of home address • Rental agreement
Category B <i>(For campuses located in peri-urban areas)</i>	R18,000 per annum per student	
Category C <i>(For campuses located in urban areas)</i>	R24,000 per annum per student	

51. **Given the larger geographical footprint of TVET campuses Colleges must implement stricter controls around the awarding of the private accommodation allowance. In this regard colleges must ensure that the trend for private accommodation moves downwards rather than upwards.**

DISBURSEMENT OF ALLOWANCES

52. The award for travel, accommodation and the personal care allowance is intended to improve the retention rates in the College sector, thereby promoting student access. In order to promote student attendance, it is mandatory that student allowances be issued in tranches rather than as a lump sum at the start of the academic year. The minimum requirement of 80% class attendance must be taken into account monthly when determining whether or not to continue making payments for the transport and accommodation allowance tranches. The release of student allowances must therefore be dependent on the 80% minimum student class attendance for all subjects the student is registered for. The first tranche should be paid to qualifying students in advance and, based on student adherence to the 80% minimum class attendance, the subsequent tranche should then be paid.
53. NSFAS and Colleges must link payment of allowances with the students' compliance with the Department's *TVET College Attendance and Punctuality Policy, 2013*. The attendance and punctuality policy was developed to improve retention and pass rates of all students in the TVET College sector and thus all TVET College students are required to strictly comply with the policy irrespective of them being NSFAS bursary beneficiaries or not. Notwithstanding bursary funding, compliance with the attendance and punctuality policy is NOT dependent on the outcome of the

application for allowances. **It should be noted that students' absence due to a strike must be considered in the determination of the attendance rate. Should the college experience extraordinary circumstances where the attendance rule needs to be legitimately waived, this decision must be approved by Council, and documented accordingly, together with all supporting evidence, which must be presented on request from DHET as well as for audit purposes.**

54. NSFAS and Colleges must not disburse NSFAS allowances to a beneficiary who fails to meet the minimum 80% class attendance requirement for a particular month in accordance with the *DHET TVET College Student Attendance and Punctuality Policy, 2013*. The monitoring of class attendance by the responsible lecturer for each scheduled class is critical. Principals must monitor and keep accurate records of student attendance for each scheduled class. Principals must submit, on a monthly basis, a consolidated report on compliance of NSFAS beneficiaries with the requirement of 80% minimum class attendance to the Executive Officer of NSFAS. The funds that would have been accumulated from the allowances as a result of students failing to comply with the requirement of 80% minimum class attendance or dropping out from the College must be returned to NSFAS at the end of the academic year.
55. **College students as well as College and NSFAS employees are not allowed to provide travel and accommodation services to beneficiaries of the DHET TVET College Bursary Scheme.** This practice constitutes a conflict of interest and it is imperative that the College, through its Council, and the NSFAS Board, formulate a policy barring this practice.
56. Students and College officials who are found to have defrauded the DHET TVET College Bursary Scheme must be subjected to an internal disciplinary hearing and have criminal charges laid against them. In the event that these suspects are found guilty, the relevant sanctions must apply which may include withdrawal of the bursary, cancellation of allowances, disqualification from ever applying for a NSFAS bursary in future, re-payment, expulsion/dismissal, etc.
57. **The status quo remains in terms of payments of allowances, that is, NSFAS will directly pay allowances to students of Colleges on sBux and Colleges not using sBux will pay allowances to**

students. NSFAS must submit a plan for 2019 on implementation of sBux¹ to the Department by no later than 30 December 2018.

58. NSFAS will pay students directly for those on sBUX, and then the students are liable for their own accommodation payments. NSFAS pays Colleges directly for students not on sBUX, the College then pays the students directly, and the students are then liable for their own accommodation payments. NSFAS will pay Colleges directly in the cases where a College has its own residences and accommodation has to be provided inclusive of meals.
59. Under no circumstances may Colleges pay accommodation providers directly. The contracts must be between the students and the providers, and not between the TVET Colleges and providers.

