



National Student Financial Aid Scheme

CIRCULAR NOTICE NO. 2 OF 2021 (FOR TVET COLLEGES)

TO: TVET COLLEGE PRINCIPAL
CC: FINANCIAL AID OFFICERS, BURSARY OFFICERS
FROM: CHIEF EXECUTIVE OFFICER
DATE: JANUARY 18, 2021
SUBJECT: OPENING OF THE NSFAS 2021 WALK-IN AND ASSISTIVE CAPTURE APPLICATION PERIOD FOR TVET COLLEGES

The Circular Notice No. 1 of 2021 sent on January 07, 2021 refers. We will commence the walk-in application process during difficult times where the country is confronted with the global pandemic of COVID-19 and operating under the Level 3 lockdown regulations. As such we have optimised our process which was, previously largely manual, to accommodate these changes and to minimise the risks associated with manual processing of applications. We are equally conscious of the fact that we need efficient processes and mechanisms that will enable us to speedily conclude funding decisions given the limited time frames. It is for this reason that we will open both the Walk-In Online Application and Assistive-Capture process during this time.

Based on previous lessons, it is important that every institution keeps the supporting documents of all applicants archived on their filing system should they be required later to verify for auditing purposes.

- 1. Walk-In Online Application Platform** – this option will require the institutions officer to utilise their computer laboratories and use campus login details to access the platform. These login details will be provided by NSFAS and can be used on multiple computers for students to apply for themselves. The campus personnel will need to ensure that applicants have the following documentation before they start an application:
 - Applicant ID (a copy of both sides of the ID card is required) or South African birth certificate (preferably unabridged for underage applicants)
 - ID's of parents and/or guardian or death certificate if applicable (both sides of the ID card is required)
 - Proof of income such as Pay Advice, letter of employment, pension advice or SASSA letter
 - Applicants with a disability must submit a completed and signed Disability Annexure A Form, which is attached in this communication
 - An applicant who is recognised as a vulnerable child by the Department of Social Development must provide a completed and signed Vulnerable Child Declaration Form. This too is attached in this communication

The 2021 Walk-In Online Application window will be open from January 19 to February 15, 2021 with no extensions granted.

- 2. Assistive-Capture Application Platform** – To complete the assistive capture process, the student will have to apply and be accepted at the institution s/he applied at. The institution officer will assist the student with his/her application which will be submitted through a manual application form. Colleges will be provided with a soft copy of the form and will need to make copies for students to fill in. The institution officer must ensure that they do not accept incomplete application forms, and all required supporting documents must accompany the student's submission.

The student must have the following documents before they can start the Assistive-Capture Application process:

- Applicant ID (both sides of the ID card is required) or South African birth certificate (preferably unabridged for underage applicants)
- ID's of parents and/or guardian or death certificate if applicable (both sides of the ID card is required)
- Proof of income such as Pay Advice, letter of employment, pension advice or SASSA letter
- Completed and signed Application Form. Ensure that the section requiring **Consent by All Parties** is also completed
- Applicants with a disability must submit a completed and signed Disability Annexure A Form, which is attached in this communication,
- An applicant who is recognised as a vulnerable child by the Department of Social Development must provide a completed and signed Vulnerable Child Declaration Form. This too is attached in this communication.

The institution officer must then capture all the application forms and ensure all the supporting documents including the application forms, are uploaded on the portal before clicking the submit button. Colleges are urged to ensure that they save a copy of all the supporting documents.

To ensure that we collect and store these documents; we would require that you follow the track and trace process by scanning the application barcode and student ID onto the RSWEB platform. (See attached RSWEB process). Please note our Servicing Administrators will be available to assist you with any queries.

The 2021 Assistive-Capture Application window will be open from January 19 to February 19, 2021 with no extensions granted.

Together, we are facing a truly unprecedented situation. The global COVID-19 pandemic is affecting our families, our businesses and our communities. During this time, we would like to encourage all TVET colleges and our service providers to:

- Always wear a mask and protective gear when dealing with others
- Practice social distancing and limiting how many people are involved in each transaction
- Have hand sanitiser available throughout the process
- Sanitize their computers, pens and hands after every interaction
- We also encourage all students, as well as staff to take extra precautions, including frequent and thorough hand washing to prevent the spread of the virus.
- The Metrofile collection service/s will adhere to safety protocols when collecting documentation.

Attached to this communique are the following documents:

- NSFAS System Access Form
- 2021 Walk-In Application and RSWEB User Guide
- Disability Annexure A Form
- Vulnerable Child Declaration Form
- NSFAS 2021 Application Form

All bursary officials should refer NSFAS related queries to their Servicing Administrator. All operational matters should be escalated to Mrs. Phumla Tshilenge, Senior Manager: TVET on Phumat@nsfas.org.za.

Yours Sincerely,



Mr Andile Nongogo CA (SA)
Chief Executive Officer