



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**Department of Higher Education and Training**

**Guidelines for the**

**Department of Higher Education and Training**

**Bursary Scheme for Students at Public Universities**

**2020**

## Table of Contents

Abbreviations .....	3
Glossary of Terms.....	4
1. Introduction .....	5
2. Purpose of the DHET Bursary Scheme Guidelines .....	5
3. Scope and Applicability of the Guidelines.....	6
4. Policy and Legislative Context .....	6
5. Qualifying Criteria for the DHET Bursary Scheme:.....	6
6. Scope of the DHET Bursary for university students:.....	8
6.1 Approved funded programmes for university students: .....	8
6.2 Tuition fees. ....	8
6.3 Living allowance for university students .....	9
6.4 Accommodation and travel allowances for university students.....	10
6.5 Learning material allowance for university students .....	11
6.6 Determination of bursary award amounts.....	11
7. Bursary conditions and obligations for recipients.....	11
7.1 General conditions .....	11
7.2 Academic progression criteria for university students.....	12
7.3 Service work obligations .....	13
7.4 Signing of agreements .....	13
8. Implementation roles and responsibilities.....	13
8.1 Responsibilities of DHET .....	13
8.2 Responsibilities of NSFAS .....	13
8.3 Responsibilities of universities .....	14
8.4 Responsibilities of bursary recipients .....	15
9. Review of Guidelines .....	16

**Abbreviations**

DHET	Department of Higher Education and Training
FAO	Financial Aid Office
FTEN	First Time Entry
HEMIS	Higher Education Management Information System
NSFAS	National Student Financial Aid Scheme
NYDA	National Youth Development Agency
PGCE	Postgraduate Certificate in Education
PQM	Programme Qualification Mix
SASSA	South African Social Security Agency

## Glossary of Terms

### Approved funded university programmes

Approved funded programmes at public universities are undergraduate whole qualifications. A funded undergraduate programme is one that has been accredited by the Council on Higher Education, approved by the Department for inclusion into the university's Programme Qualifications Mix, and may be offered by the university provided that it is registered on the National Qualifications Framework by the South African Qualifications Authority.

**Bursary:** financial support awarded to a student in need that does not need to be repaid, but has other conditions attached.

**Combined gross family income:** a measure of the combined income before taxes of parents/spouses and/or legal guardian **who earns** income, both from the formal and informal sector (e.g., salaries and wages, grant, pension or other sources of income including business and rental income).

**DHET Bursary Scheme:** financial aid programme that provides fully-subsidised funding for poor and working class students at public universities.

**First-time entry (FTEN) students:** student who is entering a public university or college for the first time, and has not previously studied at that institutional type.

**Full cost of study:** means the total cost of study for a student arising from tuition fees, accommodation and subsistence, and travel related to formal teaching and learning activities, as determined by the criteria contained in these Guidelines and subject to limitations.

**Funding cap:** the maximum award size for an annual award to continuing university students who had entered the system prior to 2018, and is determined and set annually by NSFAS.

**Grant:** means financial support awarded to a student in need that does not need to be repaid and has no service conditions attached.

**NSFAS Bursary Agreement (NBA):** written agreement between the student and NSFAS

**Returning students:** students who are continuing with their studies from a prior year of study.

## **1. Introduction**

- 1.1 Following an announcement by the President in December 2017, and confirmed through budget allocations from National Treasury in February 2018, the Department of Higher Education and Training (DHET) introduced the new DHET Bursary Scheme for 2018, providing fully-subsidised funding for poor and working class students at public universities. The Bursary Scheme has been implemented by the National Student Financial Aid Scheme (NSFAS) from the 2018 academic year onwards.
- 1.2 The new Bursary Scheme gives effect to Government's vision to ensure that all academically-deserving students from poor and working class backgrounds, who are admitted to study at public universities, are provided with financial support for their undergraduate study programmes, and are supported to succeed. The bursary scheme supports the goals of the National Development Plan (2012) and the White Paper on Post-School Education and Training (2013), to expand access to higher education for deserving students through financial support from Government, and to support greater student success and throughput.
- 1.3 The broad parameters of these Guidelines were initially outlined in the Frequently Asked Questions (FAQs) document produced in January 2018. The FAQs was an interim measure designed to ensure that key high level decisions could guide the implementation of the Scheme at universities in the 2018 academic year. The first issue of the Guidelines were produced for implementation in the 2019 academic year.
- 1.4 These Guidelines provide the implementation parameters for university student bursaries for the 2020 academic year. The Guidelines are based on the principles that student funding policy must be *fair, rational, affordable and implementable*. This means that the policy decisions are made to ensure that students are provided with the best possible support to succeed, taking into account the different circumstances of different institutions, and that the funding must be affordable within the parameters of the funding provided by government with a focus on the need for sustainability of the scheme for the future. The guidelines also take into account the need to ensure that the bursary scheme is implementable across the university system, including at NSFAS and institutions.

## **2. Purpose of the DHET Bursary Scheme Guidelines**

- 2.1 These Guidelines provide the framework for the implementation of the DHET Bursary Scheme in universities for 2020 and outline the roles and responsibilities of all implementing partners and bursary recipients.
- 2.2 The Guidelines outline the scope and detail of the Bursary Scheme and the processes necessary to give effect to the student funding provided through NSFAS to deserving students in university education.

2.3 The Guidelines outline the high level rules applicable to the bursary programme.

2.4 The Guidelines will be updated annually.

### **3. Scope and Applicability of the Guidelines**

3.1 The Guidelines are applicable to Bursary recipients as well as all implementing partners involved in the Bursary Scheme (including the DHET, NSFAS, and public universities).

3.2 All student recipients and potential recipients of the Bursary, as well as the implementing institutions, are subject to the Guidelines and must abide by the rules outlined in this document.