SECTION C: GUIDELINES

60. Paragraphs 60 to 67 constitute the **GUIDELINES** section of the *Bursary Rules and Guidelines*.
61. Colleges are expected to implement the GUIDELINES, however should a College wish to deviate from the GUIDELINES due to its specific and unique circumstances it must develop a *Determination of Allowances Policy* and submit it to the Department by no later than 31 January 2019. Each College must strictly comply with its *Determination of Allowances Policy*. Should a College not submit its *Determination of Allowances Policy* the Department will be assume that the College is implementing the national GUIDELINES.
62. Colleges developing their *Determination of Allowances Policies* on the basis of their unique circumstances must also take the following into account:
 - 62.1 the GUIDELINES;
 - 62.2 RULES 14, 40 and 44 (the *College Determination of Allowances Policy* must NOT contravene these RULES).
63. The College *Determination of Allowances Policy* must provide clarity in respect of applications for travel and accommodation allowances of students who passed NC(V) Level 4, N3 and N6 with outstanding subjects.

¹ sBux refers to an electronic cellphone system through which payment of allowances can be made to students

COMPLIANCE WITH THE TVET COLLEGE ATTENDANCE AND PUNCTUALITY POLICY

64. **Taking into account its unique circumstances each College's *Determination of Allowances Policy* must provide clarity whether the College is maintaining the minimum attendance requirement of 80%, or raising it for bursary beneficiaries.**
65. **Colleges are required to manage instances where student attendance is compromised by the College, NSFAS or Departmental inefficiencies, as a management issue rather than as application of a 'Rule', and must be well-communicated to students. Such provisions should also be captured in the colleges' policy on determination of allowances.**

VERIFICATION OF RESIDENTIAL ADDRESSES OF THE RECIPIENTS OF ALLOWANCES

66. The Department has discovered alarmingly high levels of fraud and corruption involved in the awarding of travel and accommodation allowances to students. This discovery necessitates College verification of residential addresses of beneficiaries of travel and accommodation allowances (while studying) to ascertain the validity of these awards. **Taking into account its unique circumstances each College's bursary policy must provide clarity in respect of verification of residential addresses of beneficiaries of travel and accommodation allowances.**
67. Debt collection agencies may be utilised to conduct physical address verification of preferably a minimum sample of 10 – 25% randomly selected students receiving travel and accommodation allowances. Colleges must keep bi-annual reports on verification of residential addresses of beneficiaries of travel and accommodation allowances for audit purposes. On the basis of the analysis of these reports, the Principal should decide whether or not it is necessary to institute a forensic investigation into the administration of these allowances.

SECTION D: ADDITIONAL POINTERS AND TEMPLATES

68. Paragraphs 68 to 77 constitute the additional pointers and templates that may be considered during the administration and management of the bursary scheme

ADDITIONAL NSFAS AND COLLEGE RESPONSIBILITIES

69. Colleges must take responsibility for and take note of the following:

- 69.1 Informing students of the criteria that are applicable for the awarding of bursaries, i.e. financial need, academic performance, class attendance, etc.;
- 69.2 Informing students of all important documents to be submitted with their bursary applications;
- 69.3 Developing a document checklist (cf. Template A) to ensure that all relevant documents are received;
- 69.4 Application forms with incomplete documents should not be accepted. If there are queries on submitted documents, the student must be notified immediately;
- 69.5 Furnishing students with proof of submission of application forms and supporting documents; and
- 69.6 Students should be made aware of their rights, roles and responsibilities, e.g. notification of other bursaries or change of address, etc.

MONITORING AND SUPPORT

- 70. The Department, its regional offices and Principals will conduct regular monitoring and support of the DHET TVET College Bursary Scheme administration at Colleges. Colleges are encouraged to contact the Regional office, the Department and NSFAS when support is needed. The *Bursary Administration Monitoring Tool* (cf. Template E) must be used to monitor and evaluate the College's administration and management of the Department's TVET College Bursary Scheme.
- 71. **Colleges will be expected to manage grievances or disputes emanating from their bursary policies in giving effect to the administration of allowances as contemplated in paragraphs 60 to 67 of this document.**

MARKETING

- 72. The first point of marketing should be the NC(V) or Report 191 programmes, then the bursary scheme as a possible access tool to the College and programme offerings.
- 73. It is the responsibility of the College to develop a marketing strategy for the bursary and to market the availability of bursaries to the students in a responsible and accountable manner. It is critical that the bursaries are marketed as the Department of Higher Education and Training (DHET) TVET College Bursary Scheme (DHET TVET College Bursary Scheme). It is important for the

name of the scheme to be presented in a consistent manner to avoid confusion with other bursaries that may be on offer.

