

UNIVERSITY OF PRETORIA
FEE ADJUSTMENT/LATE NSFAS GRANT APPLICATIONS - 2018

A. Fee Adjustment Grant 2018 Applications:

The Minister announced that Government would again subsidise the fee adjustment for students with a family income up to R600 000 per annum.

Who SHOULD apply for this grant?

- Students (undergrad/postgrad) with family annual income up to R600 000 who did NOT apply for Fee Adj Grant in 2017
- Students with family annual income up to R600 000 who did apply for Fee Adj Grant in 2017 and who's application status is still not "completed", must re-apply
- Students who will receive only a partial bursary/scholarship that does not cover their full cost of study

Who should NOT apply for this grant?

- Students who applied for Fee Adj Grant in 2017 and have an Application Status of Completed
- Students who have applied for NSFAS funding for 2017 and 2018 - auto qualify
- Students from Quintile 1,2 and 3 schools matriculated in 2016 or 2017 - auto qualify
- Students with a family income above R600 000 per annum – do not qualify
- Foreign students, including SADC students – do not qualify
- Students who will receive a full cost bursary/scholarship for 2018 - do not qualify

B. Late NSFAS Grant application 2018

Centralised NSFAS applications will not be re-opened. The Minister announced that universities must assist NFTE students that have been accepted at the university AND come from a household annual income up to R350 000 AND did not apply for NSFAS due to not meeting the previous income cutoff.

Who SHOULD apply for this grant?

- **NFTE - New First Time Entry to a University** students that have been accepted at University of Pretoria for 2018 AND come from household annual income up to R350 000 AND who did NOT apply for NSFAS

C. Documents listed below are required in support of these applications.

- Proof of income of parent(s)/spouse/guardian/student(if employed applicant) (not older than 3 months)
- Proof of maintenance/other monies (not older than 3 months)
- **Certified copy** of student/parent(s)/spouse/guardian ID
- If parent(s) deceased, **Certified copy** of Death Certificate(s)
- If parents divorced, Divorce Decree
- Income Verification Consent form:

- This form can be downloaded either from the UP Website under “*Fee Adjustment Grant (Missing Middle UP students)/Late NSFAS Grant for NNFTE (New First Time Entry to University students)*” UP Students OR on the page where you apply for the Fee Adjustment Grant/Late NSFAS Grant.
- If you are applying for Fee Adj Grant then download, print & have the **UP verification consent form** signed by Parent(s)/Spouse/Guardian allowing the university to conduct an income verification check. **All parties (Parent/Spouse/Guardian) must sign this consent form. Without this signed document you will not be considered for the Fee Adjustment Grant.**
- If you are applying for Late NSFAS Grant then download, print & have the **NSFAS verification consent form** signed by Parent(s)/Spouse/Guardian allowing NSFAS to conduct an income verification check. **All parties (Parent/Spouse/Guardian) must sign this consent form. Without this signed document you will not be considered for NSFAS funding.**

Only applications **submitted** before or on the closing date, **20 February 2018**, and where the Application Status is **Complete** and where the student is **Enrolled**, will be considered for funding.

Apply for Fee Adjustment Grant/Late NSFAS Grant at www.up.ac.za/feesfunding. Go to the link for the “*Fee Adjustment Grant (Missing Middle UP students) / Late NSFAS Grant for NNFTE (New First Time Entry to University students)*” OR Go to the UP Portal - under Student Centre choose *Apply for Fee Adjustment Grant/Late NSFAS grant*

- Click **Apply for Fee Adjustment Grant/Late NSFAS grant**
- Click **Add Application**
- Click **View** hyperlink
- Complete the form
- Only **ONE** application for the year of study is allowed
- After completion, tick “*I agree that UP retains the right to verify with external sources any information submitted on my application.*” and click NEXT
- A list of required documents will appear - you must upload all of the required documents before you can submit the application for processing
- Upload all the required documents
- Click **Submit**

If you do not have the required documents immediately available you can upload them at a later stage but you will not be able to submit your application for processing before they are **ALL** uploaded.

To upload documents at a later stage and submit your application you must:

- Under Student Centre choose *Apply for Fee Adjustment Grant/Late NSFAS Grant*
- Click **View** hyperlink **for the year you are applying for - 2018**
- Click NEXT all the way through the form to the documents that need to be uploaded
- Upload the required documents
- Click **Submit**

To upload additional/new documents if application already submitted:

- Under Student Centre choose the new hyperlink to the right-hand-side of your screen *Upload Supporting Documentation*
- This will take you directly to the page where you can upload the documents BUT you cannot submit your application from here
- You cannot submit your application from here.

GUIDELINES FOR AFFIDAVITS & PROOF OF INCOME 2018

1. Guidelines for affidavits

- a) An affidavit is a sworn statement. The person making the statement takes an oath that the contents are, to the best of their knowledge, true before signing the affidavit. It is also signed by a notary public or some other judicial officer who can administer oaths, to confirm that the person signing the affidavit was under oath when doing so. These documents can carry considerable weight in a legal process.
- b) The biological/adoptive parents or legal guardian must write the affidavit. An affidavit made by the applicant (student) will not be accepted.
- c) The document must not be older than three (3) months.
- d) The following must be indicated:
 - The date and place where the affidavit was written
 - The relationship of the writer with the applicant (student)
 - How gross income is generated. Gross income is any money received and is not limited to remuneration earned from employment. It includes receipt of rental, interest, annuities, business income, etc. It excludes any deductions / expenses
 - The amount of money generated per month/year
 - Clearly state what portion of the gross income is utilised to support the applicant (student)

2. Guidelines for payslips

- a) Official salary advice should not be older than three (3) months.
- b) Indicate payment period i.e. weekly/fortnight/monthly/annually.
- c) IRP5, IT3 and IT12 (last 2 years) if parents/guardians are earning commission

3. Pensioners

- a) Copies of the pension advice from social welfare or institution concerned must be submitted.
- b) The name, surname and ID number of the pensioner must be indicated on the pension slip.
- c) The pension advice should not be older than three (3) months.

4. Self-employed & business owners

- a) Signed and complete financial statements signed by members; IT14 – Tax return for the business (last 2 years) IT12 – Tax return for the individual (last 2 years) and IT3(b) Income Tax Certificate from the Bank (last 2 years) if parents/guardian/spouse **own or are members of a CC/Pty (ltd) and /or sole proprietor.**
- b) An affidavit stating gross income from business activities (only if audited statements are not available / self-employed)
- c) If commission only, proof of payments for the past three months or an affidavit to declare commission received for the past three (3) months must be provided.

5. Unemployment

- a) Official letter from the Department of Labour if parents/guardian/spouse are unemployed proving unemployment status.
- b) **Unemployment Insurance Fund (UIF)** is not accepted as a source of income.

We reserve the right to request any other financial information.