

National Student Financial Aid Scheme
(NSFAS)



- Information
- Application form

**How will you
pay for your
studies in
2011?**

Help us to help you...

- ◆ Complete your NSFAS application form, obtain the signatures & documents while you are at home and return it to the NSFAS campus office from 1 July 2010.
- ◆ Submit early—then you still have time to collect and submit outstanding documents . Remember
- ◆ **No** incomplete NSFAS application forms will be accepted.
- ◆ **No** NSFAS application forms (for 2011) will be accepted after 14:00 on **01 November 2010**

Information, regulation booklets and application forms are available at the Financial Aid (NSFAS) office on your Campus or at www.uj.ac.za

Loans are not granted to students studying Access, Career- orientated foundation, Pre-Tech, Certificate or any other "short" vocational courses

**National Student
Financial Aid
Scheme (NSFAS)**

Consider applying for a NSFAS loan...

You have to be:

- ☺ financially needy
- ☺ a South-African citizen
- ☺ an **undergraduate** student registered at UJ studying for a 1st tertiary qualification (2nd qualifications are considered if necessary to practice in chosen profession)
- ☺ academically deserving: you have to pass 60% of the number of subjects you are registered for (not applicable to 1st time students— acceptance into a formal qualification will be verified)

**Save time!! Avoid long
queues!! Hand in your 2011
NSFAS application form asap
after 1 July 2010.
Our campus offices are open
Monday to Friday,
8:00—16:00.**

Financial Aid Offices:
Bunting Road Campus:

A24 Red

Doomfontein Campus: 185
Admin block

**Kingsway Auckland Park
Campus:** E Ring 1

Soweto Campus:

Cashier office or rooms
109/111, Admin



UNIVERSITY
OF
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National Student Financial Aid Scheme (NSFAS)

NSFAS is a statutory body, funded primarily by South Africa's National Department of Education, providing study loans to academically able but financially needy students who wish to study at one of South Africa's public higher education institutions.

NSFAS has appointed the University of Johannesburg (UJ) to administer funds on its behalf.

A student qualifies for a NSFAS loan if he/she is:

- A South-African citizen
- Registered at a South-African University
- An undergraduate studying for a first tertiary educational qualification, or
- Studying for a second tertiary qualification, if this is necessary to practise in your chosen profession (e.g. LLB or HDE) Loans are **not** granted for Access, Pre-Tech, Certificate or any non subsidised vocational courses.
- Able to demonstrate potential for academic success. First year students must comply with minimum entrance requirements of a particular academic programme.
- Financially needy. Proof of income has to be submitted. A means test used by all institutions makes it possible to determine the exact value of the NSFAS loan and the expected family contribution.

A NSFAS loan may be used to pay tuition fees, books & university accommodation fees.

Loan repayments must be initiated once your annual earnings exceed a stipulated amount per year.

Enquiries: NSFAS Offices: (Please enquire at the Campus where you will study)

Bunting Road Campus: (011) 559 -1250/1173/1193/1594/1552; A 24 red.

Doornfontein Campus: (011) 559-6541; (011) 559-6412; (011) 559-6063: 185, Admin Block.

Kingsway/Aucklandpark Campus: (011) 559-3768/3575/2965/3906/4035/3642; E Ring 1

Soweto Campus: (011) 559-5507; (011) 559-5508 – rooms 109 & 111.

(information adapted from NSFAS Website)



Documents required to apply for a NSFAS loan

Kindly send the following documents along with the application form.