3.3 The Guidelines will lay the basis for formal agreements between institutions and NSFAS, and between NSFAS and student recipients. All other rules and guideline documents put in place by NSFAS, DHET and/or institutions will be subject to these Guidelines.

### **4. Policy and Legislative Context**

4.1 The Guidelines are subject to the following legislation:

- Constitution of the Republic of South Africa (1996).
- Higher Education Act, 1997 (Act 101 of 1997 as amended).
- National Student Financial Aid Scheme Act, 1999 (as amended).
- The Public Management Finance Act 1 of 1999.

4.2 The Guidelines are linked to the implementation of the following policy documents:

- The National Development Plan (2012).
- The White Paper for Post-School Education and Training (2013).

### **5. Qualifying Criteria for the DHET Bursary Scheme:**

5.1 Recipients of the DHET Bursary Scheme must be South African citizens.

5.2 Recipients must have applied for, and been admitted into, a public higher education institution (university) to be eligible for funding.

5.3 Recipients must meet the financial qualification criteria for funding. That is, they must have a combined gross family income of up to R350 000 per annum, as assessed and verified by NSFAS.

**Guidelines for the Department of Higher Education and Training Bursary Scheme for students in public Universities: 2020**

- 5.4 Students must be formally registered to study for an approved funded programme at a public university **and** meet the financial qualification criteria, before a bursary award will be confirmed.
- 5.5 Any student who is a South African Social Security Agency (SASSA) recipient automatically meets the financial qualification criteria, and will be eligible for a bursary award provided that they are registered at a public higher education institution. (university).
- 5.6 The financial need of the student will be assessed at the point of first application, and students will not need to re-apply annually.
- 5.7 A student can only be funded for one qualification at one institution at any one time.
- 5.8 Students only receive funding once they have met all the criteria and signed a NSFAS Bursary Agreement (NBA), which indicates that they accept the obligations and responsibilities of the Bursary programme.
- 5.9 The threshold of R350 000 family income per annum only applies to those who were first-time entry (FTEN) students in 2018 and will also apply to those who will be FTENs in 2019 and going forward.
- 5.10 University students who entered their studies prior to 2018 qualify for a grant according to the previous threshold of R122 000 family income per annum. The grants for these students from 2018 onwards are subject to a funding cap, as in prior years.
- 5.11 Students who have already studied at a university or obtained a prior university qualification do not qualify as FTEN students even if they are entering the first year of a new programme. Students starting a university qualification for the first time, but who have already achieved a TVET qualification may qualify as a university FTEN student<sup>1</sup>.
- 5.12 In general a university student is eligible for funding for only **one** undergraduate qualification. There are a few exceptions where a second undergraduate qualification would be supported, such as those students who have obtained a Higher Certificate and go on to a Diploma or Degree. (**Annexure A** provides more detailed information on these exceptions.)
- 5.13 Senior university students who apply for funding in 2020 for the first time, and returning NSFAS students (who commenced studies in 2017 or prior to that), may qualify for a grant in terms of the pre-2018 threshold and criteria.

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<sup>1</sup> Provided that they did not complete a Diploma or Degree at the TVET College

- 5.14 Any funding received by a senior university student prior to 2018 is subject to the conditions of the Loan Agreement already signed. However, from 2018, funding is provided to all students as a grant, subject to the maximum funding “cap” determined on an annual basis by NSFAS. The funding cap will be R93 400 in 2020.
- 5.15 Students with disabilities are subject to different criteria as set out in the NSFAS Policy (**Annexure B**).

## **6. Scope of the DHET Bursary for university students**

### **6.1 Approved funded programmes for university students**

- 6.1.1 Approved funded programmes at universities are all undergraduate whole qualifications, i.e. degree, diploma or higher certificate programmes, offered by a public university.
- 6.1.2 Additional courses that are not core requirements of a whole qualification are not funded. Occasional programmes are not funded.
- 6.1.3 The only cases where a second qualification is funded are where it is a professional requirement for employment. The Postgraduate Certificate in Education (PGCE) is funded. In addition certain Bachelor of Technology (BTech) programmes are funded where there is a professional requirement for completion – a separate list of funded BTech programmes is provided.
- 6.1.4 In general postgraduate qualifications, including Postgraduate diplomas, honours degrees, masters and PhD degrees are not funded. The only postgraduate qualifications funded are the Postgraduate Diploma in Accounting (Certain PGDA) and LLB as indicated in the NSFAS funded qualifications list.

### **6.2 Tuition fees**

- 6.2.1 The tuition fee is the agreed institutional tuition fee for the actual programme of study for each student. NSFAS will only pay tuition fees in line with the agreed sector increase on the tuition fee for 2020.
- 6.2.2 The registration fee or first upfront payment must be included in the tuition fee. This should reflect as one fee rather than as separate items, regardless of how institutions manage their payment processes. University students qualifying for NSFAS funding are not required to pay the initial registration/upfront fee (Refer to 8.2.5).



### 6.3 Allowances for contact and distance university students

6.3.1 Table 1 provides an indication of which allowances are applicable to different categories of accommodation for **contact students**.

Accommodation Type	Allowance type			
	Learning Materials	Living Allowance	Accommodation	Transport
University managed catering	X	X <sup>2</sup>	X <sup>3</sup>	
University managed self-catering	X	X	X <sup>3</sup>	
Living off campus in family or non-accredited accommodation (own arrangements)	X	X		X
Private off campus accredited accommodation	X	X	X (with lease agreement)	

6.3.2 **Distance university students** qualify for learning materials allowances only. However, distance students studying an equivalent full-time course load of a contact student also qualify for the incidental allowance. This requires a student to be registered for a minimum of ten courses in one academic year.

