

CAPRICORN TVET COLLEGE



BURSARY MANAGEMENT STRATEGY


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Strategy Developed/Reviewed:
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Approved by
Management: 03 / 02 / 2023

Approved by
Academic Board: 15/02/2023

Ratified by
College Council: 23 / 03 / 2023


Council Chairperson

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VISION OF CAPRICORN TVET COLLEGE



"A dynamic Technical Vocational Education and Training Institution of Excellence"

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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ACADEMIC SERVICES

BURSARY MANAGEMENT STRATEGY

1. PURPOSE

This bursary management strategy has been developed in relation to the 2023 NSFAS Eligibility criteria and Conditions for Financial Aid policy standards. The purpose of the strategy is to provide guidelines for the administration, management, and awarding of bursaries to qualifying Capricorn TVET College students. The policy standard was developed by NSFAS in consultation with the Minister of Higher Education, Science and Innovation. It outlines the NSFAS eligibility criteria and conditions for granting and administering funding to eligible students studying at public institution of higher learning in South Africa.

2. GOALS

- 2.1 To ensure consistent and fair approach in assessing and determining financial and academic eligibility for new and returning/continuing applicants
- 2.2 Ensure compliance with the provisions of the National Students Financial Aid Scheme Act 56 of 1999, and all amendments of the Act.
- 2.3 Provide the **criteria and conditions** for granting of bursaries to eligible students
- 2.10 Provide the criteria and conditions for assessing appeals in respect of NSFAS funding decisions

3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

- 3.1 DHET: Department of Higher Education and Training
- 3.2 ID: Identity Document (South Africa)
- 3.3 NC(V): National Certificate (Vocational)
- 3.4 NSFAS: National Student Financial Aid Scheme
- 3.5 SASSA: South African Social Security Agency
- 3.6 SSS: Student Support Services
- 3.7 TVET: Technical and Vocational Education and Training
- 3.8 PLP: Pre-vocational Learning Programme
- 3.9 SASSA: South African Social Security Agency
- 3.10 NSF: National Skills Fund
- 3.11 FTEN: First time entering
- 3.12 FTF: First time funded
- 3.13 MNSFSH: Policy on Minimum standards for student housing at public universities (2015)
- 3.14 QCTO: Quality Council for Trade and Occupations
- 3.15 NBA: NSFAS Bursary Agreement
- 3.16 SARS: South African Revenue Services

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4. STRATEGY AND ITS LEGAL CONTEXT

4.1 The bursary management strategy has been developed in accordance with the following legislation:

- 4.1.1 Constitution of the Republic of South Africa (1996).
- 4.1.2 Higher Education Act, 1997 (Act 101 of 1997 as amended).
- 4.1.3 National Student Financial Aid Scheme Act, 1999 (as amended).
- 4.1.4 The Public Management Finance Act 1 of 1999.
- 4.1.5 Continuing Education and Training Act.
- 4.1.6 Norms and standards for funding TVET Colleges
- 4.1.7 Policy on the minimum norms and standards for student housing at public universities (2015)

4.2 The above legislation is linked to the implementation of the following policy documents:

- 4.2.1 The National Development Plan (2030).
- 4.2.2 The White Paper for Post-School Education and Training (2013).
- 4.2.3 Strategic Policy Framework on Disability for the Post School Education & Training System (2018)

5. SCOPE OF APPLICATION

- 5.1 All qualifying students studying for an approved NSFAS funded qualification (NC (V), Report 191, PLP and Occupational programmes). This also include students living with disabilities
- 5.2 The students must meet the criteria as specified on the 2023 NSFAS eligibility policy
- 5.3 The student must be studying at a public University/TVET College
- 5.4 Student receiving bursaries/scholarship/loans from Non NSFAS sources that do not cover the full cost of study and are eligible provided they apply.
- 5.5 The bursary will cover tuition fee, transport/accommodation, personal care and living allowances /assistive devices for students with disabilities. Distance Learning students only qualify for tuition fee and personal care

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6. BURSARY FUNDS ALLOCATION CRITERIA

NSFAS/DHET allocates bursary funds to students taking into consideration the following:

