



UNIVERSITY
OF
JOHANNESBURG

National Student Financial Aid Scheme

Closing date:

All Students

1 October 2014 for registration in 2015

- Application form (2015)
- Notes and instructions
- Required Documents
- Frequently asked questions

FOR OFFICE USE ONLY



UNIVERSITY
OF
JOHANNESBURG

**Application for Financial Assistance
(NSFAS Loan): January 2015**

CLOSING DATES:
ALL Students 1 October 2014@14:00
Forms may be submitted from 1 May 2014

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED

No NSFAS application fees are payable

	Relation	Income	Student y/n
1			
2			
3			
4			
5			
6			
7			
8			

1st time UJ Applicants:
No acceptance letter is needed to apply for NSFAS

Please note:

You have to apply for NSFAS every year
Previous or current NSFAS loans do not guarantee future NSFAS loans.

It is your responsibility to find out if your application was successful. The list will be published at www.uj.ac.za on 15 December 2014

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.

THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE THAT YOU WILL RECEIVE A NSFAS LOAN. All NSFAS loans are granted subject to availability of funding. You are therefore not guaranteed a NSFAS loan if you have the minimum academic and income requirement.

Use **black ink** when completing this application

student number																			
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Application forms may not be faxed or sent via e-mail

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:
ID Number:	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:

Please note: NSFAS only pays for a first tertiary educational qualification. Loans are not granted for Access, Certificate, any non-subsidised vocational or extra-curricular courses. Funding for post graduate programmes (Honours; Masters and Doctoral studies) are reviewed annually and is not guaranteed.

3

Course of Study

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

4

Level of study

MARK APPROPRIATE BLOCK **In 2015 I will be a**

Description	Explanation	mark the appropriate block with X	office use
1st time student	You will be a 1st time student at UJ in 2015		DE2015F
Senior student	You are continuing your studies in 2015 and 2016		DE2015S
Final Year student	You will write your final examinations in November 2015 to graduate in March 2016. You did not receive Final Year Funding previously		DE15FIN
Post Graduate student	You will be registered for a Honours or higher qualification in 2015		DE15PG

5

Financial Status: Student

Has there ever been an administration order against you?

yes	
no	

For office use

6

Family Income

On the next page please provide the information applicable to your circumstances which will be regarded as **STRICTLY CONFIDENTIAL**.

See page 6 for details of documents needed. If you provide incorrect information it constitutes fraud and you will be prosecuted accordingly and your NSFAS will not be approved.

Date received	
Received by	
Signature	
Date Captured	
Captured By	
Signature	

		Employer	Position	Gross income
Name of biological father				
ID Number *				
Name of biological 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. If parents are deceased include certified copies of death certificates

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 dependent is working, the amount contributed to the family income should be a stated in an affidavit and a certified copy of an id should be included.

Name	Age	Identity number supply certified copy of id or birth certificate	Present activities eg scholar; university student	Relation to student e.g sister
1				
2				
3				
4				
5				
6				
7				
8				

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 pages. By handing in this form I take responsibility for the information provided.

I hereby authorize the University of Johannesburg to forward any personal information as well as any information that I have provided in support of my application to **verification information suppliers** acting on behalf of the University of Johannesburg for the purpose of **verifying my personal credentials and records**. Authorized credential verification types include, but are not limited to, educational qualifications, professional membership, employment history, employment references, consumer credit, criminal record and fraud prevention checks.

I authorize the University of Johannesburg and/or its verification information suppliers to furnish information regarding my credentials, whether claimed or not to the University of Johannesburg. I unconditionally indemnify UJ and its verification information suppliers against any liability that may result from furnishing information in this regard.

Student Signature: **Date:**

Parent/Guardian Signature: **Date:**

Warning:
You are **not** allowed to **sign** this form or make an affidavit on behalf of your parents as this constitutes fraud and you will be prosecuted accordingly.

Notes and Instructions

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 NSFAS office or at www.uj.ac.za/nsfas

1. **INCOMPLETE APPLICATION FORMS (forms with missing documents) WILL NOT BE ACCEPTED.**
2. Postal applications will be accepted before the closing date **if all required documentation is included**. If documentation is not included the form will be returned and the application will be regarded as **unsuccessful**.
3. The University of Johannesburg does not take responsibility for undelivered or missing postal applications.
4. Only original application forms will be accepted and it should be submitted at the UJ **NSFAS** Campus offices only.
5. Do not send original documents (excluding affidavits). Attach **certified** copies to the application form. Only **original** affidavits will be accepted. No e-mailed or faxed documents will be accepted.
6. **The closing date for applications for the 2015 registration is 1 October 2014 for all students.**
7. No late or incomplete applications will be accepted and these students will be responsible for their own fees for 2015.
8. Students who are granted a bursary from another organization/institution are obliged to inform the NSFAS office at the appropriate campus. The UJ reserves the right to withdraw an award if the student receives a full bursary elsewhere.
9. An award is granted for one year only
10. Part-time students will not be considered.
11. Non-South African citizens will not be considered.
12. A student must have passed at least 60% of the registered subjects in the previous year to qualify for NSFAS.
13. A student may not receive a loan for longer than five (5) years.
14. Any credit balances on accounts will be sent to NSFAS as a first loan repayment.
15. 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.
16. **Please make sure that you receive an acknowledgement of receipt when you hand in this form at the NSFAS Office.**



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 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/gardener, a **letter** from his/her employer is required, stating the period of employment and the monthly salary. The letter should include the contact details of the employer.
- If there is anybody in the household that receives a state pension or a child support grant, proof is should be submitted. A certified copy of the **most recent** pension slip, pay point slip or an original 3 month bank statement should be submitted. These slips should reflect the name/ id number and received amount. It is recommended to submit a SASSA letter.
- If the family/student is sponsored or assisted by a sponsor/family member or friend an affidavit signed by the sponsor/family member/friend should be submitted stating the monthly rand value of the sponsorship/help.
- 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. Proof of income of grandparents should then also be provided. Guardians should also provide an affidavit stating the monthly contribution to the student.
- 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, an affidavit stating the R value of the sibling's contribution to the family income should be submitted. This is also required if students stay with a sibling or family member (eg aunt).
- 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 every member of the household including the applicant should be submitted.
- If a student's surname 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. Documents may not be sent via e-mail**
- 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 and it will be regarded as an **unsuccessful** application.