### 6.4 Living allowance for contact university students in residences or accredited private accommodation

6.4.1 This applies to contact university students in university owned or managed residences or accredited private residences.

6.4.2 A living allowance will be provided directly to all DHET bursary recipients at universities **not accommodated in catering residences**, to cover food and incidental expenses. In 2020, this allowance will be R15 000<sup>4</sup>. All NSFAS

<sup>2</sup> Food allowance paid directly to institution and incidental allowance to student

<sup>3</sup> Paid directly to institution

<sup>4</sup> Any university that is providing DHET bursary students (R350k-qualifying cohorts) with amounts above this threshold must take responsibility for providing students with the additional support. They should phase out the higher than approved amounts to reach the standards set for the system if not already done.

bursary/grant recipients at universities qualify for this allowance, subject to the funding cap for returning students registered for the first time prior to 2018.

- 6.4.3 Students in **catered residences** receive an allowance for incidental expenses in addition to their catered accommodation. This amount is R2900 in 2020.

**6.5 Accommodation and travel allowances for contact university students**

- 6.5.1 The management of access to and allocation of accommodation and travel allowances must be managed according to the institutions' own criteria set by the financial aid committee.
- 6.5.2 Students living in university accommodation qualify for the actual costs of the accommodation charged by the institution.
- 6.5.3 Students living in university-managed off campus accommodation also receive the actual costs of accommodation, limited to the maximum cost of equivalent university owned on-campus accommodation at a particular institution. It is assumed that transport costs are included in the costs of this accommodation.
- 6.5.4 In general, qualifying students whose home address is close to a university campus, or those who choose to make their own accommodation arrangements, would not be considered for an award for an accommodation allowance. These students qualify for a travel allowance determined by the institution, up to a maximum of R7 500 in 2020 as well as the living allowance of R15 000.
- 6.5.5 University students living in private leased accommodation can qualify for an accommodation allowance if they are accommodated in university accredited accommodation.<sup>5</sup> As with 2019, the maximum allowance for external accommodation is capped at the cost of internal university accommodation costs for an equivalent accommodation type. Proof of a lease agreement must be provided for a student to qualify.
- 6.5.6 Wherever possible, universities should accredit private providers of student accommodation and should monitor the quality of accommodation provision to students living off campus.
- 6.5.7 NSFAS students are subject to the student residence and accommodation policies of the university at which they are registered to study.<sup>6</sup>

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<sup>5</sup> Institutions will be required to formally accredit private accommodation if it is to be supported through the accommodation allowance. NSFAS will release guidelines in this regard. Students not in accredited private accommodation will be assumed to be living at home or in privately-arranged accommodation and will receive the transport and living allowance only.

<sup>6</sup> Where possible, institutions should ensure that NSFAS-funded first-year students are accommodated in university owned and managed accommodation.

## **6.6 Learning material allowance for university students**

- 6.6.1 All university students qualify for a learning material allowance, which is set at a maximum amount of R5 200 for students who are supported under the new DHET Bursary Scheme for the 2020 academic year.
- 6.6.2 Students can utilise this allowance for academic books and materials or for computer-related expenses. Only one allowance is provided per student per academic year. Allowances for students in distance education programmes are calculated based on the number of courses registered up to a maximum of R5 200.
- 6.6.3 Students receive a learning material allowance for each year of study, which can be utilised as they choose. However, each year the allowance is provided at a set amount. Any costs relating to insurance, maintenance and/or repairs of computer equipment purchased, must be covered by the student.

## **6.7 Determination of bursary award amounts**

- 6.7.1 Allowances will be subject to annual increases. The Consumer Price Index (CPI) is used to determine increases to food and transport allowances.
- 6.7.2 Accommodation and tuition fee increases will be in line with agreed institutional increases, unless otherwise indicated<sup>7</sup>.
- 6.7.3 For private accommodation, annual increases will be capped at the amounts for internal university owned/managed accommodation<sup>8</sup>.

## **7. Bursary conditions and obligations for recipients**

### **7.1 General conditions**

- 7.1.1 Students on a full DHET bursary may not receive another full cost of study bursary from another source at the same time.
- 7.1.2 If a student receives a partial bursary from another source, a NSFAS bursary may be awarded, but the allocations must be reduced accordingly, so that the student is supported fully for their studies. This does not apply to occasional support for additional items not supported as part of the NSFAS bursary, or other forms of in-kind support. NSFAS may not pay for amounts already covered by

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<sup>7</sup> Any institution that implements increases above the sector wide agreements must discount the fees for all NSFAS qualifying students (on the DHET Bursary or Grant). These students will be required to pay only the agreed upon increases.

<sup>8</sup> Institutions are urged to ensure that accreditation agreements with private providers reflect reasonable market-related costs as accommodation costs that are heavily inflated will not be supported by NSFAS.

another funder. Universities are obliged to report this information to NSFAS and to reduce the fee account accordingly.

- 7.1.3 It is the student's responsibility to inform NSFAS about any other funding that they may have been awarded. Failure to do so will be regarded as fraud, and will result in the termination of the bursary and return of any funding fraudulently received. Any exceptions will be dealt with on an appeal basis through the Financial Aid Office of an institution.
- 7.1.4 Students can only be funded for one qualification at one institution at any one time. Where a student is required to complete aspects of their programme at another institution, inter-institutional agreements must be in place to ensure that NSFAS payments are only made for one student to a single institution.
- 7.1.5 Returning NSFAS bursary recipients do not need to re-apply. NSFAS will process their bursary application for the following academic year, based on academic eligibility information received from their institution.
- 7.1.6 Bursary funding for university students is limited to the minimum period of study for the qualification they are registered for, plus one year (N+1).
- 7.1.7 Decisions on any changes to programmes are made on an appeal basis to the Financial Aid Office of an institution. Any changes, however, are subject to the original agreed maximum funding duration, that is, N+1 on the original course.
- 7.1.8 Students continuing to a first undergraduate degree programme following a higher certificate qualification are eligible for funding.
- 7.1.9 Students who have studied at a TVET College and who are entering a university qualification for the first time are eligible for funding support, provided that they did not complete a Diploma or Degree at the TVET College.