- 6.1 The student must be a South African citizen and permanent resident with a valid South African ID number;
- 6.2 Formally registered for an approved NSFAS funded qualification subject to institutional approved enrolment plans, financial eligibility criteria and academic criteria;
- 6.3 Financial need is assessed during the 1st application. Returning students do not need to re-apply annually as long as they are progressing to the next level and there is no gap in between;
- 6.4 NSFAS reserve the right to re-assess eligibility each academic term of any funded student and may withdraw funding if the student no longer meet eligibility criteria;
- 6.5 Students who change institution types (from TVET to University/vice versa must re-apply for funding);
- 6.6 Students who de-register /drop out during an academic term and wish to resume their studies in future, must re-apply;
- 6.7 A student can only be funded for one qualification at any one time;
- 6.8 Bursary applicants accept terms and conditions of the NSFAS Bursary Agreement (NBA) at the point of application, which indicate that they accept the obligations and responsibilities of the bursary programme should they be funded;
- 6.9 If a student receives full bursary from another source, such student must advice NSFAS within 10 days of receipt so that the NSFAS bursary can be withdrawn;
- 6.10 TVET College student who enroll for occupational programmes can only be funded for the cost of tuition. Allowance is applicable only if the student is in simulated training, however, if the occupational qualification has an employment contract, such student does not qualify for NSFAS allowances
- 6.11 Students with disabilities do not automatically qualify for allowances for assistive devices / repairs / maintenance. The allowances will be granted if the student application for the allowances is approved and all conditions and criteria are met as set out in the policy;
- 6.12 NSFAS can withdraw financial aid to a student under the following circumstances:
 - 6.12.1 Student no longer meet the financial/academic eligibility criteria
 - 6.12.2 Student who has been found to have defrauded NSFAS /another beneficiary/was funded erroneously due to incorrect information submitted

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7. FINANCIAL ELIGIBILITY

The following financial eligibility criteria will be used to assess new and returning students applying for Funding:

7.1 Household income: R350 or less and R600 or less for students living with disabilities

7.2 SASSA Recipients: Any student who is a South African Social Security Agency (SASSA) recipient, as validated by NSFAS. (NSFAS will use any third-party data source, over and above the declared household income to determine an applicant's financial eligibility)

8. ACADEMIC ELIGIBILITY

The following criteria will be applicable to TVET students:

8.1 A bursary may only be awarded to students progressing to the next NC (V) level if they passed at least 5 subjects in the previous NC (V) level.

8.2 A bursary may only be awarded to students progressing to the next Report 191 level if they passed a minimum of 3 subjects in the previous N-Level.

8.3 Academic progression for continuing students studying occupational programmes will be determined by the college and shared with NSFAS

8.4 A student that no longer complies with TVET College N+ rule may not be funded.

8.5 Bursary recipients who complete NC(V) Level 4 are not eligible for financial assistance should they want to enroll for another NC(V) or Report 191 programme N1-N3

8.6 Similarly, bursary recipients who complete Report 191 N4-N6 are not eligible for financial assistance

should they want to enroll for another Report 191 programme / NC(V) programme.

8.7 Furthermore, Bursary recipients who switch from one programme to another (i.e. from NC(V) to Report 191 programme N1 – N3 or vice-versa) or change programmes within an NC(V) or Report 191 programme during the course of their studies are not eligible for financial assistance, unless the student was an FTF and has completed only one academic term of study.

9. APPEALS

A student whose application for financial aid is rejected/withdrawn, may lodge an appeal directly with the NSFAS. Appeals must be received within the specified deadlines to be considered. Late appeals will be rejected. Only students who have applied for NSFAS financial Aid can lodge appeal. Student can lodge appeal in relation to Higher Income and academic performance. Sufficient supporting documents must be submitted as outlined on the eligibility criteria policy.

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10. PROCEDURAL GUIDELINES

10.1 PROCESS FLOW: BURSARY PROCESS

10.1.1 CONDUCTING ADVOCACY ON BURSARIES

Student Support, Marketing and Communications conduct advocacy on bursaries before and during registration with specific reference to the following aspects:

- a) Ensure that students understand and are aware of the new NSFAS student online bursary administration process and what it entails
- b) Inform students of the criteria applicable for awarding bursaries (financial need, academic performance, attendance etc.)
- c) This include all new applicants (grade 9-12, past matriculants, existing College students who never applied for NSFAS bursaries and those who were previously funded by NSFAS)
- d) How to complete the application forms online and through assistive capturing
- e) Required supporting documents and submission dates
- f) NSFAS submission deadlines.
- g) Roles and responsibilities of the college and NSFAS
- h) Applicants rights and responsibilities

10.1.2 APPLICATIONS

10.1.2.1 Online applications

- a) Student access online application and checklist from the NSFAS website (www.nsfas.org.za), this can be done using Campus computer labs, personal smart phones, /internet café etc. The Student open My NSFAS account, keep logins, passwords safe and resume the application process. After all the processes are completed, the documents are scanned and uploaded into My NSFAS portal. Finally, a student will be allocated a reference number by NSFAS after acknowledging submission of the application. The student will also ensure that the cell phone number used is correct and reliable.
- b) In case the Campus computer lab is utilized, Student Support will verify the applications and supporting documents using College bursary checklist. If all documents are attached and certified, the checklist is signed by both SSS and the student. Student then proceeds to the computer lab where he/she starts an online application process.

