



National Student Financial Aid Scheme

OFFICE OF THE CHIEF OPERATIONS OFFICER

COMMUNIQUE NO. 2 OF 2021 (FOR TVET COLLEGES ONLY)

TO: PRINCIPALS

CC: CHIEF FINANCIAL OFFICERS
FINANCIAL AID OFFICIALS/ STUDENT SUPPORT SERVICE MANAGERS

FROM: NTHUSENG MPHAHLELE
CHIEF OPERATIONS OFFICER

DATE: MAY 10, 2021

SUBJECT: OPENING OF THE NSFAS TRIMESTER 2 APPLICATION CYCLE FOR TVET COLLEGES

The purpose of this circular is to communicate the opening of Trimester 2 applications window and the options available to TVET College students who wish to apply for National Student Financial Aid Scheme Bursaries.

The 2021 Trimester 2 (T2) application cycle will be open from **12 May – 04 June 2021**. Below are the options available to assist students with this application cycle.

Option 1: Walk-In Online Application Platform (Super User)

The proposed application process will be accessed by the students through the college's computer lab and the student will capture their own application directly. We request college officials to use their approved super user login details or apply for one if they do not have to access this platform. These login details can be used on multiple computers for students to apply themselves.

Application Checklist for students

- South African birth certificate (preferably unabridged) for underage applicants or ID. Copy of both sides of the ID Smart Card is required.
- ID's of parents and/or guardian (or death certificate if applicable). Copy of both sides of the ID Smart Card is required.
- Proof of income such as pay advice, letter of employment, pension advice or SASSA letter.
- A student recognised as a Vulnerable Child (Orphan) must submit a completed Vulnerable Child Declaration Form, which is attached.
- Students with a Disability must submit the Disability Annexure A form, which is attached.

Option 2: Assistive Capture Application Platform

We note the infrastructure challenges, registration queues and access to digital platforms sometimes encountered by students and thus seek to provide an alternative to students who would not ordinarily be able to access the super user/computer lab platform. In the case of assistive capture applications, students may be assisted by College officials or NSFAS servicing administrators in completing and submitting the manual application form. It is important to ensure that all supporting documents are available to accompany the NSFAS application form. NSFAS will avail soft copies and hard copies of the application form on request.

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Board Members: Mr. Ernest Khosa - Chairperson | Mr. Andile Nongogo - Chief Executive Officer | Mr. Bamanye Matiwane | Ms. Jullie Beya | Ms. Lindiwe Matlali | Mr. Nceba Maxwell Fuzani | Ms. Pretty Makukule | Prof. Pumela Msweli | Ms. Reshma Mathura | Ms Lisa Seftel | Mr Melosi Baloyi | Mr. Sanele Zondi | Mr. Sibonelo Cyril Madiba | Mr. Yonke Twani

The student must have the following documents before completing the application:

- South African birth certificate (preferably unabridged) for underage applicants or ID. Copy of both sides of the ID Smart Card is required.
- ID's of parents and/or guardian (or death certificate if applicable). Copy of both sides of the ID Smart Card is required.
- Proof of income such as pay advice, letter of employment, pension advice or SASSA letter.
- A student recognised as a Vulnerable Child (Orphan) must submit a completed Vulnerable Child Declaration Form, which is attached.
- Students with a Disability must complete and submit the Disability Annexure A form, which is attached.

NSFAS will provide services to collect and capture completed applications forms from colleges.

Please note, if you applied for access during the 2021 Walk-In Application window, you do not need to fill in the NSFAS System Access Form, you will need to send an email to servicedesk@nsfas.org.za for your account to be re-activated.

For officials who require access for the first time in 2021, you will need to fill in the NSFAS System Access Form and send it to servicedesk@nsfas.org.za. Always ensure that you include your servicing administrator on all communication to NSFAS, so they are aware and can intervene where needed.

Attached to this communique are the following documents:

- NSFAS 2021 Application Form
- Disability Annexure A Form
- Vulnerable Child Declaration Form
- NSFAS System Access Form
- RSWeb User Guide
- 2021 TVET T2 Process User Guide

TVET colleges are reminded that 2021 TVET T2 Applications submissions will not be accepted by NSFAS after June 04, 2021. No extension will be granted.

All operational enquiries should be directed to your servicing administrator and for escalations Ms Lungisa Sishi at lungisas@nsfas.org.za or Ms Phumla Tshilenge at phumlat@nsfas.org.za

Sincerely,



Nthuseng Mphahlele
CHIEF OPERATIONS OFFICER