

APPLICATION FORM FOR NEW NSFAS APPLICANTS



National Student Financial Aid Scheme

WHO MAY APPLY FOR FINANCIAL AID?

- South African citizens.

GENERAL INSTRUCTIONS

- Please read these notes carefully before completing the application form. Make sure that you read every section and that the information you provide is accurate.
- You must write your identity (ID) number in the top right-hand corner of every page of the application form and on every page of all supporting documents.
- Application forms submitted without ALL supporting documents will not be processed by NSFAS.
- NSFAS will process only the first application that we receive. Please do not submit more than one application unless NSFAS requests you to do so.
- NSFAS requires either a cell phone number or email address in order to communicate with you during the application process. If you do not already have an email address, you can create a free email account on Google at www.gmail.com, or on Yahoo at www.yahoo.co.za or any other free email service.
- If your application is successful, NSFAS will use the cell phone number which you write on the application form to pay some of your student allowances by cell phone voucher.
- If you do not already have a bank account, please open a bank account at any bank such as Postbank, ABSA, Capitec, FNB, Standard Bank, Nedbank or others. Some student allowances will be paid into your bank account.

Closing Dates

ANNUAL, FIRST SEMESTER & FIRST TRIMESTER REGISTRATIONS

- The closing date for submitting applications and all completed supporting documents for students who are already studying at a university or FET college, but who are applying for NSFAS financial aid for the first time, is **15 December** for the following academic year.
- The closing date for learners to submit applications with all completed supporting documents is **10 January** of the academic year for which they are registering.

SECOND SEMESTER REGISTRATION

- For new applicants who want to apply for financial aid before the second semester registration, the closing date for submitting applications and all completed supporting documents is **15 June**.

SECOND TRIMESTER AND THIRD TRIMESTER REGISTRATIONS

- The closing date for applications and supporting documents for new applicants for financial aid second trimester registrations are **31 March** and for third trimester registrations are **31 July**.

Please send your application form and all supporting documents to NSFAS in any one of the following ways:

1. **Hand in** your completed application form and supporting documents to the Financial Aid Office (FAO) at your university or FET college.
2. **Scan** or **email** your completed application form and supporting documents to NSFAS at apply@nsfas.org.za.
3. **Fax** your completed application and supporting documents to NSFAS on 086 644 2822.
4. **Post** your completed application form and supporting documents to NSFAS, Private Bag X4, Plumstead, Western Cape, 7801.

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

APPLICATION ASSISTANCE

If you require assistance in completing your application form, please contact:

- The NSFAS Contact Centre on **0860 067 327**, or
- The Financial Aid Office at the university or FET college where you wish to study.

DISABILITY ASSISTANCE

- If you have a disability, you must complete Annexures A and Annexure B and submit them with your application form.
- You must provide proof of your disability and a quotation for assistive devices as supporting documents with the application form. Funding for assistive devices follows the same approval process as for financial aid.
- If you are successful in your application for financial aid and you have received notice of the final approval amount from NSFAS, you may arrange to purchase your assistive device through the student disability unit at the university or FET college where you are going to study. The university or FET college can purchase the assistive device on your behalf.
- Please contact NSFAS on **0860 067 327** or visit your university student disability unit to get information about providers of assistive devices.

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.

<p>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></p> <p>* 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.</p>	<p>Compulsory</p>
<p>Certified proof of bank account. This can be a bank statement or letter from the bank where you have your account.</p>	<p>Y</p>
<p>Certified copy of your Identity Document.</p>	<p>Y</p>
<p>*Certified copy of Identity Document of each household member including parents or legal guardian.</p>	<p>Y</p>
<p>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.</p>	<p>Y</p>
<p>If you have been exempted from paying school fees, please provide a letter from the school informing NSFAS that you have been exempted.</p>	<p>Y</p>
<p>*Certified or official copy of recent payslip, 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.</p>	<p>Y</p>
<p>Proof of residence - such as water and electricity accounts or other accounts.</p>	<p>N</p>
<p>*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.</p>	<p>Y</p>
<p>*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.</p>	<p>Y</p>
<p>If either of your parents is deceased, please provide a certified copy of the death certificate.</p>	<p>N</p>
<p>If your parents are divorced or separated, please provide a statement detailing the maintenance order.</p>	<p>Y</p>
<p>If your parents are divorced, please provide a certified copy of the divorce decree.</p>	<p>N</p>
<p>If either of your parents does not live at home, please provide an affidavit explaining the reasons.</p>	<p>N</p>
<p>If you are supported by someone who is not your parent or legal guardian, please provide an affidavit explaining the reasons.</p>	<p>Y</p>
<p>*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.</p>	<p>Y</p>
<p>*If you have indicated that a dependant in your household is a student, please provide proof of registration or acceptance at the university or FET college for each dependant.</p>	<p>Y</p>
<p>If you have a disability, please complete the supporting documents Annexure A and Annexure B and submit them with your application form.</p>	<p>Y</p>
<p>Certified copy of your latest academic transcript or exam results. If you are currently in Grade 12 you are excluded from this requirement.</p>	<p>Y</p>

SECTION A: 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 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

If you are over the age of 18 and not dependent on the household income of your parent or legal guardian, then ignore Father, Mother and Legal Guardian details.