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10.1.3 DETERMINATION OF AWARDING CRITERIA (ALLOWANCES)

- a) Student Support Services coordinate and convene bursary committee meetings to review the applications and agree on the criteria to be followed as per the NSFAS Eligibility Criteria and conditions for Financial Aid policy. The committee prioritizes tuition first; accommodation /transport and personal care/living allowance are allocated subject to availability of funding. Recommendations are then forwarded to the Principal for approval.
- b) Student Support Services prepare minutes of the meetings and keeps records for audit purposes.

10.1.4 TERMS OF REFERENCE OF THE FINANCIAL AID AND APPEALS COMMITTEES

- a) Enforce strict compliance to NSFAS eligibility Criteria and Conditions for Financial Aid;
- b) Promote honest and transparent bursary administration processes;
- c) Determine the specific allowance per student;
- d) Comply with NSFAS eligibility criteria and conditions for financial aid policy standards and use the document as a guide in decision-making

10.1.5 POST APPLICATION PROCESS

10.1.5.1 New and returning applicants

- a) New applicants: NSFAS receive applications and conduct evaluation through MEANS TEST, academic weighing and ranking (Checking applications and supporting documents as uploaded into NSFAS system). NSFAS systems will confirm eligibility through verification with third party data sources.
- b) Returning students: Apply only once and will automatically qualify after meeting required academic criteria and registration must be continuous. If the applicant repeats a specific programme and later progress / there is gap year/semester/trimester, a new online application is required
- c) If successful, both applicants (new and returning) will receive pre-approval sms's from NSFAS (provisional funding)
- d) The students will be provisionally funded pending registration processes. After confirmation of registration and academic performance, the applicants will apply for allowances by collecting application form and attach required supporting

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documentations at the Campus. The Campus will then capture allowances application forms using kilometres radius.

- e) After verification of registration and academic performance, the campus will prepare registration declaration which comprise, tuition, transport/accommodation, personal care and living allowance/assistive devices.
- f) All NSFAS beneficiaries qualify for personal care. Only students staying in private accommodation/college managed own and leased self-catered accommodation, including those qualifying for transport are eligible for living allowance.
- g) After verification of registration template and approval by Campus Manager, the template and sign off declaration will be send to central office for final processing.
- h) Central office will conduct template verification using NSFAS eligibility criteria and conditions for Financial Aid policy standards.
- i) After approval, registration template will then be uploaded on My NSFAS manager portal. The portal will indicate whether the template was uploaded successfully /not successful. In case of errors, corrections will be made and the template uploaded again
- j) NSFAS will then approve the linked students and compile disbursement lists through remittance report. Allowances will be paid directly to student's accounts using NSFAS direct payment method
- k) Student need to complete the on boarding process before payment is activated
- l) Tuition and hostel fee will be paid directly to the college in trenches. Student Support will then compile lists of students after confirming attendance /deregistration. The payment lists will be approved and submitted to Finance section to credit students. Reconciliation of payments will be conducted and report generated
- m) NSFAS will also issue lists of unsuccessful students through the portal

11. ROLES AND RESPONSIBILITIES

11.1 CAMPUS ROLE

- a) Student Support conduct advocacy to Student on online / walk-in applications through mass meetings, college banners, websites, social media platforms, notice boards etc.
- b) The Campus assist students who need support during the online applications using campus computer labs.
- c) Issue and receive applications for allowances using bursary allowance checklist
The Student receives submission evidence and sign submission register