## **7.2 Academic progression criteria for university students**

- 7.2.1 For all returning students funded on the pre-2018 criteria, who are on NSFAS grant funding, the criteria of 50% courses passed annually within the N+2 rule will continue to apply.
- 7.2.2 The progression criteria for students on the DHET Bursary Scheme (R350 000 threshold) must be determined by institutions. Institutions will confirm with NSFAS at the start of the academic year that students have qualified for progression according to standard institutional policy and approved rules of progression for the specific programme they are studying.
- 7.2.3 The criterion of completion within N+1 years must be clearly stated to all students upfront. Students on the DHET Bursary Scheme will receive a maximum of N+1 years of funding from NSFAS. Once this funding has been

exhausted, no further funding will be available to students regardless of the academic status of the student. Institutions are responsible for determining the academic progression rules for each qualification, and indicating to NSFAS whether students qualify for support in the following academic year. Academic data will be audited as part of the HEMIS audit.

7.2.4 University students who drop out of university studies before they complete a qualification, and wish to register at a TVET College, are allowed to transfer, but they will be supported at the TVET College for a maximum timeframe within the original agreement.

7.3 Service work is recognised as an important growth opportunity for all students and as a way of paying back to the community. Students supported through NSFAS funding are encouraged to undertake some form of voluntary service work. Consideration will be given to the practicality of implementing this as a compulsory obligation linked to the bursary in the future.

#### **7.4 Signing of agreements**

7.4.1 Every student must complete and sign, upon application, a consent form.

7.4.2 In signing, every student commits to abiding by the conditions and obligations of the DHET Bursary Scheme, managed by the NSFAS.

### **8. Implementation Roles and Responsibilities**

#### **8.1 Responsibilities of DHET**

8.1.1 The DHET will ensure that NSFAS has access to the full programme qualification mix (PQM) for universities and the Higher Education Management Information System (HEMIS) data to enable effective decisions/confirmations of FTEN students, and of approved funded programmes.

8.1.2 The DHET will update the funding Guidelines on an annual basis. All policy decisions relating to the DHET Bursary Scheme must be approved by the DHET.

8.1.3 The DHET must provide oversight on the collection of data on bursary recipients.

#### **8.2 Responsibilities of NSFAS**

8.2.1 NSFAS will provide visible information on the bursary application process on their website and other avenues and keep this information updated. This

includes making explicit the criteria for funded programmes and the terms and conditions contained in the NSFAS Bursary Agreement.

8.2.2 NSFAS will publicise the application process available to students and the deadlines for applications.

8.2.3 NSFAS is responsible for capturing student data accurately.

8.2.4 Applications will be evaluated in terms of the financial qualification criteria which will be based on the required supporting documentation and informed consent of the applicant.

8.2.5 NSFAS will make decisions on financial eligibility of candidates and provide an indication of the student status in relation to new DHET bursary scheme (R350 000 criteria) and new senior students (previous criteria), and returning students (previous criteria).

8.2.6 A full dataset of financially eligible students will be kept and shared with DHET and universities as appropriate, for use during registration and for planning purposes.

8.2.7 Agreements between NSFAS and students will be signed at the point of application.

8.2.8 NSFAS must disburse an upfront payment to universities and colleges to allow them to make initial allowance payments to students who have registered and are confirmed for funding on the DHET Bursary Scheme.

8.2.9 NSFAS will determine which returning students will be funded based on the continued registration of a student in the funded programme, according to the academic progression criteria of each institution.

8.2.10 NSFAS will sign a Memorandum of Agreement with each university covering the roles and obligations of both parties.

8.2.11 NSFAS will manage an effective and transparent appeals process.

### **8.3 Responsibilities of universities**

8.3.1 Universities should notify NSFAS about students who drop out of the system, as well as students who enrol in semester courses.

8.3.2 Universities must identify students receiving funding from more than one source and inform NSFAS so that NSFAS allocations are adjusted accordingly based on the amounts of other funding received.

- 8.3.3 Universities must make it known to students that they cannot receive funding for the same qualification from more than one source without notifying the institution and NSFAS.
- 8.3.4 Universities must allow students who are recipients of DHET bursaries to register without paying an upfront or registration fee, if they have been confirmed as financially eligible, as this will be paid as part of their full tuition fee. No upfront payment at registration should be expected from students who have met the NSFAS financial qualification criteria.
- 8.3.5 Universities, utilising the upfront payments from NSFAS, must in the first instance, direct funding to first allowances to ensure that students are able to access funds for living expenses (accommodation, food, transport, etc.) and learning materials, and then secondly direct funding towards paying the first instalment of the tuition fee.
- 8.3.6 Universities must provide student academic data in the agreed format to NSFAS within the agreed time frames.
- 8.3.7 Universities are obliged to submit only the names and details of students for funding who are studying funded qualifications. If incorrect information is submitted the institution will be liable for the costs incurred.
- 8.3.8 Universities must confirm academic eligibility of all senior and returning students to NSFAS. If the information is incorrectly submitted, the institution will be liable for the costs incurred. Academic appeals are the responsibility of individual institutions.
- 8.3.9 Institutions must abide by funding rules when disbursing funding to students.