- If both parents are working, **recent payslips** not older than 2 months are required from each parent. If a parent is paid on a weekly basis four consecutive payslips should be submitted. If a parent is paid on a two-weekly basis (fortnightly) 2 consecutive payslips should be submitted.
- If a parent is unemployed an **affidavit signed by the unemployed parent** is required, confirming his/her own unemployment.
- If a parent is working in the informal sector where official payslips are not issued (eg street vending or informal selling) the rand value of the income gained per month must be stated in the **affidavit**.
- If a parent is employed as a domestic worker, a **letter** from his/her employer is required, stating the period of employment and the monthly salary.
- If there is anybody in the household that receives a state pension or a child support grant, proof is needed. A certified copy of the most recent pension slip, pay point slip or an original 3 month bank statement should be submitted.
- If the family/student is sponsored an affidavit signed by the sponsor should be submitted stated the monthly rand value of the sponsorship.
- If parents are divorced a certified copy of the divorce decree should be submitted.
- If a parent is deceased, a certified copy of the death certificate should be submitted.
- If the whereabouts of a parent is unknown or if the parent has absconded or does not contribute towards the finances of the family, an affidavit is required from the parent whom the student lives with. The parent writing the affidavit should not only indicate that he/she is single, but also that the other parent's whereabouts are unknown and that no financial support is received.
- If a student lives with his/her grandparents, or guardian an affidavit from the guardian or grandparents is required, stating the whereabouts of the biological parents and the rand value of the parents' monthly support to the student. If R0 it should be stated.
- If a sibling (brother or sister) over the age of **18** is unemployed and is still living with the family an **affidavit signed by the unemployed sibling** is required, confirming his/her own unemployment. If the sibling is employed, recent payslips (not older than 2 months) is required.
- If a sibling is studying a tertiary institution (university) a proof of registration of that particular student is required.
- Certified copies of identity documents (or birth certificates where identity documents are not available) for the every member of the household including the applicant should be submitted.
- If a student's surnames differs from his/her parent surname, an affidavit from one of the parent's must be submitted as to why the surnames differ.
- Please note that **no faxed copies of documents will be accepted**.
- All copies of documents must be certified
- Please make sure all required documentation is attached before submitting the application form, as incomplete applications will not be processed.

Please note:

You have to apply for NSFAS every time you need to REGISTER.
 Previous or current NSFAS loans do not guarantee future NSFAS loans.
 It is your responsibility to find out if your application was successful.
 If you provide incorrect information on this application form you will be disqualified and you will forfeit your NSFAS loan.
 If your application is approved and you do not sign a contract (LAF) after registration your account will not be paid and you will forfeit your NSFAS allocation.
 Please read the notes and instructions on the last page before completing the application form.



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**Application for Financial Assistance
(NSFAS Loan): January 2011**

**CLOSING DATE: ALL Students:
01 November 2010@ 14:00.**

Forms may be submitted from 1 July 2010

NO LATE APPLICATIONS WILL BE ACCEPTED

NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED

FOR OFFICE USE ONLY

	Relation	Income	Student y/n
1			
2			
3			
4			
5			
6			
7			
8			
Total: family members			
Total: students			
Income per year			
Accommodation code			

No NSFAS application fees are payable

THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE THAT YOU WILL RECEIVE A NSFAS LOAN

Use **black ink** when completing this application

student number																			
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1

Personal Details

Surname	ID Number
First names	
Study Address:	
	Postal Code
Home Address: (where your family currently lives)	
	Postal Code
Contact tel no of student	Cell no of student

2

Parent/Guardian Details

Parent/guardian details: Surname	Initials
Residential Address:	
Postal code:	Married: <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>
Telephone number	Occupation : Guardian
Occupation: Father	Occupation : Mother
Name of other family member:	Contact tel no:

Pay/pension slip	
Death certificate	
Divorce decree	
Affidavit/s	
Certified copy of identity documents/ or birth certificates (compulsory)	
Proof of registration (other students)	

**Attach
documentation
Here**

← Did you include?

(If applicable)

3 Course of Study

Currently or intended(eg N Dip: Information Systems; BSc; BA)

4 Level of study

MARK APPROPRIATE BLOCK (Please ensure that you mark the correct block or level for which you will be studying)

1st			S1	
2nd			S2	
3rd			S3	
4th			S4	

5 Financial Status: Student

Has there ever been an administration order against you?

yes	
no	

6 Accommodation during studies

Staying at home (3)	Living in Gauteng but not at home (5)	Out of town staying off campus (4)	Staying in self catering residence (2)
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7 Family Income

PLEASE PROVIDE THE FOLLOWING INFORMATION APPLICABLE TO YOUR CIRCUMSTANCES, WHICH WILL BE REGARDED AS STRICTLY CONFIDENTIAL.