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- d) Screen and allocate transport/accommodation allowances as per the required supporting documents and kilometres (transport range from 0 up to 9.9 km, and accommodation, other kilometres above 9.9).
- e) Attend student queries through 'Coltech/My NSFAS Manager/query register. Support students during online appeal application process and escalate unresolved queries to Central Office for further processing.
- f) Prepare monthly Students attendance records after being captured on 'Coltech and submit to Central Office.
- g) Prepare and verify registration template for all NSFAS academically deserving and qualifying funded students (course codes, tuition, allowances, programmes etc.)
- h) Submit results template for returning successful and unsuccessful students
- i) Inform Central Office about withdrawals/dropouts/graduates
- j) Assist students with NSFAS bursary queries/appeals
- l) Assist Central Office in conducting physical verification of residential addresses of bursary beneficiaries receiving accommodation allowances
- m) Inform students of their roles and responsibilities during bursary administration processes as outlined on paragraph 6.3 of NSFAS eligibility criteria and conditions for Financial Aid policy.
- o) Support Students with Disabilities during bursary administration processes
- m) Ensure proper filling of bursary documents for audit purposes Support college audit purposes

11.2 CENTRAL OFFICE ROLE

- a) Organizes Financial Aid Committee meetings, prepare minutes and forward recommendations and supporting documents to the Principal / DHET/NSFAS for approval.
- b) Advocate NSFAS Eligibility criteria to all relevant stakeholders
- c) Prepare monthly, quarterly and annual bursary progress reports to DHET, College Management and Bursary Committee or any other relevant external stakeholders
- d) Attend Campus student application /any other queries using query register/referral letters.
- e) Monitor and support Campuses during bursary administration processes
- f) Ensure accreditation of private landlords in collaboration with NSFAS
- g) Verification of residential addresses of bursary beneficiaries receiving accommodation allowance.
- h) Receive college registration data from Planning and EMIS section, conduct verification and submit to NSFAS through My NSFAS portal
- i) Upload funded list on My NSFAS portal and share the lists with campuses
- j) Verify registration template/excel spreadsheets for all pre-approved students and send them to NSFAS through My NSFAS portal.

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- k) Receive funded lists from NSFAS and inform campuses.
- l) Receive remittance payments reports from NSFAS, verify attendance records and prepare payments/reconciliation reports in collaboration with finance section
- m) Capacitate and train campus bursary staff and SRC on bursary administration processes
- n) Assist Campuses in conducting bursary advocacy
- o) Manage college tuition and allowance allocation and advice bursary committee and college management
- p) Submit reports of withdrawals/dropouts/graduates to NSFAS
- q) Upload NBA report from My NSFAS portal and share lists of linked and unlinked students with campuses. Conduct investigation on students who are not linked in collaboration with NSFAS
- r) Prepare close out reports for all funding cycles in consultation with NSFAS and inform finance about unutilized bursary allocation which must be returned back to the funder
- s) Manage compliance during the submission of bursary documents as per the audit request

11.3 FINANCE SECTION ROLE

- a) Crediting accounts of NSFAS beneficiaries with tuition and hostel accommodation and conduct reconciliation reports
- b) Ensure that unutilized bursary allocation is returned back to NSFAS
- c) Collection of student's debts through debt collecting agencies
- d) Develop deregistration policy and advice bursary committee
- e) Ensure that students are able to interpret financial statements
- f) Ensure that students accounts are credited on time
- g) Follow-up with students whose debt are overdue through debt collecting agencies
- h) Inform Bursary section about students receiving bursaries from any other sources

11.4 NSFAS ROLE

- a) Share Eligibility criteria policy with the college within set targets
- b) Publicise the online applications and the relevant deadlines
- c) Make decisions on financial eligibility of applicants and continuing students and provide the college with funding status of registered students
- d) Disburse tuition and allowances to qualifying beneficiaries on time
- e) Facilitate the on boarding process to assist beneficiaries to access their bank account
- f) Manage the appeal processes for both unsuccessful applicants and returning students
- g) Accredite landlords and institutions in line with the policy on minimum standards for students housing in higher institutions
- h) Provide allowances for qualifying students living with disabilities (assistive devices, living allowances, repairs and maintenance, assessment costs etc.)

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- i) Share successful and unsuccessful appeals with the college

12. EXEMPTION FROM PAYING REGISTRATION FEES

Students who are NSFAS beneficiaries must not be required to pay registration fees as long as there is sufficient evidence that the student is financially eligible and academically deserving.

13. ADOPTION OF THE BURSARY MANAGEMENT STRATEGY

This strategy is effective from the date on which it is adopted by the Council

14. AVAILABILITY OF THE BURSARY MANAGEMENT STRATEGY

A copy of this strategy and other relevant documentation should be made available on the College website.

15. ANNUAL REVIEW OF THE BURSARY MANAGEMENT STRATEGY

This strategy will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the VCET Branch of DHET for possible consideration during the annual review process.

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