#### **8.4 Responsibilities of bursary recipients**

- 8.4.1 Students must apply for the bursary on time, submitting all the required documents.
- 8.4.2 Students must inform NSFAS and their institutions if they have other sources of funding.
- 8.4.3 Students must meet all academic and attendance requirements of their courses and institutions.
- 8.4.4 Students must meet individual financial commitments, e.g. paying landlords on time, and managing living allowances.
- 8.4.5 Students must notify NSFAS through the financial aid office in the event of a change of programme or when they exit a programme.

8.4.6 All students in receipt of the DHET Bursary Scheme must sign a NSFAS Bursary Agreement.

## **9. Review of Guidelines**

The guidelines will be reviewed on an annual basis.

## **ANNEXURE A**

### **Funded BTech Programmes**

B TECH: ARCHITECTURAL TECHNOLOGY  
B TECH: ARCHITECTURE (PROFESSIONAL)  
B TECH: BIOKINETICS  
B TECH: BIOMEDICAL TECHNOLOGY  
B TECH: BIOTECHNOLOGY  
B TECH: CARTOGRAPHY  
B TECH: CHIROPRACTIC  
B TECH: CLINICAL TECHNOLOGY  
B TECH: DENTAL TECHNOLOGY  
B TECH: EMERGENCY MEDICAL CARE  
B TECH: ENGINEERING: CHEMICAL  
B TECH: ENGINEERING: CIVIL  
B TECH: ENGINEERING: ELECTRICAL  
B TECH: ENGINEERING: INDUSTRIAL  
B TECH: ENGINEERING: MECHANICAL  
B TECH: ENGINEERING: MECHANICAL: MECHATRONICS  
B TECH: ENGINEERING: METALLURGY  
B TECH: ENGINEERING: REFRACTORIES  
B TECH: FORESTRY  
B TECH: HOMOEOPATHY  
B TECH: NURSING  
B TECH: NURSING SCIENCE  
B TECH: NURSING: COMMUNITY NURSING  
B TECH: NURSING: PRIMARY HEALTH CARE  
B TECH: NURSING: OCCUPATIONAL NURSING



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## **ANNEXURE B**

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## National Student Financial Aid Scheme

2019 – 2021 Academic Years

**Purpose:**

This policy describes the conditions, criteria and parameters for the funding of students with disabilities, for both university and TVET colleges.

Title	Policy for the Funding of Students with Disabilities	Version	5.0
Compiled by	COO's Office	Date of Review	30 November 2018

**Effective date of implementation:** The policy will be effective from the date of approval by the Executive Administrator, until the 31<sup>st</sup> of December 2021.





NSFAS National Student Financial Aid Scheme

## Contents

1	Introduction and Background .....	3
2	Who is eligible for this bursary? .....	3
3	Defining disability for the purposes of this bursary program .....	5
4	Critical partnerships in the administration of this bursary.....	5
5	What does the bursary cover? .....	6
6	Key parameters for the bursary .....	7
7	Allowable Cost of Study Table .....	8
8	Special provisions: Assistive devices and human/other support.....	9
9	Processes and parameters for the provision of assistive devices.....	11
10	Human support parameters .....	13
11	Other considerations.....	14

## 1 Introduction and Background

- 1.1 This bursary programme is aimed at providing financial support for students with disabilities who are financially needy and academically able. It is intended to open opportunities for further study in further and higher education and provide the necessary additional teaching and learning (curriculum) support for students to overcome any barriers to learning. Such curriculum support should include registration in extended curriculum programmes, accessing of additional tutor and academic support programmes, and co-teaching.
- 1.2 The policy should be read as applicable to both students funded by the Department of Higher Education and Training (DHET) Disability funding programme, the National Skills Fund (NSF) Scarce Skills/Disability funding and Technical Vocational Education and Training (TVET) disability bursaries where applicable. Neither the DHET Disability nor the NSF Scarce Skills funding is limited to specific programmes of study, but provides access to any accredited and funded undergraduate degree, diploma or national certificate programme at any one of the public institutions.
- 1.3 This policy must be reviewed every two years.

## 2 Who is eligible for this bursary?

New, continuing and returning students who have been accepted for admission at one of the public institutions may apply for the bursary, on the following conditions:

- 2.1 The student is enrolled for their first under-graduate degree or diploma or national certificate, or a post graduate professional qualification as recognized by NSFAS as a requirement for employment in a professional field.
- 2.2 Students who have been admitted to one of the Report 191 or National Certificate Vocational (NCV) and approved for funding on the basis of the TVET Bursary Rules and Guidelines are also eligible for this funding category. This bursary will be provided as a top-up to the TVET bursary provision for the purposes of Assistive Devices and Human Support allowances, where a college can provide proof that they have exhausted their ring-fenced disability grant allocation.
- 2.3 The student has applied for financial aid through the various NSFAS applications portals. In the case of a first-time application, this includes the completion of the Disability Annexure form (attached to this document as annexure A);
- 2.4 Only South African students with disabilities who are able to produce valid original ID documentation will be able to apply for financial aid;
- 2.5 The primary disability of the student must be regarded as an impairment which is **long-term, recurring and substantially limiting** (a more robust definition of disability will be provided in the bullet point below 3.1 of this document, and it is against this that the eligibility of students must be weighed). This will be done by the Disability Unit, with the relevant medical reports;