74. Colleges are advised not to guarantee students bursaries when recruiting, since bursary awards are subject to bursary administration processes and the availability of funding as outlined in this document.
75. Colleges should communicate the bursary process in classes, during orientation and induction, through internal and external newsletters, brochures, posters, College website, newspapers and other means the College may deem appropriate.
76. Closing dates for the submission of bursary application forms should be stated very clearly in the advertisements issued by Colleges and on the bursary application forms (where possible).
77. **The Principal as the Accounting Officer in a college, is ultimately responsible for the accuracy and validity of information submitted to NSFAS. THE Director-General will institute consequence management practices in the vent that the college fails to adhere to these Bursary rules and Guidelines.**

TEMPLATE A

CHECKLIST FOR BURSARY APPLICATIONS

Supporting Documents		Please tick if included
1.	Certified copy of your Identity Document. If you are younger than 16 years of age, and do not have a green bar-coded ID or smart ID card, you must submit a certified copy of your unabridged birth certificate.	
2.	If you have been exempted from paying school fees, please provide a letter from the school informing NSFAS that you have been exempted.	
3.	Certified or official copy of recent payslip, letter of employment, not older than three months, for each parent, or the person who supports you, or your guardian or yourself if you are employed. This is for all types of employment or all forms of income for all members of the household. This includes any income received from SASSA grants, Unemployment Insurance Fund (UIF), or any retirement, life, disability or other benefits paid as a lump sum or in monthly payments.	
4.	If your parents or person who supports you or your legal guardian are retired, please provide a copy of an official pension slip or bank statement showing pension payment.	
5.	If your parents or the person who support your or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.	
6.	If either of your parents if deceased, please provide a certified copy of the death certificate.	
7.	If your parents are divorced, please provide a certified copy of the divorce decree.	
8.	Certified copy of a SASSA letter if any of your family members are receiving a social grant and are also contributing to your household income. This also applies to your legal guardian.	
9.	If you have disability, please complete the relevant supporting documents (please see website for details) and submit them with your application form.	

TEMPLATE B

(Insert College logo)

2019 APPLICATION FOR ACCOMMODATION OR TRANSPORT ALLOWANCE Ref no _____

For student to complete <i>(Complete in FULL) – Incomplete forms will not be processed</i>				
Student surname				
Student first names				
Student ID number				
^PLEASE PROVIDE A CERTIFIED COPY OF YOUR ID DOCUMENT NOT OLDER THAN THREE MONTHS				
Student number (If available)				
Cell phone number	Please note that the number must be recorded clearly. A number that appears to have been altered/changed or crossed out and replaced will not be accepted.			
Home address	House number:			
	Street name:			
	Suburb / Location:			
	Town/ City:			
	Code:			
^PLEASE PROVIDE PROOF OF YOUR HOME ADDRESS IN THE FOLLOWING FORM:				
<ul style="list-style-type: none"> - If staying with a parent: Utility bill in the name of the parent with corresponding surname to the student. - If staying with a relative: Utility bill in the name of the relative and affidavit from the police confirming that the student stays with said relative as indicated in the utility bill provided. 				
Study address (If staying at a different address while studying)	House number:			
	Street name:			
	Suburb / Location:			
	Town/ City:			
	Code:			
^PLEASE PROVIDE PROOF OF YOUR STUDY ADDRESS IN THE FOLLOWING FORM:				
<ul style="list-style-type: none"> - If staying with a landlord: Certified copy (not older than 3 months) of the lease agreement signed by the student and the landlord that indicates the lease period for 2019 and monthly rental amount clearly. Lease agreements that do not indicate lease period and/or the monthly lease amount will be considered invalid. - If staying with a relative: Utility bill in the name of the relative and affidavit from the police confirming that the student stays with said relative as indicated in the utility bill provided. 				
Campus of study				
Allowances requested (Mark the box next to the applicable allowance with an X)	Accommodation and meals > (Proof of home address and certified copy of lease agreement required)		Transport > (Proof of home address required)	
Student signature				
Date				
Please note that by signing this application you are accepting the declaration on page 2 of this application.				

