



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**AMENDED 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 2020**

***“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

AGSA	Auditor-General of South Africa
BAC	Bursary Appeals Committee
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 “*National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NSF-TVET 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 2015, the Minister promulgated the *National Norms and Standards for funding TVET Colleges*, hereafter 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 Technical and Vocational Education and Training Colleges, 2015;*
 - 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 *Policy Framework for Administration and Management of Student Admissions in Technical and Vocational Education and Training Colleges;*
 - 4.11 *NSFAS Guidelines and Regulations, as codified within the NSFAS Student Funding Policy and the NSFAS Handbook; and*
 - 4.12 *SCHEDULE of Register of Nationally Approved Programmes (updated annually).*
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. 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.
9. 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)**. 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.
10. **Colleges are expected to strictly implement the RULES and follow the GUIDELINES. 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 2020 (cf. paragraph 65).** 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 62 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.

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 Pre-Vocational Learning Programme (PLP), National Certificate (Vocational) (NC (V)) and Report 191 enrolments;

- 12.3 Students' academic performance as per the academic progression policy in relation to, NC (V) and Report 191 programmes and retention rates;
 - 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. 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). The Financial Aid Committee will ensure compliance according to the Bursary Rules and Guidelines and College approved policies and procedures where 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 44 below for amounts for travel, accommodation and the personal care allowances as well as the programme costs of the 2020 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;**
 - 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. In respect of students with disabilities the maximum threshold is up to R600 000 of combined gross family income per annum;**
 - 17.7 A student will be funded for the PLP for one year only; and**
 - 17.8 The N+1 principle must be applied (refer to paragraphs 41.9 and 41.10)**

MINIMUM REQUIRED DOCUMENTATION

18. A student who is waived from the financial eligibility requirement needs to only provide a certified copy of her/his Identity Document (ID) (certified copy of the student's ID 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 waived from the financial eligibility requirement must have the following supporting documents:
- 19.1 ID of the applicant (certified copy of the student's ID or certified copy of the birth certificate if NOT older than 18 years);
 - 19.2 Other IDs' (certified copies of ID's 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 making a determination on financial eligibility, please note that a pension and a child grant should NOT be regarded as a form of income; and
 - 19.4 Travel and accommodation documents (if applicable) attached as copies of signed rental agreements and proof of the students' home address. An affidavit must not be accepted during the awarding of allowances.
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 AND DEADLINES

22. 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. This will be done timeously so as not to disrupt the TVET College academic programmes.
24. **NSFAS must make funding decisions 10 working days after receiving a completed application in line with the students' registration and the start of the academic programme. NSFAS must submit a list of approved and rejected applications to colleges for colleges to match with registration declarations submitted to 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. The signing of the Schedule of Particulars (SoPs) by successful applicants is no longer a requirement. The application form will serve as an acceptance and agreement between NSFAS and the student when the bursary is approved. The application form must be filed and stored by the college. 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 2020
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 2020
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 2020
50% of the total allocation claimed	Colleges	30 April 2020
75% of the total allocation claimed	Colleges	30 June 2020
Student bursary applications open for the following year	Colleges	1 August 2019
Motivations to change predetermined campus categorisations to be changed	Colleges	06 December 2019
100% of the total allocation claimed	Colleges	30 September 2020
Bursary Administration and Management workshops for the following year	DHET & NSFAS	November 2019

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 FAC include, but are not limited to the following:
- 27.1 Enforce strict compliance to the Bursary Rules and Guidelines;
 - 27.2 Promote honest and transparent bursary administration processes;
 - 27.3 Adjudicate grievances lodged by students and landlords for breach of contract; and
 - 27.4 Members of the FAC must comply with the *Bursary Rules and Guidelines* and are governed by this document in decision-making.
28. NSFAS regionally deployed employees must attend TVET College FAC meetings where and when necessary.
29. The above-mentioned functions of the FAC will evolve as part of the transition stage to the NSFAS centralised bursary management system. The 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.

30. The FAC is required to be a stakeholder-inclusive structure that includes representation from:
 - 30.1 Student Support Services;
 - 30.2 Finance;
 - 30.3 Corporate Services;
 - 30.4 Student Representative Council (2 central SRC members and 1 SRC member per campus);
 - 30.5 Marketing; and
 - 30.6 Management (including campus managers).

