higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF THE DHET FET COLLEGE BURSARY SCHEME

-2010-

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POLICY AND LEGAL CONTEXT

1. These guidelines have been developed in accordance with the National Norms and Standards for Funding Further Education (FET) Colleges. In terms of the FET Colleges Act, 2006, the Minister of Higher Education and Training must determine policy of the norms and standards for funding FET colleges. To this effect, in 2009, the Minister promulgated the *National Norms and Standards for funding FET colleges*.

2. In terms of these norms, each student enrolled in a state-funded programme must be subsidized by the state at 80% of the total programme cost. The difference of 20% of the total programme costs, which constitute college fees, must be recovered from the student.

3. In order to ensure that colleges fees do not constitute a barrier to access to state-funded programme, paragraph 73 of the Norms and paragraph 5.2.4 of the *National Plan for FET Colleges in South Africa* state that the State shall introduce an FET college bursary scheme. This is to ensure that academically deserving and yet financially needy students to gain access education and training opportunities in FET colleges.

4. Paragraph 73 of the Norms and paragraph 5.2.4 of the National Plan further enjoins the Department to develop guidelines for the administration and management of the FET College Bursary Scheme. This document must, therefore, be understood against this policy injunction.

5. To gain a comprehensive understanding the legal and the policy framework that underpins the FET College Bursary Scheme, this document must be read in conjunction with:
   a) *National student Financial Aid Scheme Act, 1999*
   b) *Further Education and Training Colleges Act, 2006*
   c) *The National Plan for Further Education and Training Colleges in South Africa, 2008*
   d) *National Norms and Standards for Further Education and Training Colleges*

6. Pursuant to the commitment made in the policy and legislation cited above, in 2007, for the first time in the history of FET Colleges, a bursary scheme was introduced as a means to create access to priority skills Programmes offered at FET Colleges.

7. The provision of student financial aid is critical to access to Further Education and Training (FET) colleges. FET colleges are the nucleus of skills development in South Africa and are directly linked to the delivery by the country of its economic growth targets. The challenge of access for academically deserving students from poor backgrounds is addressed by the bursary scheme. The NC(V) curriculum that is geared at addressing the skills shortages in the country, the massive improvements in the infrastructure of colleges, as well as the Department of Higher Education and Training (DHET) FET College Bursary Scheme underpin the provision of relevant quality education.

8. The permissible bursary allocations for 2010 have been updated. Please refer to paragraph 5 for the details. Please note that the 20% of the total programme cost, which constitutes college fees that must be recovered from bursary/students, covers everything; i.e. textbooks, consumables, levies and clothing gear to mention just a few. Refer to **Annexure A** for details of college fees.

PURPOSE

9. The purpose of this document is to provide guidelines for the administration, management and awarding of bursaries to FET college students for 2010.

ALLOCATION CRITERIA TO COLLEGES

10. The Department allocates bursary funds to colleges on an annual basis taking the following into consideration:
    a) Programme costs in terms of the Funding Norms;
    b) Approved NC(V) enrolments
    c) NC(V) students' academic performance and retention

d) College fees and

e) Available funding

11. This ensures an accurate and fair distribution of the bursary funds.

12. In terms of the published DoE forward estimates, the bursary allocation for the 2010 academic year is R318, 000, 000. Provinces and Colleges will be advised of their provisional allocations and the conditions thereof once the 2010 projected enrolments have been approved by the HEDCOM Sub–committee on FET Colleges meeting scheduled for the end of 2009.

CRITERIA FOR AWARDING BURSARIES TO STUDENTS

13. Colleges are required to use the conditions listed below when awarding bursaries to students:

a) Students must be enrolled or intending to enroll for the NC(V) programmes.

b) Talented yet financially needy students should be encouraged to apply, (evidence of good academic performance).

c) The NSFAS 2010 Means Test Tool should be used as a guide when awarding bursaries to students.

d) The bursaries should be awarded against an approved and signed agreement - Schedule of Particulars (SoP). **It is important to note that only the students who have been awarded bursaries are required to sign the SoP.**

e) Applicants who were awarded bursaries for NC(V) Levels 2 and 3 and who have performed well academically in 2009 and progressed to the next Level, should be prioritised for bursaries for NC(V) Level 3 and Level 4 in 2010. This is subject to the student's financial situation not having improved. The student will have to complete all required forms.

f) NC(V) Level 2, Level 3 and Level 4 students who were awarded bursaries and did not get promotion to NC(V) Level 3 and Level 4 respectively, will not be awarded bursaries to repeat NC(V) Level 2, Level 3 and Level 4.

14. The Table below indicates items that may be claimed from the bursary. All costs listed below are **MAXIMUM** costs that may be awarded to students. The awarding of the items will be agreed on with the college. All costs are per annum.