NSFAS: Frequently asked questions



What is NSFAS?

It is an acronym for the **N**ational **S**tudent **F**inancial **A**id **S**cheme. NSFAS is a statutory body, funded primarily by South Africa's National Department of Higher Education, providing study loans to **academically** deserving and **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.

What does academically deserving mean?



Senior students must pass 60% of his/her registered subjects. First year students must be approved for a formal academic qualification and the highest APS scores will be considered. Loans are not granted for Access, Certificate, any non-subsidised vocational or extra-curricular courses. All NSFAS loans are granted subject to **availability of funding**. ***You are therefore not guaranteed a NSFAS loan if you have the minimum academic and income requirement.***

What does financially needy mean?

An electronic means test provided by NSFAS is used to determine financial need. This test makes it possible to determine the exact rand value of what NSFAS regards as an acceptable (expected) contribution of that student's family towards his/her studies, as well as determining the exact rand value of a NSFAS award. All NSFAS loans are granted subject to **availability of funding**. ***You are therefore not guaranteed a NSFAS loan if you have the minimum academic and income requirement.***

When is the closing date for handing in of a NSFAS application?

The closing date is **1 October** each year for the following year of study. Avoid long queues and hand in your application as early as possible. If you have outstanding documents, you then still have time to collect these documents and hand it in before the closing date – without wasting your time in long queues.

Do I need to pay an application fee to apply for NSFAS?

No application or administration fees are payable. First time applicants need, however to apply at the university to be eligible to hand in a NSFAS application form. No acceptance letter is needed to hand in the NSFAS application form.

May I mail my application?

No e-mailed or faxed applications will be accepted. Postal applications will be accepted before the closing date if all required documentation is included. If documentation is not included the form will be returned and the application will be regarded as unsuccessful. The University of Johannesburg does not take responsibility for undelivered or missing postal applications. Mail your Academic and NSFAS application **separately** and mark it clearly: **For attention: UJ NSFAS Office.**



What happens if I do not hand in my application form before 1 October or if documents are outstanding?

No late or incomplete applications will be accepted and you will be responsible to pay your own fees for 2015.

Do I have to apply for NSFAS every year?

YES. You have to apply for NSFAS every time you need to REGISTER. Previous or current NSFAS loans do not guarantee future NSFAS loans.





What happens after I handed in my application?

- ☺ You will be issued with a receipt of confirmation once you handed in your application (please keep this receipt for reference)
- ☺ Academic results and financial need of students are evaluated and a report is published on 15 December on www.uj.ac.za. This report will indicate if your application was successful. If not - it will indicate the reason why your application was declined. **It is your responsibility to find out if your application was successful.**

What happens if my application is successful?

- In January log into the UJ student portal and schedule an appointment to sign your loan agreement form. There are limited appointments and funding available.
- Register with R490.
- Make sure you are on time and at the right venue for your appointment.

If you do not sign pre-agreement and loan agreement forms your UJ account will not be paid and your NSFAS loan will be cancelled

What happens if my application is NOT successful?

☹ Reason: Academic

According to NSFAS regulations you should pass 60% of your number of registered subjects. **You are therefore responsible for your own fees.**

☹ Reason: Expected family contribution (EFC)

It means that your expected family contribution is higher than R0. The UJ NSFAS office is committed to assist students who would normally not qualify for financing at commercial institutions such as banks. Unfortunately funding is limited and UJ has to assist the neediest students first. A means test provided by NSFAS is therefore used to determine financial need. This test makes it possible to determine the exact rand value of what NSFAS regards as an acceptable (expected) contribution of that student's family towards his/her studies, as well as determining the exact rand value of a NSFAS award. The NSFAS Means Test therefore uses the size of the **Expected Family Contribution (EFC)** as a measure of the financial need of a student. A large EFC indicates a relatively more financially able family, whilst a small EFC indicates a financially needy family. **You are therefore responsible for your own fees.**

What does a NSFAS loan cover?

A NSFAS loan may be used to pay tuition fees, books & university accommodation fees. The loan also pays for approved selected off campus accommodation.

Where can I obtain more information about NSFAS?

Go to www.uj.ac.za/nsfas and click on the Finance tab or send an e-mail to nsfas@uj.ac.za. You can also locate us at our NSFAS Campus Offices:

Auckland Park Bunting Road Campus: (011) 559 -1250/1173/1193/1594/1552; **A Red 24.**

Auckland Park Kingsway Campus: (011) 559-3906/3768/3575/2965/4035/3575; **E Ring 1**

Doornfontein Campus: (011) 559-6195; (011) 559-6412; (011) 559-6063: **185, Admin Block.**

Soweto Campus: (011) 559-5507/5508/5702 – **Ukhamba Building rooms ADB 114/118/119**

