



UNIVERSITY OF PRETORIA

APPLICATION FOR NSFAS DHET General Payouts - 2023

Important Information:

- **Who may apply?**
 - NSFAS 2023 qualifying students
 - Must be registered at UP
 - NSFAS funding confirmed
 - Must have the applicable NSFAS DHET General AA loaded to student account
 - Applications must be submitted through the UP Student Portal

- **What are the max award amounts?**
 - Full cost but with capped allowances

- **What are the allowance amounts and combinations and what documents are required for the payouts application process?**
 - **Books**
 - Max = R5 460 – will be paid out to student via the Fundi Card

 - **Students Living in UP Residence**
 - Residence fee will be charged to the student's account
 - Meals R13 455 will be charged to student's account
 - Incidental R3 045 will be paid to student over x10 months
 - Documents required:
 - Proof of student's banking details



- **Students Living at Home OR Non-Accredited Private Accommodation**
 - No Accommodation allowance
 - Meals R13 455 will be paid out to students over x10 months
 - Incidental R3 045 will be paid to student over x10 months
 - Transport R7 875 will be paid out to students over x10 months
 - Documents required:
 - Proof of student's banking details

- **Students Living in Accredited Private Accommodation**
 - Accommodation maximum = R45 000
 - Accommodation will be paid out to the Accredited Accommodation Vendor over x10 months
 - No Accommodation will be paid to students
 - Meals R13 455 will be paid out to students over x10 months
 - Incidental R3 045 will be paid to student over x10 months
 - Documents required:
 - Proof of student's banking details
 - Lease/Rental Agreement

Please contact the Financial Aid office at the SSC for assistance.




NSFAS Payouts application process:

Apply for NSFAS Payouts via UP Student Portal, click on Apply for Financial Aid.

- On the UP Student Self Service page, click the “**Fin Aid and Funding Opportunities**” tile



- Click “**Apply for Bursary Payouts**”



Fees / Funding Info
Apply for Financial Aid
View Financial Aid
Apply for Bursary Payouts
Re-upload Invalid Payout Docs

- Click on the **applicable Aid Year for NSFAS funding – ie 2023** to be able to **Complete the Application Form**

NSFAS Bursaries Awarded

	Aid Year	Item Type	Description
1	2023	901020030219	NSFAS DHET GENL 2023



- **If you are in UP Residence**
 - The “Yes” flag will already be selected.
 - **If you intend to cancel or not take up the UP Residence placement, please first do so and then only apply for your NSFAS payouts** in order to receive the correct allowances for meals and/or accommodation and/or transport.
 - Confirm/complete your banking details.
 - Upload ALL required supporting documents.
 - Documents must be in pdf format and NOT password protected.
 - Click Submit

- **If you are Living at home OR non-accredited Private Accommodation**
 - Switch the “NO” to “YES” next to ‘Living at home/Non-accredited Private Accom?’
 - Confirm/complete your banking details.
 - Upload ALL required supporting documents.
 - Documents must be in pdf format and NOT password protected.
 - Click Submit

- **If you are in Accredited Private Accommodation,**
 - Switch the “NO” to “YES” next to ‘Accredited Private Accommodation?’
 - Click the “Search” button and select one of the approved pre-populated Vendors:
 - Enter your monthly rental amount.
 - Confirm/complete your banking details.
 - Upload ALL required supporting documents.
 - Documents must be in pdf format and NOT password protected.
 - Click Submit

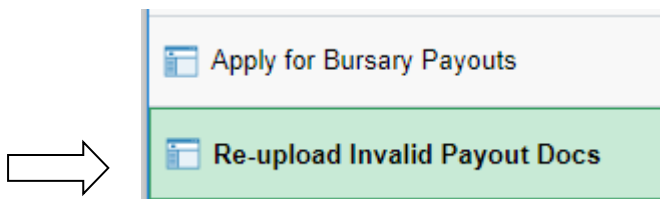


If you do not have the required documents immediately available you can save your application as draft and upload them at a later stage but you will not be able to submit your application for processing before they are **ALL** uploaded.

- **For not yet submitted applications** - to upload documents at a later stage and submit your application you must:
 - Navigate to your application and select the “Upload supporting documents” button at the bottom of the page.
 - Upload the required documents.
 - Click **Submit**

University staff will review submitted applications for the quality and classification of each uploaded document and either validate it or reject it. You will be notified via an automated email if any document has been rejected.

- **For submitted applications** - to re-upload documents that have been rejected
 - Navigate to “**Re-upload Invalid Payout Docs**” found just under “Apply for Bursary Payouts” menu
 - Add a new row by clicking on the “+” on the right
 - Select the correct Doc type.
 - Upload the correct documents.



It is the student’s responsibility to inform the Fin Aid Office of any accommodation changes after an application has been submitted and/or processed to payouts.



Problem Solving:

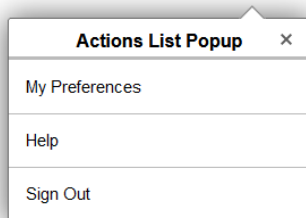
1. If you are not getting a response when you click on the 2022 row then it is probably that you changed some of your "My Preferences" in Peoplesoft.

Sign onto PeopleSoft

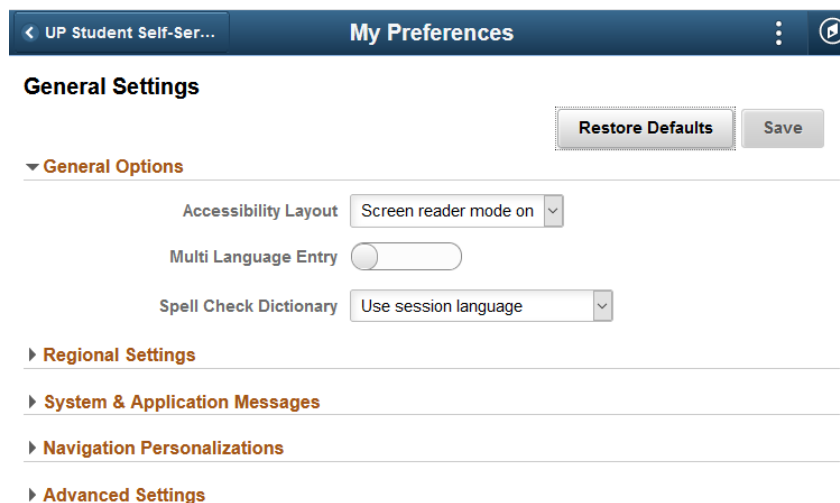
On the right next to the house icon - click on those three dots



Then select My Preferences



Change Accessibility Layout - must be Screen Reader Mode OFF (yours is currently set to ON?)



Sign out, clear browser cache, sign in again and try again.



2. If you are battling to upload a document or reload a new document.

Make sure of the following:

- the doc is a .pdf
- there are no strange characters in the name (% & # * etc)
- there are no full stops "." in the name - eg T.M.banking.details.pdf The ONLY . that may be in the name is between the name and .pdf
- the name must not be too long. Make it short. eg student number + bank 12345678_bank.pdf

3. If you have already submitted your NSFAS payout application and you made a mistake or your living arrangements have changed then you need to do the following.

- Upload your **signed Accredited Accommodation Lease agreement** to "Re-upload Invalid Payout Docs" just under the "Apply for Bursary Payouts". It will then show on your original application.
- Once you have uploaded your lease agreement then please contact the Financial Aid office at SSC so that they can validate the new/additional document and update your payout schedule to the allowances that you may receive.

Please contact the Financial Aid office at the SSC for assistance.