Item	Cost	Comment
College fees	Full cost of college fees as indicated in **Annexure A**	Limited to one NC(V) programme per student per annum. Inclusive of registration fees, textbooks and college levies, etc. Refer to **Annexure A** for college fees.
Travel	R3 000	Accommodation and travel subsidy must be awarded in an accountable manner. Where funds are paid to students a meticulous system of records of payments made must be kept.
Accommodation	R10 000	

15. All the above amounts are **MAXIMUM** amounts that may be awarded. The Financial Aid Committee can determine amounts that will enable more students to be accommodated. However, such amounts should not exceed the maximum amounts and should not be so low that the promotion of access is compromised.

STEPS IN THE ADMINISTRATION OF BURSARIES

16. The Department requested the National Financial Aid Scheme (NSFAS) to administer and manage the Department of Higher Education and Training (DHET) FET Colleges Bursary Scheme. NSFAS has adapted the Means Test tool for the FET college sector environment. Paragraphs 17-32 below outlines the conditions to note for the administration and management of the Means Test.

17. A student must complete the bursary application form and submit all supporting documents (cf. par.36) (certified copy of pay slips; ID documents, affidavits, etc.). An application form,

has been designed by NSFAS for consistency with the Means Test. Colleges should only use this form.

18. All application forms must be thoroughly checked by the college officials prior to being accepted from the student (cf. par. 36). The college should not accept incomplete application forms from students. To accept a form from a student implies that such a student has complied with all the requirements. If a student submits incomplete information, the college should advise the student on specific documents that are still outstanding and the due date for the submission of such documents should also be clearly communicated to prevent delays in the processing of applications.

19. The college must issue the student with a receipt to acknowledge that the student has submitted the application form with the necessary supporting documents.

20. If there are no certified supporting documents, an affidavit must be submitted by the student. Such affidavits are documents written or validated by the police.

21. The college must load the student information onto the electronic Means Test system within **48 hours** of receiving the application. Whilst student information may be loaded on different computer points, it is important that a consolidation of college information for reporting purposes should take place.

22. A covering letter stating amount allocated to college, amount claimed, balance, control list, student Schedule of Particulars and certified Identity Documents should be submitted to NSFAS.

23. Colleges must administer bursaries according to the Bursary Administration Schedule showed below. The minimum percentage of the college's allocation have to be claimed by the specified due dates.

Bursary Administration Schedule

Activity	Responsibility	Date
2010 Student bursary applications open	Colleges	1 September 2009
2010 Provisional Allocations finalised	DHET and HEDCOM	30 November 2009
Close of student bursary applications	Colleges	31 March 2010
50% of allocation claimed from NSFAS	Colleges	30 April 2010
100% of allocation claimed from NSFAS	Colleges	30 June 2010
Colleges must submit to DHET Means Test data of ALL applicants, successful and unsuccessful.	Colleges	30 June 2010
2011 Bursary Administration and Management workshops	DHET and PDE	September 2010
2011 Student bursary applications open	Colleges	1 September 2010
2011 Provisional Allocations finalised	DHET and HEDCOM	30 November 2010
2011 College Provisional Allocations finalised	DHET and HEDCOM	30 November 2010

24. A claim is when NSFAS has accepted and paid to the college the claimed amount. Colleges must take note of the 20 days NSFAS turnaround time for processing of claims.

25. Financial Aid Committee must convene to review and make recommendations on applications received.

26. The Financial Aid Committee should be a stakeholder inclusive committee that should be represented by:
    a) Student Support Services;
    b) Finance;
    c) Administration;
    d) Student Representative Council; and
    e) Management

27. Financial Aid Committee should keep records of all its meetings, which may be required for audit purposes.

28. The Financial Aid Committee must forward recommendations to the Principal for approval. **The total claims submitted by colleges to NSFAS should not exceed the college's final bursary allocation**.

29. It is important for the Principal, as the college's Chief Accounting Officer, to validate the process through his/her signature. An imprint of his/her name and the date on which the signature was appended to the report/claim should accompany the Principal's signature.

30. Report of the recommended bursary awards should be sent to the Provincial Department of Education for comment. Please note that the Provincial Department of Education is expected to comment on the reports by colleges within a **week** of receiving the report. This should be a detailed report that contains the following information:
    a) Overall number of applicants;
    b) Successful applicants;
    c) Unsuccessful applicants;
    d) Demarcation of successful and unsuccessful students by learning level and programme;
    e) Total allocation to the college; and
    f) Total awarded to the students.

31. Lists of names of successful and unsuccessful bursary applicants must be sent to the College Financial Aid Office for student notification. All students should be notified in writing of the outcome of their bursary application.

