

# APPLICATION FORM FOR NEW NSFAS APPLICANTS



National Student Financial Aid Scheme

**THIS FORM IS ONLY AVAILABLE IN ENGLISH**

## REQUIRED DOCUMENTS

In order for your application to be processed, please ensure that you complete all sections of the application form and attach all supporting documents.

**PLEASE NOTE: You must write your identity number in the top right-hand corner of every page of the application form and on every page of all of your supporting documents in order for your application to be processed. NSFAS will not be able to process applications without an ID number.**

Please attach certified copies of the following documents: (All the certified copies of income must not be older than 3 months) <i>Your documents can be certified at the South African Police Service or the South African Post Office.</i> * If you are under the age of 18 or if you are 18 and older and are STILL DEPENDENT on the household income of your parent or legal guardian, then this also applies to you.	Compulsory
Certified proof of bank account. This can be a bank statement or letter from the bank where you have your account.	Y
Certified copy of your Identity Document.	Y
*Certified copy of Identity Document of each household member including parents or legal guardian.	Y
If you are younger than 16 years of age and do not have a green bar-coded ID, you must submit a certified copy of your birth certificate.	Y
If you have been exempted from paying school fees, please provide a letter from the school informing NSFAS that you have been exempted.	Y
*Certified or official copy of recent pay slip, letter of employment, not older than three months, of each of your parents, or the person who supports you, or your guardian or yourself if you are employed. This is for all types of employment. Proof of income of 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.	Y
*If your parents or the 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.	Y
*If your parents or the person who supports you or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.	Y
If either of your parents is deceased, please provide a certified copy of the death certificate.	N
If your parents are divorced or separated, please provide a statement detailing the maintenance order.	Y
If your parents are divorced, please provide a certified copy of the divorce decree.	N
If either of your parents does not live at home, please provide an affidavit explaining the reasons.	N
If you are supported by someone who is not your parent or legal guardian, please provide an affidavit explaining the reasons.	Y
*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.	Y
*If you have indicated that a dependent in your household is a student, please provide proof of registration or acceptance at the university or FET college for each dependent.	Y
If you have a disability, please complete the supporting documents Annexure A and Annexure B and submit them with your application form.	Y

\_\_\_\_\_  
INITIAL(S) & SURNAME OF STAFF MEMBER

\_\_\_\_\_  
SIGNATURE OF STAFF MEMBER

\_\_\_\_\_  
DATE

## IMPORTANT INFORMATION PERTAINING TO A NSFAS LOAN

- The main objective of the “**National Student Financial Aid Scheme**” (NSFAS) is to provide financial aid by means of a loan scheme to students who have the academic potential and is financially needy. If your annual **gross income** is more than **R160 000**, it is unlikely that you will qualify for this loan. Should there be two or more students in one household, the cut-off will be approximately R200 000, subject to the availability of funds.
- If a student passes all his/her study modules during the year, a portion of the loan will be converted into a bursary. The maximum conversion from loan to bursary will be 40% of the annual loan amount.
- Repayment of the NSFAS loan will commence once the student has completed the degree and is earning a steady income.
- The NSFAS Council determines the minimum and maximum amounts to be allocated by each institution and the amounts may vary annually.
- The mandatory **National Means-Test** is applied to all applications to determine the value of the loan amount. An **Expected Family Contribution (EFC)** towards study fees might be required depending on the **gross** income of the parent(s)/guardian(s).
- All other bursaries that the student will receive whether from University funds or independent bursars, has to be taken into account when the University applies the Means-Test and has to be deducted from the NSFAS loan allocation.

### ACADEMIC REQUIREMENTS

- First year students must have obtained an APS-score of 26 during their final Grade 12 exams and must apply for NSFAS before **30 October** of the preceding year of study.
- Senior students must pass at least 60% of the modules taken to be eligible for a NSFAS loan in the next year. The closing date for senior students is **30 September** annually.