(Insert College logo)

By signing this application in my capacity as the student, I declare the following:

The information and required documents provided by myself in respect of this application are to the best of my knowledge true and correct. In the event that it is later discovered that this request was fraudulent/falsified and as a result (NAME) TVET College or NSFAS suffers an out of pocket loss due to my negligence and/or criminal intent in submitting this application, I will be held personally liable for such loss and will be subjected to a disciplinary enquiry, cancellation of my NSFAS bursary and being expelled from (NAME) TVET College.

Furthermore I also acknowledge that I accept the following terms and conditions with regards to the submitted application:

1. *This application is strictly to request an allowance for accommodation or transport. It does not represent an application for a bursary with NSFAS.*
2. *I grant permission to (NAME) TVET College to personally verify my home and study address.*
3. *Submission of this application does not guarantee that I will be receiving an allowance if I am funded by NSFAS in 2018.*
4. *My qualification for the allowances requested and receipt thereof are subject to the "2018 RULES AND GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING'S TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE BURSARY SCHEME", available funding and the decision of the Financial Aid Committee of (NAME) TVET College and NSFAS.*
5. *In the event that I am awarded with an accommodation allowance I commit myself to continue residing with the landlord for which I have submitted the attached lease agreement and that I will provide my accommodation allowance only to this landlord. In the event that circumstances warrant me to move to a different landlord I will first need to obtain approval from the (NAME) TVET College to do so.*
6. *If my request for allowances are successful these allowances will be awarded for each period of study in which I qualify (see point number 1 and 4 above) to receive requested allowances as follows: Year course = 10 months, Semester course = 5 months per funded semester, Trimester Course = 3 months per funded trimester.*
7. *If I have applied for and qualify for an Accommodation and meals allowance, subject to the availability of funds, the allowance will be requested in line with the decision of the Financial Aid Committee of (NAME) TVET College and will be limited to the maximum allowed per the guidelines referred to in point 4 above.*
8. *If I have applied for and qualify for a Transport allowance, subject to the availability of funds, the allowance will be requested at a standard rate per month depending on the distance from the campus of study in line with the decision of the Financial Aid Committee of (NAME) TVET College.*

For College official to complete (Complete in FULL) – Incomplete forms will not be processed

College official surname	
College official first names	
Campus	
Original ID document inspected and agreed to certified copy received? Indicate YES or NO	
Was the student who completed and signed the student section above the person as reflected in the original ID document presented to you? Indicate YES or NO	
Has all of the required documentation been attached to this form? Indicate YES or NO	
College Official Signature	
Date	

By signing the above section in my capacity as College official, I declare the following:

The information received by myself in respect of this application and attached was provided by the student that signed the above section of this application.

TEMPLATE C

Template: Letter to Successful Applicants

College letterhead

Name of Student:

Student Number:

Identity Number:

Campus:

NATED/NC(V) Programme and Level:

Dear Student

An Outcome of the DHET TVET College Bursary Scheme Application

It is a pleasure to inform you that your application for the Department of Higher Education and Training's Technical and Vocational Education and Training (TVET) College Bursary Scheme was successful. Please be advised that the National Student Financial Aid Scheme (NSFAS) made a determination on your bursary application on the basis of, amongst others, your level of financial need, academic performance, and supporting documents.

You have been awarded a bursary as follows:

Tuition Fees:	R 0.00
Accommodation (if applicable):	R 0.00
Transport (if applicable):	R7,000
Personal Care	R2,750
Total:	R 0.00

If you have also been awarded a bursary for travel or accommodation allowance, please note that payment of allowances is intended to promote your attendance. In the light hereof, the payment of allowances will therefore be dependent on your class attendance and it will be made into your bank account in tranches (not as a lump sum) on a monthly basis.

Should you require any further information in this regard, please do not hesitate to contact the student liaison officer at your campus.

Yours sincerely

Ms/Mr/Dr/Prof,ABC

Principal: ABC TVET College

Date:

TEMPLATE D

Template: Letter to Unsuccessful Applicants

College letterhead

Name of Student:

Student Number:

Identity Number:

Campus:

NATED/NC(V) Programme and Level:

Dear Student

An Outcome of the DHET TVET College Bursary Scheme Application

We regret to inform you that your application for the Department of Higher Education and Training's Technical and Vocational Education and Training (TVET) College Bursary Scheme was unsuccessful. Please be advised that the National Student Financial Aid Scheme (NSFAS) made a determination on your bursary application on the basis of, amongst others, your level of financial need, academic performance, and supporting documents.