32. It is important for successful applicants to sign a Schedule of Particulars (SoP), as this is the only document that the college is expected to submit to NSFAS in support of its claim. The SoP should be accompanied by a certified copy of the student Identity Document. The Financial Aid Officer should inform both successful and unsuccessful applicants in writing on the outcome of their applications, and these letters must be signed by the college Principal.

ADDITIONAL COLLEGE RESPONSIBILITIES

33. Colleges must take responsibility for the following:

a) Students must be made aware of all important documents to submit with the applications.

b) Colleges must use document checklists (cf. par. 18) to ensure that all relevant documents are received.

c) Application forms with incomplete documents should not be accepted. If there are queries on submitted documents, the student must be notified **immediately**.

d) Students must be provided with proof of submission of application forms and supporting documents.

e) Bursary agreements (Schedule of Particulars) should be signed by the student and the college.

f) Students should be made aware of their rights, roles and responsibilities, e.g. notification of other bursaries or change of address etc.

CHECKLIST FOR FET COLLEGES - BURSARY ADMINISTRATION

Inviting applications

34. The following should be the main considerations when students are invited to apply for the bursary:

a) Students should not be guaranteed bursaries before they apply and the approval process is completed;

b) Applications for 2010 should be open on 1 September 2009;

c) Closing dates for the submission of applications forms should be stated very clearly in the advertisements issued by colleges;

d) Colleges have to communicate the bursary process in classes, through internal & external newsletters and posters and other means the college may deem appropriate;

e) Closing dates should be communicated to students in a timely manner.

Eligibility criteria

35. In order to be eligible to apply for the FET college bursary, a student must meet the following eligibility criteria:
    a) Only South African Citizens are eligible for this bursary scheme;
    b) A student must be registered or intending to register on the NC(V) programmes;
    c) Financially needy students with academic potential;
    d) Talented students who stand to benefit from financial assistance;
    e) Evidence of good academic performance should be provided.

Minimum required information

36. To be deemed acceptable for processing, a students' application must have the following (cf. par 18):
    a) NC(V) programme and Level registered for;
    b) Personal details (including contact numbers, email addresses, etc.);
    c) Certified Copy of Identity Document;
    d) Applicant's current home address;
    e) Address while studying;
    f) Postal Address;
    g) Salary and other income information;
    h) Details of next of kin;
    i) Details of parent(s) and / or guardian(s);
    j) Residential address(s) of parents(s) and / or guardian(s);
    k) Parent(s) and / or guardian(s) salary information;
    l) Sworn affidavits from parents/guardians if they are unemployed;
    m) Proof of death if parents/guardians are deceased;
    n) Number of family members in the household; and
    o) Age and educational status of members in the household

MONITORING AND SUPPORT

37. The Provinces and the Department will conduct regular monitoring and support of the DHET FET Colleges Bursary Scheme administration at colleges. Colleges are encouraged to contact the Province, Department and NSFAS when support is needed.

MARKETING

38. It is critical that the bursaries are marketed as the Department of Higher Education and Training (DHET) Colleges Bursary Scheme (DHET FET Colleges Bursary Scheme). It is important for the name of the scheme to be presented in a consistent manner to avoid confusion with other bursaries that may be on offer.

39. Colleges are advised not to guarantee students bursaries when recruiting, since bursary awards are subject to bursary administration process as outlined in this document. The first point of marketing should be the NC(V) programmes then the bursary scheme as a possible access tool to the programmes.

ANNEXURE A

NC(V) PROGRAMME COST AND COLLEGE FEES - 2010

Programme	Total cost	80% Government Subsidy	20% College fees
Civil engineering construction	**R 35,175.00**	**R 28,140**	**R 7,035**
Electrical infrastructure construction	**R 34,658.00**	**R 27,726**	**R 6,932**
Engineering & related design	**R 46,978.00**	**R 37,582**	**R 9,396**
Mechatronics	**R 47,678.00**	**R 38,142**	**R 9,536**
Finance, economics & accounting	**R 24,224.00**	**R 19,379**	**R 4,845**
Generic management	**R 25,283.00**	**R 20,226**	**R 5,057**
Hospitality	**R 41,726.00**	**R 33,381**	**R 8,345**
IT & computer science	**R 33,175.00**	**R 26,540**	**R 6,635**
Education & Development	**R 24,226.00**	**R 19,381**	**R 4,845**
Marketing	**R 21,791.00**	**R 17,433**	**R 4,358**
Office administration	**R 21,707.00**	**R 17,366**	**R 4,341**
Primary agriculture	**R 57,949.00**	**R 46,359**	**R 11,590**
Tourism	**R 32,960.00**	**R 26,368**	**R 6,592**
Safety in Society	**R 22,665.00**	**R 18,132**	**R 4,533**

NB: Only the last column (20% College Fees) is applicable for the bursary application.