### PLEASE READ THROUGH CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

- **APPLICATIONS WITHOUT A STUDENT NUMBER AND/OR INCORRECT/INCOMPLETE FORMS CANNOT BE PROCESSED AND MAY LEAD TO DISAPPROVAL OF THE APPLICATION.**
- **Attach a COPY OF YOUR BARCODE IDENTITY DOCUMENT that is certified on the same side as the picture and not on the backside. Only South African citizens may apply for the loan.**

### FAMILY DETAILS

1. Attach the most recent **proof of income** of **PARENT(S)/GUARDIAN(S)/SPOUSE OR ANY OTHER MEMBER OF THE HOUSEHOLD THAT EARNS AN INCOME** (salary-/pension slips not older than three months). It is of great importance to determine the financial status of the family. **PROOF OF INCOME** (by means of sworn statement and 6 months' bank statements, not older than three months) must be attached if you don't receive a salary-/pension slip.
2. A **sworn statement** (not older than three months) must be attached if your **MOTHER/GUARDIAN/SPOUSE IS A HOUSEWIFE**.
3. A certified copy of the **PENSION SLIP** (not older than three months) of your **PARENT(S)/GUARDIAN(S)/SPOUSE** or any other member of the household must be attached if he/she is a **PENSIONER**.
4. A **sworn statement** (not older than three months) must be attached if your **PARENT(S)/GUARDIAN(S)/SPOUSE** is **UNEMPLOYED**. **WRITTEN CONFIRMATION FROM A COMMUNITY LEADER** for example the preacher, attorney or social worker must be attached in addition.
5. If your **PARENTS** are **SEPARATED** but not legally divorced, a **sworn statement** (not older than three months) in that regard must be submitted by one of the parents and **PROOF OF INCOME** (not older than three months) **OF BOTH PARENTS** must be attached.
6. A certified copy of the **DIVORCE ORDER** must be attached if your **PARENTS** are **LEGALLY DIVORCED**. **PROOF OF INCOME OF BOTH PARENTS** (not older than three months) must be attached.
7. If the **PARENTS** are **DECEASED**, a **CERTIFIED COPY/COPIES OF THE DEATH CERTIFICATE(S)** must be attached.
8. In the instance of **FARMERS** and **BUSINESSES**, the most recent (**not older than one year**) **TAX ASSESSMENT (IT34) AND** most recent **FINANCIAL STATEMENTS of the farm/business** must be attached.
9. If your parents' assets were **LIQUIDATED** and/or placed **UNDER ADMINISTRATION**, attach **PROOF OF INCOME** as well as proof of **LIQUIDATION- AND/OR ADMINISTRATION ORDER**.
10. If you are under **GUARDIANSHIP**, attach a copy of the **COURT ORDER** or submit a sworn statement of the guardian(s). **GRANDPARENTS OR OTHER FAMILY MEMBERS CAN NOT ACT AS GUARDIANS IF THE BIOLOGICAL PARENTS ARE STILL ALIVE EXCEPT IF A COURT ORDER WAS ISSUED (CERTIFIED COPY OF THE COURT ORDER MUST BE ATTACHED)**.
11. Attach copies of **IDENTITY DOCUMENTS** of the **APPLICANT AND ALL MEMBERS OF THE HOUSEHOLD** that has been **certified** on the same side as the picture and not on the backside of the copy.

# CLOSING DATE FOR APPLICATIONS

PROSPECTIVE FIRST YEAR STUDENTS	30 OCTOBER
SENIOR STUDENTS, MEANING 2 <sup>nd</sup> , 3 <sup>rd</sup> AND 4 <sup>th</sup> YEAR STUDENTS	30 SEPTEMBER

STUDENTS MUST APPLY ANNUALLY BEFORE THE CLOSING DATE

	POTCHEFSTROOM	VAAL TRIANGLE	MAFIKENG
TEL	018 299-2045 / 018 299-2046 / 018 299-2052	016 910-3134 / 016 910-3157	018 389-2372 / 018 389-2330
MAIL	NWU Financial Support Services Private Bag X6001 POTCHEFSTROOM, 2520	NWU Vaal Triangle Campus PO Box 1174 VANDERBIJLPARK, 1900	NWU Mafikeng Campus Private Bag X2046 MMABATHO, 2745
COURIER	NWU Financial Support Services 4 Hoffmanstreet Building F19 POTCHEFSTROOM, 2520	NWU Vaal Triangle Campus Van Eck-Boulevard VANDERBIJLPARK, 1900	NWU Mafikeng Campus Corner of Albert Luthuli & University drive MMABATHO, 2745
WEB	<a href="http://www.nwu.ac.za">www.nwu.ac.za</a>		

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**SECTION YOUR DETAILS****1****Please fill out as per your ID document\*:***(Tick the appropriate boxes. Fields with \* are compulsory)*

\*Surname..... \*Date of birth.....