31. **The meetings of the FAC must be chaired by the Deputy Principal: Finance. Furthermore, given the recent audit findings raised by the Auditor-General of South Africa (AGSA) it is critical that Deputy Principals: Finance 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.**

32. The College Principal may use his/her discretion to add other representatives to the FAC. 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 FAC and the Bursary Appeals Committee (BAC) to the Department before the end of January of each year (the letter must be signed by the College Principal).

33. The FAC must keep records 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.

34. The FAC 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.

35. 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.

36. 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 FAC, must lodge an appeal in writing with NSFAS or the College BAC within ten (10) working days of having received the outcome of his/her bursary application.

APPEALS

37. 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. NSFAS and the College FAC must formulate and provide a template which unsuccessful applicants must use to lodge an appeal. All new applicants must appeal directly to NSFAS, however returning students must appeal at the college through the BAC. NSFAS and Colleges are required to keep an Appeals Register of students who have contested the decisions made on their bursary applications.
38. The role of the BAC 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.**
39. A College is required to set up a BAC which should be constituted as follows:
 - 39.1 College Principal;
 - 39.2 Deputy Principals: Academic, Student Support Services;
 - 39.3 Chief Financial Officer (CFO);
 - 39.4 SSS Manager (Financial Aid Manager); and
 - 39.5 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.

40. Students and landlords are required to comply with the terms and conditions of the lease agreement. However, any termination of the contract must be done in accordance with the terms and conditions stipulated in the contract. The students and landlords may submit their grievances to the FAC to preside over breach in contract and the relevant sanctions must apply which may include, an instruction to honour the contract, blacklisting, withdrawal of the bursary, cancellation of allowances, disqualification from ever applying for a NSFAS bursary in future, re-payment, expulsion, etc.

CRITERIA FOR AWARDING BURSARIES TO STUDENTS

41. NSFAS must use the criteria below when awarding bursaries to students:
 - 41.1 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;
 - 41.2 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 based 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;**

- 41.3 The academic merit of the returning student must be assessed using an academic record or statement of results when awarding bursaries to students;
- 41.4 All NC (V) and Report 191 bursary recipients who FAIL to progress to the next level of their studies must NOT be awarded a bursary to repeat a level that they failed. This determination must be made by the College and communicated to NSFAS;
- 41.5 **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 do not continue to receive allowances when they have left the college. The Department's admission policy framework articulates this fully;
- 41.6 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 (NSC) and N3 statement of results. NSFAS and the College FAC must review documented evidence of satisfactory academic performance in awarding bursaries to students enrolling in Level 2 and N1 and N4 programmes;
- 41.7 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. All NC (V) students are eligible for NSFAS provided they are registered for at least 5 NC (V) subjects at the same level. Colleges must strictly adhere to this criteria and not use the modes of delivery such as part-time or distance learning, which are often used inaccurately across the sector. Where colleges restrict students categorised as part-time/distance regarding the number of subjects that they can enrol for, these restrictions automatically disqualify such students as they cannot meet the requirements mentioned above;**

- 41.8 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. All Report 191 students are eligible for NSFAS provided they are registered for at least 3 Report 191 subjects at the same level. Colleges must strictly adhere to this criterion and not use the modes of delivery such as part-time or distance learning, which are often used inaccurately across the sector. Where colleges restrict students categorised as part-time/distance regarding the number of subjects that they can enrol for, these restrictions automatically disqualify such students as they cannot meet the requirements mentioned above;**
- 41.9 Students may be awarded bursaries up to a maximum of four years for completion of the NC (V) programme. Colleges must make a determination of the fourth qualifying year for the student to receive the bursary and this may cover any number of outstanding subjects for repeating Level 4;
- 41.10 Report 191 students may be awarded bursaries and this may cover any number of outstanding subjects for repeating N3 and N6. 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;
- 41.11 **Where bursaries are awarded for outstanding subjects only, the actual costs per subject must be charged;**
- 41.12 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);

41.13 Umalusi recognises credit transfer between the NSC and the NC (V) in the following subjects:

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

41.13.2 Mathematics (passed at 30% and above);

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

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

The formula in paragraph 41.11 above should also be used to determine the bursary award for NC (V) students with credit transfer from one or more NSC subjects; and

41.14 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.

DISABILITY SUPPORT

42. Paragraph 88 of the 2015 *NSF-TVET Colleges* caters for additional cost of providing services to students with disabilities. However, these additional costs specifically relate to programme costs. This simply means that a student with disability is funded according to the programme cost used for all students and an additional amount is allocated as per the category of disability.