1. If one or both your parents are deceased, death certificates are required.
2. If parents are unemployed, proof of unemployment in the form of an affidavit is required.
3. Proof of what the family is living on is also required in the case of unemployment.
4. If parents were never married, an affidavit is required from the parent with whom the student lives.
5. If parents are self-employed in the informal sector as hawkers or work from home, an affidavit regarding the amount earned is required.
6. You must provide the most current pay slip and applicable documentation of the biological parents.
7. Anybody listed as a dependant **over the age of 18** that is not employed should submit an affidavit and a certified copy of the identity document to this effect.
8. Certified copies of id documents or birth certificates of dependants and parents should be submitted.
9. If a listed dependant is studying at a Post School Institution proof thereof should be submitted.
10. If a student's surname differs from his/her parent's surname, an affidavit from one of the parents must be submitted as to why surnames differ.
- 11. No faxed copies of documents will be accepted.**

		Employer	Position	Gross income
Name of Father				
ID Number *				
Name of Mother				
ID Number *				
Name of sponsor (relationship to applicant)	Pls. just state amount that sponsor contribute towards living expenses in the form of an affidavit			
Self (if self supporting/ part-time employed)				

*Please include certified copies of identity documents of parents

DEPENDANTS OF PERSON RESPONSIBLE FOR PAYMENT

Please include yourself. If you include students (other than yourself) you must submit a proof that they are registered at a particular tertiary institution (proof of registration/acceptance). Persons over 18 that are not employed should submit a certified copy of an id and an affidavit stating that they are unemployed. If a dependant is working, a salary slip and certified copy of an id should be included.

Name	Age	Identity number supply certified copy of id or birth certificate	Present activities eg scholar (very important)
1			
2			
3			
4			
5			
6			
7			
8			

**Are there any other circumstances, which are a financial burden to the family?
This pertains to disabled family members**

I hereby certify that the information provided on this form is correct and that I read and understand all NSFAS rules and regulations. I also understand all the notes as set out on the following page.

Student Signature: **Date:**

Parent/Guardian Signature: **Date:**

Notes and Instructions

THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE THAT YOU WILL RECEIVE A NSFAS LOAN

Read these notes carefully before you complete the application form. Make sure that you read every section and that the information you provide is accurate. Please familiarize yourself with the complete NSFAS rules and regulations published annually and available from your Financial Aid office.

1. INCOMPLETE APPLICATION FORMS WILL BE DISREGARDED.

2. Only original application forms will be accepted.
3. Applications close on 15 May for the second semester and 01 November for the following year.
4. Students who are granted a bursary from another organisation/institution are obliged to inform the NSFAS office at the appropriate campus.
5. An award is granted for one year/ semester only.
6. The UJ reserves the right to withdraw an award if the student receives a full bursary elsewhere.
7. Do not send original documents (excluding affidavits). Attach **certified** copies to the application form. Only **original** affidavits will be accepted.
8. Part-time students will not be considered.
9. Non-South African citizens will not be considered.
10. Bursaries and loans are only available for a **first** National Diploma programme. A Honours degree or B Tech programme is regarded as a second qualification and NSFAS will not assist students unless it is essential for practising in your chosen profession. Pre- Tech, Access, Career orientated foundation, certificate and extra curricular courses will not be considered for loans.
11. Students who claim to receive no financial support from their families must produce proof of this statement before their applications for loans will be considered. Each application is considered on merit. THE FATHER MUST COMPLETE A STATEMENT GIVING HIS REASON FOR WITHOLDING FINANCIAL SUPPORT FROM THE APPLICANT.
12. A student must have passed at least 60% of the registered subjects in the previous year.
13. A student must be enrolled for not less than 50% of a full load in any year or semester.
14. A student may not receive a loan for longer than five (5) years.
15. Any credit balances on accounts will be sent to NSFAS as a first loan repayment.
16. If your application is approved and you do not sign a contract (LAF) after registration your account will not be paid and you will forfeit your NSFAS allocation.
17. Please make sure that you receive an acknowledgement of receipt when you hand in this form at Financial Aid Office.
18. A NSFAS means test will be performed on all applications. It is a test used by all institutions and makes it possible to determine the exact value of the NSFAS loan and the expected family contribution.

Date received	
Received by	
Signature	
Date Captured	
Captured By	
Signature	

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