Deceased *Yes No * If answered Yes to Deceased, the remaining sections are **not required** for father or stepfather.

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 OtherIs your father or stepfather your next of kin? Yes NoSource 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 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

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SECTION B2: FAMILY DETAILS – MOTHER or STEPMOTHER**3**

If you are over the age of 18 and not dependent on the household income of your parent or legal guardian, then ignore Father, Mother and Legal Guardian details.

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 Other

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

Is your mother or stepmother your next of kin? Yes No

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 she receive a SASSA* grant *(South African Social Security Agency) Yes No

Does 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

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

If you are over the age of 18 and not dependent on the household income of your parent or legal guardian, then ignore Father, Mother and Legal Guardian details.

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

Date of birth..... ID number Appointed by the court of law Yes NoFamily or other individual has assumed responsibility for you Yes NoWhat does your guardian currently do? Not employed Employed Self-employed Studying OtherIs your legal guardian your next of kin? Yes No

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 NoDoes 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 (if not father, mother or legal guardian)**5**

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

Date of birth..... ID number

Source of income if income is part of household

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 NoDoes 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

SECTION B5: FAMILY STRUCTURE DETAILS

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

- Younger than 18 years, OR dependent on the household income of the parent or legal guardian, OR are a contributor to the household income.
- Fill in members that are **contributors or dependant** 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 Dependant					
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.

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) PostgraduateStudent 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 residencyDo you need funding for your accommodation during your studies? Yes No

Do you need funding for meals or are the meals provided by the residency?

 Yes – Need funding for meals No – Meals are part of the residency Not applicableDo you need funding for travel to the university or FET college? Yes No

Distance between accommodation (while studying) and university or FET college?.....(km)

PLANNED QUALIFICATION OR COURSE: When will you be registering? Month.....Year.....

Field of study.....

Qualification.....

SECTION C2 Qualification or course - 2nd preferenceAre 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) PostgraduateStudent 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 residencyDo you need funding for your accommodation during your studies? Yes No

Do you need funding for meals or are the meals provided by the residency?

 Yes - Need funding for meals No – Meals are part of the residency Not applicableDo you need funding for travel to the university or FET college? Yes No

Distance between accommodation (while studying) and university or FET college?.....(Km's)

PLANNED QUALIFICATION OR COURSE: When will you be registering? Month.....Year.....

Field of study.....

Qualification.....

* 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, contact the NSFAS Contact Centre or request assistance at the Financial Aid Office.

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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.

IMPORTANT NOTICE

By signing this NSFAS application for financial aid, you acknowledge your acceptance and understanding of the following:

1. This application does not guarantee that you will receive a NSFAS loan or bursary.
2. If you have been advised that you were unsuccessful in your application for financial aid from NSFAS, you will be responsible to pay all required fees as determined by the university or FET college.
3. Incomplete application forms (including those with missing documents) will NOT be accepted.
4. Posted applications and all supporting documents need to reach NSFAS on or before the applicable cut-off dates.
5. NSFAS does not take responsibility for undelivered or missing posted applications or supporting documents.
6. NSFAS will process only the first application that we receive. Please do not submit more than one application unless NSFAS requests you to do so.
7. Do not send original documents (Birth Certificates, IDs etc.) with the exception of affidavits. Attach recently certified (within the last 3 months) copies to the application form. Only original affidavits will be accepted.
8. A student will only receive funding for the duration of the qualification. A three-year degree or diploma will only receive funding for the three years. No funding will be awarded to you if you are undertaking a BTech degree. There is a list of BTech degree exceptions which NSFAS will fund. These can be provided by the NSFAS contact centre or the FAO.
9. If your application for financial aid is approved and you do not sign a contract within 30 days after registration (Loan Agreement Form [LAF] for a Loan or Schedule of Particulars [SOP] for a Bursary), then NSFAS reserves the right to withdraw funded status. You will then be responsible for all required fees as determined by the university or FET college.
10. Any false information provided as part of your application for financial aid will disqualify you from receiving financial assistance and will result in the immediate withdrawal of any approved bursary or loan. You will be responsible to pay all required fees as determined by the university or FET college.

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