43. The additional amount received from the DHET must be used to purchase assistive devices and learning materials for students with disabilities. In this regard, colleges may only claim tuition fees and allowances from NSFAS for these students.

STANDARDISED ALLOWANCES

44. The Department introduced standard allowances in the TVET sector to improve the turnaround times on determination and payment of allowances to students. The Table below indicates items

that may be claimed from the bursary. All costs listed in the Table below are standardised amounts that must be awarded to students in 2020 and these standardised amounts must not be reduced or exceeded. **The awarding of allowances will be based on the recommendations of College Financial Aid Committee which must be approved by the Principal.** All costs are per annum for the 2020 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 <i>60% of bursary beneficiaries</i>	R7 350 per annum	Residing less than 40 km from the College (this means from 0 km and beyond but up to 39.9 km) <i>R7 350 is the standard rate for all students qualifying for travel allowance (cf. paragraph 51)</i>
Personal care allowance <i>100% of bursary beneficiaries</i>	R2 900 per annum	All bursary beneficiaries <i>R2 900 is the standard rate for the personal care allowance (cf. paragraph 45)</i>
Accommodation <i>40% of bursary beneficiaries</i>	R15 750 (rural) per annum; R18 900 (peri-urban) per annum; and R25 200 (urban) per annum.	Private Accommodation: Residing more than 40 km from the College (this means exactly 40 km and beyond) <i>Three options available in terms of the amounts which may be awarded for private accommodation (cf. paragraph 52)</i>
	R33 000 per annum	College Accommodation: Residing in the College's hostel accommodation <i>R33 000 is the standard rate for all students residing in College accommodation</i>

Note: College accommodation is inclusive of meals (Colleges and landlords for private accommodation must provide at least three meals a day.

45. The Department introduced a new category of allowances in 2019, that is, the personal care allowance which is R2 900 for 2020, per annum per student for all bursary students. This allowance is intended to assist students with their personal necessities.

46. 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 the only amounts that must be awarded for 2020 and must not be reduced or exceeded.

AWARDING OF ALLOWANCES

47. 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.
48. **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.**
49. **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 deposited to by the person with whom the student resides.

50. 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.
51. In making a final determination on the award for transport allowance, the FAC must apply the distance parameter for the travel allowance. **The College must award the travel allowance to students residing less than 40km kilometres from the College (this means from 0km and beyond but up to 39.9km). It should therefore be noted that the actual transport allowance that will be awarded to a student will be standardised at R7 350 per annum for all qualifying students.**
52. In making a final determination on the award for private accommodation allowance, the College FAC must 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 (this means exactly 40km and beyond). Students who reside more than 40km from the college but fail to submit their rental agreement must be awarded the travel allowance. 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 750 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 and its categorisation. 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 <i>An affidavit must not be accepted during the awarding of allowances</i>
Category B <i>(For campuses located in peri-urban areas)</i>	R18 900 per annum per student	
Category C <i>(For campuses located in urban areas)</i>	R25 200 per annum per student	

The Department will determine categorisation per campus on the basis of spatial information, triangulated with socio-economic factors and information from Statistics South Africa. Colleges will be required to provide a written motivation should they not agree with the predetermined categorisation for a particular campus by, no later than 6 December 2019.

53. 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 over time the trend for private accommodation moves downwards rather than upwards. Taking into account the larger geographical footprint of TVET campuses, colleges must award accommodation allowance to less than 50% of bursary recipients. **However, Colleges that wish to deviate from this requirement must ensure that they obtain written approval from the Department. In this regard, NSFAS must not process claims for accommodation in excess of 50% of bursary recipients and without written approval from the Department.**
54. **Colleges will not be permitted to change allowance types submitted within a particular academic year as these awards are based on supporting documents.**

DISBURSEMENT OF ALLOWANCES

55. 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 and success. 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, accommodation and personal care 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.
56. 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.

57. 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.
58. **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.
59. 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.
60. **NSFAS will make payments on behalf of Colleges based on an agreement with the respective colleges. The disbursement process will be shared with all relevant stakeholders before full implementation.**
61. **Where NSFAS pays the allowances directly to students, the students are liable for their own accommodation payments. Where an institution disburses the allowances on behalf of NSFAS, the College then pays the students directly, and the students are then liable for their own accommodation payments. The details around payments will be agreed upon between NSFAS**

and the College and will also be contained in the Memorandum of Understanding (MOU) between the College and NSFAS.