\*Name..... \*ID number 

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Title  Adv  Dr  Mr  Miss  Ms  Mrs.  ProfGender  Male  FemaleDo you have a disability?  Yes  No *(Please read the disability information and funding on www.nsfas.org.za)*Race  African  Asian  Coloured  Indian  WhiteMarital status  Divorced  Married  Unmarried  Widowed  OtherDo you receive a SASSA\* grant *\*(South African Social Security Agency)*  Yes I do  No grantWhat are you doing this year?  Secondary school  Employed  Not employed  Studying & employed  Studying & not employedHighest academic level achieved  Gr 9  Gr 10  Gr 11  Gr 12 1st year or level  2nd year or level  3rd year or level  4th year or level 5th year or level  6th year or level  Final year or level  Postgraduate

Indicate University, FET College or School where you achieved your highest academic level.....

Name of University, FET College or School where you achieved your highest academic level.....

Year of highest academic level achieved.....

Do you receive any form of financial assistance for your current studies?  NSFAS  Other  NoneIf you answered **NSFAS** or **other** in the previous question, what type of assistance do you receive? Loan  Bursary  Other (if other, please explain).....

How much do you receive?.....

Have you ever been declared mentally unfit by a court of law?  Yes  NoHas there ever been an administration order against you?  Yes  No**HOME ADDRESS (physical) \*Compulsory field**

\*Address..... \*City.....

\*Province..... \*Country..... \*Postal code.....

**POSTAL ADDRESS**  Same as home address

Address..... City.....

Province..... Country..... Postal code.....

**ADDRESS WHILE STUDYING (If not living at home)**

Address..... City.....

Province..... Country..... Postal code.....

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**SECTION A: YOUR DETAILS (continued)****2****CONTACT DETAILS** (preferred means of contact where a cell number **or** an Email **must** be provided.) \*Compulsory field

Home telephone.....\*Cell phone.....\*Email .....

**SECTION B1: FAMILY DETAILS – FATHER or STEPFATHER**Deceased  \*Yes  No

Surname:..... Name :.....

Date of birth:..... ID number 

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Marital status  Divorced  Married  Unmarried  Widowed  OtherWhat does your father currently do?  Not employed  Employed  Self-employed  Studying  OtherSource of income if applicable  Salary  Pension  Child support  Contribution (maintenance payments)  
 Business profit (specify).....  
(e.g. taxi, hawkker, small to medium enterprise)

Annual income amount if not a salary (before deductions and tax) .....

Does he receive a SASSA\* grant \*(South African Social Security Agency)  Yes  NoDoes he receive financial assistance for any studies?  NSFAS  Other  None

Assistance amount.....

**HOME ADDRESS** (physical)  Same as applicant address

Address:..... City .....

Province..... Country..... Postal code .....

**POSTAL ADDRESS**  Same as home address

Address:..... City .....

Province..... Country..... Postal code .....

**CONTACT DETAILS** (preferred means of contact)

Home telephone..... Cell phone..... Email .....

**EMPLOYMENT DETAILS**

Occupation..... Company name .....

Income Tax Number..... Annual income amount (before deductions and tax) .....

Work telephone..... Claiming UIF?  Yes  No

ID 

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**SECTION B2: FAMILY DETAILS – MOTHER or STEPMOTHER****3**Deceased  \*Yes  No \* If answered Yes to Deceased, the remaining sections are **not required** for mother or stepmother.

Surname..... Name .....

Date of birth..... ID number 

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Marital status  Divorced  Married  Unmarried  Widowed  OtherWhat does your mother currently do?  Not employed  Employed  Self-employed  Studying  OtherSource of income if applicable  Salary  Pension  Child support  Contribution  
(maintenance payments)  
 Business profit (specify).....  
(e.g. taxi, hawker, small to medium enterprise)

Annual income amount if not a salary (before deductions and tax) .....

Does she receive a SASSA\* grant \*(South African Social Security Agency)  Yes  NoDoes she receive financial assistance for any studies?  NSFAS  Other  None

Assistance amount.....

**HOME ADDRESS** (physical)  Same as applicant

Address..... City .....

Province..... Country..... Postal code .....

**POSTAL ADDRESS**  Same as home address

Address..... City .....

Province..... Country..... Postal code .....

**CONTACT DETAILS** (preferred means of contact)

Home telephone..... Cell phone..... Email .....

**EMPLOYMENT DETAILS**

Occupation..... Company name .....

Income Tax Number..... Annual income amount (before deductions and tax) .....

