1. INTRODUCTION

As we approach the 08 March 2019 closing date for appeals, the NSFAS would like to clarify the process to be followed for the assessment of returning student’s appeals by institutions’ own Appeals Committees.

2. THE ROLE OF INSTITUTION’S APPEAL COMMITTEES

The NSFAS relies on the institution’s Appeals Committee (or its equivalent) to conduct the first assessment to determine if a returning student’s appeal meets the criteria for funding. In considering such appeals, the institution’s Appeals Committee is bound by the grounds of appeal listed on the official NSFAS Appeal Form and may not approve any appeals that fall outside these parameters.

For example, "poor academic performance" would not on its own be a sufficient reason for appeal and needs to be accompanied by verifiable explanation such as a medical condition or death in the immediate family that may have affected the student’s academic performance. Documentary proof needs to be provided to substantiate the reason for poor academic performance.

The official receiving the Appeals Form from the student must ensure that the form is completed in full and that all supporting documents are submitted by the student. Universities and colleges must keep records of all appeal submissions, including supporting documents, and be in a position to provide copies to the NSFAS on request.
3. DOCUMENTS TO BE SUBMITTED

Returning students’ appeals need to be accompanied by the following documents:

3.1. A letter of recommendation signed by the Chairperson of the institution’s Appeals Committee or any duly authorized official. This letter must state the number of appeals received and recommended for funding.

3.2. 2019 appeals template for universities, and appeals declaration for TVET colleges (attached).

4. CLOSING DATE

The institution’s Appeals Committee must submit its recommendations, in the format prescribed above, to the NSFAS on or before 30 March 2019 via Appeals@nsfas.org.za.

Yours Sincerely,

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The appointment of Dr Randall Carolissen as the Administrator to the National Student Financial Aid Scheme is in terms of Section 17A (3)(a) of the NSFAS Act (Act 56 of 1999 as amended), effective from August 21, 2018 as published in the Government Gazette by the Minister of Higher Education and Training, Mrs Naledi Pandor, MP.