- 2.6 Students who are academically able (as defined both by NSFAS in the Handbook, and as per the institutions' academic admission requirements).
- 2.7 Students whose combined family income is **R600 000 per annum** or less need not be means-tested. If the combined family income exceeds R600 000 per annum, a recommendation to fund the student should be submitted by the Disability Unit and/or the Financial Aid Office to NSFAS, as other factors besides financial neediness needs to be considered in certain circumstances. In order to assess financial eligibility, students applying for financial aid must be able to supply all relevant evidence required for assessing financial need. A motivation to this effect must be provided by the Financial Aid Office and/or the Disability Unit.
- 2.6 It is important for the Disability Units and the Financial Aid offices to work closely on the matter of financial neediness especially if the student falls out of the means test net. The Disability Unit has to be very vigilant when motivating for students that fall out of the means test net. In some cases, additional documentation may be required to support the motivation from the Disability Unit.
- 2.7 However, where students with disabilities are concerned, the means test/income threshold cannot be the only means of assessing financial eligibility as there are many added costs related to supporting a student with a disability even for a family with an income that falls above the ceiling of the means test. In the latter case, the Disability Unit together with the financial aid office should be able to motivate for flexibility for financial support on behalf of the student.
- 2.8 In order for a student with a disability to be considered for this bursary, their disability must be disclosed on their application to NSFAS. The type of disability should be indicated, as per the HEDSA coding framework in this document (Annexure B).
- 2.9 When applying for the bursary to NSFAS, the student needs to provide, where necessary, a full medical report. However, in order not to delay the process, the Disability Unit can motivate and indicate the student's disability until the completion of the student information form, especially where the Disability Unit has a clear indication of the disability.
- 2.10 Students with disabilities that are receiving other public funds (e.g. sector education and training authorities, or other public entities/state owned enterprises) as a bursary for study can also be considered for this bursary, on condition that their funding does not cover their full cost of study as recommended in this policy. If another bursar is limiting their funding to the cost of tuition, residences and learning materials, then the student may be considered for bursary support for allowances, provided that they have applied for NSFAS funding and meet all the other requirements as detailed in this policy.
- 2.11 Likewise, a student with a disability receiving private funding for tuition and/or residence costs could be considered for funding for allowances, on condition that they have applied to NSFAS and meet the criteria for funding. In so doing, the full burden of covering the costs of study is shared between NSFAS and another funder. These students would need to be managed through the financial aid office to ensure that there is no double-dipping across different funding pools.
- 2.12 As part of NSFAS' progressive implementation of the student-centred model, the use of adaptive/assistive technologies for the online application platform and for the signing of bursary agreements will be explored and introduced.

### 3 Defining disability for the purposes of this bursary program

- 3.1 The UN Convention on the Rights of Persons with Disabilities (2007) recognises that disability results from the interaction between persons with impairments and attitudinal and environmental barriers. It recognises persons with disabilities as those persons who have **long-term or recurring** physical, mental (psychosocial), intellectual or sensory **impairments** which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
- "Long-term" means the impairment has lasted, or is likely to persist, for at least twelve months;
  - A short-term or temporary illness or injury is not an impairment which gives rise to a disability;
  - A "recurring" impairment is one that is likely to occur again. A "progressive condition" is one that is likely to develop or change or recur. People living with progressive conditions or illnesses are considered as people with disabilities once the impairment starts to be substantially limiting;
  - An "Impairment" may be physical or mental. A "physical" impairment implies a partial or total loss of a bodily function or part of the body. It includes sensory impairments such as being Deaf, hearing-impaired, and blind, etc. "Mental" (Psychosocial) impairment refers to a clinically recognised condition or illness that affects a person's thought processes, judgment or emotions; and
  - An impairment is "substantially limiting" if it imposes considerable difficulty on the person performing the essential functions of a job and this is determined by considering the extent, duration and impact of the impairment. If a person has several conditions, these should be considered together to assess if their effect is substantially limiting.
- 3.2 In addition, within the higher education sector, psychosocial, neurological and Specific Learning Disabilities which impact on the teaching and learning process of the student need to be taken into account.

#### **Chronic illness**

- 3.3 For the purposes of this bursary programme, the definition of a primary disability may be read to include chronic illness or other chronic medical conditions, where this condition manifests itself as a physical, mental, intellectual or sensory impairment (as above) and limits the student's daily functioning, severely impacting on the teaching and learning process of the student. This will be considered only on the recommendation of the Disability Unit, in consultation with the Financial Aid Office.
- 3.4 A detailed medical report is required to support this recommendation. Chronic illness may be read to include chronic diabetes, chronic epilepsy, chronic heart conditions. Any other chronic diseases or medical conditions can only be considered on the basis of a full medical evaluation, and a detailed report outlining how the condition is manifesting in the students' difficulties in accessing teaching and learning, with or without support.
- 3.5 Funding for students with chronic illness or a chronic medical condition or a neurological disability will be done on a case by case basis and only where it severely impacts on the teaching and learning process of the student.

### 4 Critical partnerships in the administration of this bursary

- 4.1 In the student-centred model, NSFAS is dependent on a close working relationship between both the Financial Aid Office and the Disability Unit, not only in the identification and referral of students with disabilities to the financial aid office, but also in building links and relationships with service providers and suppliers of assistive devices, and with owners/managers of private accommodation sites for students with disabilities.

- 4.2 The Disability Unit should work closely with the Academic Development Unit or Student Support Services to direct students with disabilities who may require additional learning support, tutoring or mentoring. Ongoing monitoring of academic results and performance and of the social integration of students with disabilities should be a core part of the service offerings to the students receiving this funding.
- 4.3 In order to strengthen the partnerships noted above, NSFAS has to play a critical role in continuously engaging the relevant stakeholders. An annual workshop should be held with the relevant stakeholders to discuss issues of concern around the bursary implementation with the view to reviewing the guidelines in accordance with the needs of students and institutions.