62. 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. Colleges are however advised to guide students in contracting wisely with landlords so that they do not end up paying more than what was promised to them.

SECTION C: GUIDELINES

63. Paragraphs 63 to 66 constitute the **GUIDELINES** section of the *Bursary Rules and Guidelines*.
64. Colleges are expected to follow the GUIDELINES: Should a College wish to deviate from the GUIDELINES, due to its specific and unique circumstances in respect of matters outlined in paragraph 65, it must develop a *Determination of Allowances Policy* and submit it to the Department by no later than 31 January 2020. Each College must strictly comply with its *Determination of Allowances Policy*. Should a College not submit its *Determination of Allowances Policy* the Department will assume that the College is implementing the national GUIDELINES.
65. Colleges developing their *Determination of Allowances Policies* on the basis of their unique circumstances must note that the deviation can only be in relation to the following matters:
- 65.1 Allowances for students enrolled for outstanding subjects. However, students who do not have contact classes should not be considered for allowances. (cf. paragraphs 41.9, 41.10 and 41.11);
 - 65.2 Minimum attendance requirement for bursary beneficiaries (which can be set higher but not lower than 80%) (cf. paragraph 67); and
 - 65.3 Verification of residential addresses of beneficiaries of travel and accommodation allowances (cf. paragraphs 69 and 70).
66. 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. In instances where the College decides to award allowances to this cohort of students, such allowances should be awarded as full standardised allowances.

COMPLIANCE WITH THE TVET COLLEGE ATTENDANCE AND PUNCTUALITY POLICY

67. **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.**
68. **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

69. 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.**
70. 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

71. Paragraphs 71 to 80 constitute the additional pointers and templates that may be considered during the administration and management of the bursary scheme.

ADDITIONAL NSFAS AND COLLEGE RESPONSIBILITIES

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

- 72.1 Informing students of the criteria that are applicable for the awarding of bursaries, i.e. financial need, academic performance, class attendance, etc.;
- 72.2 Informing students of all important documents to be submitted with their bursary applications;
- 72.3 Developing a document checklist (cf. Template A) to ensure that all relevant documents are received;
- 72.4 Application forms with incomplete documents should not be accepted. If there are queries on submitted documents, the student must be notified immediately;
- 72.5 Furnishing students with proof of submission of application forms and supporting documents; and
- 72.6 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

- 73. 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.
- 74. **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 63 to 70 of this document.**

MARKETING

- 75. The first point of marketing should be the PLP, NC (V) or Report 191 programmes, then the bursary scheme as a possible access tool to the College and programme offerings.
- 76. 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.

77. Colleges are advised not to guarantee students bursaries when recruiting, since bursary awards are subject to bursary administration processes as outlined in this document.
78. 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.
79. 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).
80. **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 event 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 is 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 the NSFAS website for details) and submit them with your application form.	

TEMPLATE B

(Insert College logo)

2020 ALLOWANCE APPLICATION FORM

SECTION 1 – COLLEGE OFFICIAL TO COMPLETE THIS SECTION (NOT THE STUDENT)

For College official to complete (Complete in FULL) – Incomplete forms will not be processed				
Application reference number <i>(must be generated by the college)</i>				
College name				
Campus name <i>(where student has registered)</i>				
Registration cycle <i>(tick the appropriate cycle)</i>	1 NC(V), S1 and T1	2 T2	3 S2	4 T3

SECTION 2 – STUDENT TO COMPLETE

For student to complete (Complete in FULL) – Incomplete forms will not be processed												
Student surname												
Student first names												
Student ID number												
PLEASE PROVIDE A CERTIFIED COPY OF YOUR ID DOCUMENT NOT OLDER THAN THREE MONTHS												
Student number <i>(if available)</i>												
Cellphone number												
Home address <i>(Not address while studying)</i>	House number:											
	Street name:											
	Suburb / Location name:											
	Town/ City name:											
	Postal code:											
<u>APPLICANTS MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS:</u>												
<i>Travel: Please provide proof of your home address in accordance with paragraph 49 of the 2020 Bursary Rules and Guidelines.</i>												
<i>Accommodation: Please provide proof of your home address and the rental agreement in accordance with paragraphs 49 and 52 of the 2020 Bursary Rules and Guidelines. Certified copy (not older than 3 months) of the rental agreement signed off by the student and the landlord that indicates the rental period for 2020. Rental agreements that do not indicate the rental period will be considered invalid.</i>												
<i>Personal care allowance: No supporting documentation is required. All bursary beneficiaries will receive the personal care allowance in accordance with paragraph 45 of the 2020 Bursary Rules and Guidelines.</i>												
Allowances requested (Mark the box next to the applicable allowance with an X)												
Transport	<input type="checkbox"/>	Accommodation (Inclusive of meals)	<input type="checkbox"/>	Personal care allowance	<input type="checkbox"/>							
Signature of student							Date					
Please note that by signing this application you are accepting the declaration on page 2 of this application.												