Work telephone..... Claiming UIF?  Yes  No

ID

**SECTION B3: FAMILY DETAILS – LEGAL GUARDIAN** **4**

Surname..... Name.....

Date of birth..... ID number

Appointed by the court of law  Yes  No

Family or other individual has assumed responsibility for you  Yes  No

What does your guardian currently do?  Not employed  Employed  Self-employed  Studying  Other

Source of income if applicable  Salary  Pension  Child support  Contribution (maintenance payments)  
 Business profit (specify).....  
*(e.g. taxi, hawker, small to medium enterprise)*

Annual income amount if not a salary (before deductions and tax) .....

Does he or she receive a SASSA\* grant \*(South African Social Security Agency)  Yes  No

Does he or she receive financial assistance for any studies?  NSFAS  Other  None

Assistance amount.....

**HOME ADDRESS** (physical)  Same as applicant

Address..... City.....

Province..... Country..... Postal code.....

**POSTAL ADDRESS**  Same as home address

Address..... City.....

Province..... Country..... Postal code.....

**CONTACT DETAILS** (preferred means of contact)

Home telephone..... Cell phone..... Email.....

**EMPLOYMENT DETAILS**

Occupation..... Company name.....

Income Tax Number..... Annual income amount (before deductions and tax) .....

Work telephone..... Claiming UIF?  Yes  No

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**SECTION B4: FAMILY DETAILS – NEXT OF KIN** Compulsory (Preferably not living with you)**5**

Surname.....Name.....

Date of birth.....ID number

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Source of income  
if income is part  
of household

Salary

Pension

Child support

Contribution  
(maintenance payments)

Business profit (specify).....

*taxi, hawker, small to medium enterprise)*

Annual income amount if not a salary (before deductions and tax).....

Does he or she receive a SASSA\* grant \*(South African Social Security Agency)

Yes

No

Does he or she receive financial assistance for any studies?

NSFAS

Other

None

Assistance amount.....

**HOME ADDRESS** (physical)

Same as applicant

Address.....City.....

Province.....Country.....Postal code.....

**POSTAL ADDRESS**

Same as home address

Address.....City.....

Province.....Country.....Postal code.....

**CONTACT DETAILS** (preferred means of contact)

Home telephone.....Cell phone.....Email.....

**EMPLOYMENT DETAILS**

Occupation.....Company name.....

Income Tax Number.....Annual income amount (before deductions and tax).....

Work telephone.....Claiming UIF?

Yes

No





**The table should be completed if you as the applicant are:**

- Fill in members that are **contributors or dependent** to the family income. Parent, legal guardian or next of kin details should not be completed in this table.

	01	02	03	04	05
Full name					
ID number					
Date of birth					
Contributor or Dependent					
Relationship					
Present activity					
Source of income					
Annual income amount before deductions and tax (if applicable)					
Cell phone					
Email					

Present activity

Secondary school, employed or self employed, not employed, studying and employed, studying and not employed, other.

Relationship

Spouse, partner, grandparent, sister, brother, uncle, aunt, son, daughter.



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**SECTION C: STUDY DETAILS****7****SECTION C1 Qualification or course - 1st preference**

Are you planning to study at a university or FET college?

University

FET college

University or FET College name..... Campus name .....

Registration\* will be for my  1st (year or level)  2nd (year or level)  3rd (year or level) 4th (year or level)  5th (year or level)  6th (year or level)  Final (year or level)  Postgraduate

Student number.....

*(This includes 1st year or level students if your student number has been provided by the university or FET College)*

What type of accommodation will you make use of?

Rental accommodation

On-campus residency

Off-campus residency

Do you need funding for your accommodation during your studies?  Yes  No

\* Ensure that you indicate the level of study correctly when completing this section. You can download a document that explains the application form at [www.nsfas.org.za](http://www.nsfas.org.za), contact the NSFAS Contact Centre or request assistance at the Financial Aid Office.

**SECTION D: YOUR BANKING DETAILS\***

Name of the bank.....

Name of the account holder (as it is registered with the bank).....

Branch..... Branch code .....

Account number.....

Type of account (e.g. savings, current).....

\* PLEASE NOTE: Banking details are mandatory and these must be your banking details and not those of your parent or parents or legal guardian.

**You will allow NSFAS to validate your information with third parties. (Tick box if you agree).**

Your signature

Signature of parent or legal guardian (for minors)

Your full name

Full name of parent or legal guardian (for minors)

Date

Date

Official use: Barcode