## 5 What does the bursary cover?

- 5.1 The following costs of study must make up the minimum package awarded to any one student. The allowable costs are detailed in the table overleaf:
- Registration fees, tuition and examination fees ("the tuition costs") payable to the institution, and as charged to the student fee account. **This is a full cost bursary, and the NSFAS annual caps do not apply to the costs of tuition and/or residence for these students. This is for students funded both with DHET Disability and NSF Scarce Skills/Disabilities;**
  - Costs of books and other study materials prescribed by the Institution in relation to the qualification ("the learning materials costs"). This is subject to an annual cap as recommended by NSFAS in consultation with the institutions. Where the cost of learning materials exceeds the cap, this must be motivated in writing via the Financial Aid office;
  - Student's university or college accommodation / private accommodation and meal costs, where these are indicated on the registration template from the university/college. Where applicable, meals will be paid as an allowance via the NSFAS student allowance system;
  - **Accommodation cost of a carer of a student living at a university/college residence**, where this is included in the registration template from the institution, and on the basis of a recommendation from the Disability Unit. Students staying in off-campus accommodation, not administered by the university, will not be eligible for a private accommodation allowance for the accommodation cost of the carer, unless a full determination of the need for these students to be assisted with a carer off-campus has been undertaken and approved by the Disability Unit and the Student Housing/Residence Office. This is to ensure that the cost of the bursary is not inflated beyond reasonable requirements for ensuring that the student has access to teaching and learning facilities and activities, but to provide for the event where the only suitable accommodation for the student is in private accommodation facilities;
  - The costs of providing an assistive device and/or human support to the student is determined annually by NSFAS (refer to section 6 below). While this is an allowance, this will be paid as a cost direct to the university via the Financial Aid Office and the Disability Unit; and
  - Student transportation allowances may be payable while in private accommodation (read under "the accommodation costs). Special provision is made for transportation cost for work related placements.
- 5.2 Where the number of students with disabilities eligible for funding exceeds the allocation given to the university, NSFAS will need to engage the Financial Aid Office and the Disability Unit in order to re-assess the value of the bursary offer to any one student to ensure that all students with disabilities who meet the criteria listed in paragraphs 2.1 to 2.7 receive funding for their full cost of study (paragraph 5.1). Wherever

possible, a minimum of 5% of the NSF Scarce Skills funding allocation must be used to support students with disabilities.

- 5.3 This bursary includes the cost of assistive devices up to a maximum value as determined by NSFAS on an annual basis and communicated via a Circular (with an up-to 10% annual increase on this allowance to be determined in relation to the inflation index). It is important to note that this amount cannot be claimed annually, but is in place for the duration of the qualification. See the table for more details on the assistive devices that will be funded by this bursary. The amount to be paid for the assistive device in any one given year must be determined by the Disability Unit, and the Financial Aid Office is required to include this cost on the registration template to be paid direct to the university.
- 5.4 The maximum cost for human support will be pegged to the value of the maximum assistive device cost, as a contribution towards the cost of a sign language interpreter, carer or any allowable expense as per **Section 10.2** below. This money must be paid over to the department paying for the human costs services at the relevant Institution. This, however, requires a motivation from the university's Disability Unit and Financial Aid Office to NSFAS. The Disability Unit should bill the student account with the cost for the human support and this must be recorded on the registration template for funding.
- 5.5 The amount for Human Support can be claimed annually and students requesting funding for Human Support can also access funding for assistive devices.
- 5.6 It is important to note and recognise that in cases or examples where this policy is silent, that NSFAS Handbook serves as the base reference and guideline.

## 6 Key parameters for the bursary

The following key parameters for the awarding of the bursary must be considered:

- 6.1 The minimum time of completion for undergraduate studies remains as the number of years for completion of the qualification (as determined by the institution's academic faculties) plus an additional three years (N+3) for all students. In exceptional circumstances, consideration may be given to an application for N+4, when submitted through the NSFAS appeal process. The Disability Unit/Financial Aid Office/Student Support Services Unit at the university or college must outline the interventions that are in place to support the student and must detail the circumstances under which the student has not been able to complete within N+3. Students should be encouraged to access academic and social integration support as early as possible, so that they are able to progress and complete within minimum time. Students with disabilities will be advised to register for extended curriculum programmes where available so that additional time to complete is provided, where necessary and recommended.
- 6.2 Beneficiaries of the bursary are required to work in South Africa for a specified period after completion of their studies. Should the beneficiary of the bursary be unable to find employment in South Africa post completion, the student will be required to apply in writing to NSFAS for a fair exit clause/buy-out clause to be considered. Students will need to work-back one year for each year funded.



## 7 Allowable Cost of Study Table

7.1 Increases to these values will be communicated annually by NSFAS.

Cost Category	Description	Annual Values <sup>1</sup>
<b>Tuition Cost</b>	Actual cost of the bursary will be in respect of courses prescribed by the Institution as compulsory requirement for the Degree/ Diploma. Tuition cost for optional or additional subjects will be paid by the student.	No annual cap for tuition. Charged to fee account.
<b>Accommodation cost (Including meals)</b>	The bursary will be used to pay for the student's actual cost even if they reside in off-campus accommodation, as approved and managed by the university (including meals) during academic terms only if the applicant is approved for accommodation at the university/college.	No annual cap for accommodation. Charged to fee account.
<b>Private Accommodation</b>	<p>If the student resides in private rental accommodation, the student will be responsible for all the costs associated with such accommodation, unless s/he furnishes the university/college with a certified copy of a written lease agreement in respect of that accommodation. NSFAS will pay a maximum amount equivalent to the cost of university residence per annum towards the applicant's private accommodation costs.</p> <p>In exceptional cases, NSFAS will pay for private accommodation whose costs exceeds the university/college accommodation equivalent, where such private accommodation is the only one that can accommodate the student's disability. This will need to be supported by the Disability Unit at the university or college.</p> <p>Students with disabilities will only be offered private accommodation allowances in the event that they would have qualified for university accommodation, but there are no beds available.</p> <p>As far as possible, students with disabilities should be prioritised for university accommodation so as to limit their dependency on transport services and to give them greater access to facilities on campus.</p>	Allowance for private accommodation pegged to cost of university residence.