Your application was declined due to the following reason(s):

- The value of your annual household income
- Academic performance
- Your citizenship
- Other (specify) _____

Please note that your parent(s)/guardian is/are therefore responsible for the payment of your College fees. Please inform your parent(s)/guardian to contact the campus manager within ten (10) working days on receipt of this letter to arrange for payment.

In terms of the Rules and Guidelines you are at liberty to lodge an appeal against the decision of the NSFAS should you have reason to believe that the NSFAS erred in its decision to decline your bursary application. In this regard, you will be required, upon receipt of this letter, to lodge an appeal in writing with the NSFAS/Bursary Appeals Committee (BAC) within ten (10) working days. In your appeal you must state reasons for your appeal and attach documents, if any, that you believe might support your appeal.

Should you require any further information in this regard, please do not hesitate to contact the student liaison officer at your campus.

Yours sincerely

Ms/Mr/Dr/Prof, ABC

Principal: ABC TVET College

Date:

TEMPLATE E

BURSARY ADMINISTRATION MONITORING TOOL				
COLLEGE:		CAMPUS:		
1	COMMUNICATION	YES/ NO	EVIDENCE	REMEDIAL ACTIONS/ COMMENTS
1.1	Acknowledging receipt of bursary applications		<i>Acknowledgement receipts/letters/sms, etc.</i>	
1.2	Exemption of NSFAS beneficiaries from paying registration fees		<i>Booklets, leaflets, etc.</i>	
1.3	Communication of the eligibility criteria		<i>Booklets, leaflets, etc.</i>	
1.4	Issuing of the bursary documentation to the Student Representative Council (SRC) (i.e. <i>allocation letter, Bursary Rules and Guidelines, Awarding criteria, Attendance Policy, etc.</i>)		<i>Allocation letter, Rules and Guidelines, Awarding criteria, Attendance Policy, etc.</i>	
1.5	Issuing of the criteria for awarding bursaries (<i>particularly the awarding of allowances</i>)		<i>Awarding criteria</i>	
1.6	Issuing of the outcome on bursary applications (<i>i.e. to both successful and unsuccessful applicants</i>)		<i>Letters/sms, etc.</i>	
1.7	Notification on receipt of NSFAS payment		<i>Updated statements of student accounts</i>	
2	PROCESSES OF APPLICATIONS	YES/NO	EVIDENCE	REMEDIAL ACTIONS/ COMMENTS
2.1	Capacity building and training of the SRC		<i>Agenda, attendance registers, presentations, reports, etc.</i>	
2.2	Functioning of the Financial Aid Committee (FAC)		<i>Agenda, minutes, attendance registers, etc.</i>	
2.3	Participation of the SRC in the FAC and the Bursary Appeals Committee (BAC) (<i>ideally each campus must have representation in the FAC</i>)		<i>Minutes, attendance registers, etc.</i>	
2.5	Full payment of College fees for qualifying students (<i>full award for College fees</i>)		<i>Control lists</i>	
2.6	Adjudication on applications for allowances		<i>Awarding criteria for allowances</i>	
2.7	Avenues available to unsuccessful applicants to lodge an appeal		<i>Appeals template, Appeals Register</i>	
2.8	Adherence to the Bursary Administration Schedule (<i>i.e. 50%, 75% and 100% of the total allocation claimed by 30 April, 30 June and 30 September respectively</i>)		<i>NSFAS payment letters</i>	
2.9	Management oversight over bursary administration processes		<i>Progress reports</i>	

3	DISBURSEMENT OF BURSARY FUNDS	YES/NO	EVIDENCE	REMEDIAL ACTIONS/COMMENTS
3.1	Timeous crediting of the accounts of NSFAS beneficiaries for College fees and allowances		<i>Updated student accounts</i>	
3.2	Timeous payment of allowances linked to compliance with the <i>TVET College Student Attendance and Punctuality Policy, 2013</i>		<i>Monthly attendance registers</i>	
3.3	Verification of residential addresses of recipients of allowances		<i>Bi-annual reports</i>	
4	GENERAL COMMENTS, OBSERVATIONS AND RECOMMENDATIONS			