By signing this application 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 the TVET College indicated in this application 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 the TVET College indicated in this application.

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 that my home address as provided in this application may be verified.*
- 3. Submission of this application does not guarantee that I will be receiving an allowance if I am funded by NSFAS in 2020. My qualification for the allowances requested and receipt thereof are subject to the "2020 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"*
- 4. 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.*
- 5. If I have applied for and qualify for an allowance, the allowance will be requested in line with the decision of the Financial Aid Committee of the TVET College indicated in this application and will be in accordance to the standard annual rates allowed per the bursary rules and guidelines referred to in point 4 above proportional to funded terms of study only as indicated in point number 5 above.*
- 6. I must inform the TVET College immediately when my home address changes as this could influence the allowance that I qualify for.*
- 7. If I receive an accommodation allowance I must provide the College with a new lease agreement if the current lease agreement has expired or where I have moved to another place of accommodation.*

SECTION 3 – COLLEGE OFFICIAL TO COMPLETE THIS SECTION (NOT THE STUDENT)

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:

PLP/NATED/NC(V) Programme and Level:

Dear Student

AN OUTCOME OF THE ALLOWANCE APPLICATION

It is a pleasure to inform you that your application for the allowances was successful. Please be advised that the College Financial Aid Committee made a determination on your application for allowances on the basis of, amongst others, the outcome of your bursary application with the National Student Financial Aid Scheme (NSFAS), academic performance, and supporting documents.

You have been awarded allowances as follows:

Accommodation (if applicable):
Transport (if applicable):
Personal care
Total:

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:

PLP/NATED/NC(V) Programme and Level:

Dear Student

AN OUTCOME OF THE ALLOWANCE APPLICATION

We regret to inform you that your application for the allowances was unsuccessful. Please be advised that the College Financial Aid Committee made a determination on your application for allowances on the basis of, amongst others, the outcome of your bursary application with the National Student Financial Aid Scheme (NSFAS), academic performance, and supporting documents.

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

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

In terms of the Bursary Rules and Guidelines you are at liberty to lodge an appeal against the decision of the NSFAS and the FAC should you have reason to believe that the NSFAS or the FAC erred in its decision to decline your application. In this regard, you will be required, upon receipt of this letter, to lodge an appeal in writing with the 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 ACTION/ COMMENTS
1.1	Acknowledging receipt of bursary applications		<i>Acknowledgement receipts/letters/sms,</i>	
1.2	Exemption of NSFAS beneficiaries from paying registration fees		<i>Booklets, leaflets, etc.</i>	
1.3	Communication of the eligibility criteria for bursaries		<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, Attendance Policy, etc.</i>)		<i>Allocation letter, Rules and Guidelines, 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 applications for allowances (<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	PROCESSESING OF APPLICATIONS	YES/NO	EVIDENCE	REMEDIAL ACTION/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 standardised 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 ACTION/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	UTILISATION OF FUNDS		NUMBER/A MOUNT	EVIDENCE	REMEDIAL ACTION/COMMENTS
4.1	No. of bursary recipients			<i>Control lists, FAC minutes</i>	
4.2	No. of recipients for travel			<i>Control lists, FAC minutes</i>	
4.3	No. of recipients for accommodation	College Accommodation		<i>Control lists, FAC minutes</i>	
		Private Accommodation		<i>Control lists, FAC minutes</i>	
4.4	Tuition Fee Allocation		R	<i>DHET letter</i>	
4.5	Amount paid out to the college by NSFAS		R	<i>NSFAS remittance advice</i>	
4.6	Amount credited to students' accounts for tuition		R	<i>IT system</i>	
4.7	Amount paid out to students for personal care		R	<i>IT system</i>	
4.8	Amount paid out to students for travel		R	<i>IT system</i>	
4.9	Amount paid out for accommodation	College Accommodation	R	<i>IT system</i>	
		Private Accommodation	R	<i>IT system</i>	
5	GENERAL COMMENTS, OBSERVATIONS AND RECOMMENDATIONS				