<sup>1</sup> The annual values for these allowances will be determined by NSFAS, to a maximum increase of 10% per year. Allowance values will be communicated to institutions via Circular issued by NSFAS annually.

<b>Cost Category</b>	<b>Description</b>	<b>Annual Values<sup>1</sup></b>
<b>Meal allowances</b>	<p>Students with disabilities residing in self-catering on-campus, off-campus and private accommodation facilities are eligible for a meals allowance.</p> <p>Meals allowances will not be provided for the human support personnel, as their costs are subsidised by the allowances provided by NSFAS.</p>	As determined annually by NSFAS
<b>Transportation Costs while in Private Accommodation</b>	<p>For those applicants residing in private accommodation (as above), NSFAS will pay a contribution towards the transportation costs to travel to/ from campus.</p> <p>This transport allocation can only be used for work placement (work-integrated learning)/community service where it is a requirement of the degree/diploma and at the motivation from the Disability Unit and the department concerned.</p>	As determined by NSFAS, paid per month for 10 months. This is higher than the allowance recommended for other students, due to the cost of transporting students with disabilities being higher than the average.
<b>Learning Materials Costs</b>	The Bursary will be used to pay material costs in respect of books, e-books, e-learning materials and other learning support materials required for the purposes of the chosen qualification, such as art equipment, laboratory equipment/coats etc.	As determined annually by NSFAS.
<b>Assessment Costs</b>	Limited to one assessment for the duration of the qualification (psychological, medical, rehabilitative including vision and hearing), AND on request by the Disability Unit/Student Support services (reference 8.7) for the purposes of determining teaching and learning support requirements such as assistive devices.	As determined annually by NSFAS

## 8 Assistive Devices and Human/Other Support

8.1 The main purpose of assistive devices and human/other support is to enable a teaching and learning environment that is conducive to the holistic development and success of students with disabilities. Assistive devices and human/other support are the additional provisions and support, as outlined below, that make various living and learning environments accessible to students with disabilities. Access and support within the daily living environment, be that by way of a Carer, is another kind of additional support. With support of this nature in higher education, the student is enabled and empowered to gain a university and further education qualification that will foster a successful transition into the workplace and society.

- 8.2** The Bursary Amount will be used to assist in meeting the cost of assistive devices only if the student does not already own or enjoy the use of the assistive devices, whether obtained with NSFAS funds under a prior bursary agreement and obtained within the course of study, or from accessing these devices through other government departments (school, health clinic, social services, labour office). **A student qualifies for one assistive device for the duration of their qualification, and NSFAS will pay for maintenance and repair costs of the device.**
- 8.3** The student, upon his/her first application for assistance, must provide NSFAS with a certified copy of the Disability Annexure, signed by a certified, professionally registered medical doctor or other appropriately qualified professional, which states what the Student requires and would benefit from the support proposed. The Disability Units input in this process can also be accepted regarding the additional support needed as the professionals do not always have full knowledge of the range of support available for students during their course of study.
- 8.4** Students applying for first-time entry into university/college can complete this form prior to their admission and submit it to NSFAS, or wait until they have been admitted to the university/college, and are then assisted by the Disability Unit. However, no allowances for assistive devices or human support will be paid without first having received the Disability Annexure. At any point in the duration of the qualification, should the needs of the student change, a new Disability Annexure form may be completed and a student may then be eligible for these allowances.
- 8.5** A claim in respect of a particular assistive device must be relevant to the student's disability and a suitable motivation needs to be submitted by the Disability Unit with the required documentation which certifies that the applicant requires such a device in order to study for the qualification. Under no circumstances should this contradict what the medical doctor or qualified professional or the Disability Unit has recommended and certified.
- 8.6** A Laptop is not an assistive device but will be funded in certain circumstances where specialized software/hardware devices specific to that disability are required (e.g. where specialized software is required, for Visually Impaired or Blind students or in circumstances where, without the laptop, the student will not be able to perform the day to day academic requirements related to his/her degree). The student will need to motivate to the Disability Unit for the purchase of this equipment.
- 8.7** Claims for assistive devices must be in respect to devices that are required to facilitate access to teaching and learning resources (e.g. books, assignments, lectures etc.) and are linked to the type of disability that a student has. As such, consultations with psychiatrists, occupational therapists, audiologists, speech therapists, physiotherapists, optometrists and ophthalmologists cannot be considered as an assistive device. Where required, an allowance for consultations with specialists is available, on the recommendation of the Disability Unit, Financial Aid Office or Student Support Office.
- 8.8** Students with disabilities at TVET colleges will be able to access these allowances, through their Student Support Services office, subject to the availability of ring-fenced funding to be made available for this purpose. This will be awarded as a top-up to the TVET bursary funding for tuition, accommodation, books and transport. This policy must be read in conjunction with the TVET Bursary programme guidelines as published annually by the DHET.

8.9 The table below details the allowance cost category and the annual threshold values:

Cost Category	Description	Value
<b>Assistive Device</b>	<p>The Bursary amount will be used to assist in meeting the costs of one Assistive Device to a maximum amount to be determined annually (which will be adjusted annually to account for inflation) for the duration of the studies (with the provision that upgrades, repairs, replacements are payable on an annual basis where required).</p> <p>NB: Please note that replacements will only be considered where an assistive device is damaged by circumstances beyond user's control e.g. acts of God. Processes and parameters for the provision of assistive devices will strictly apply.</p>	As determined by NSFAS (adjusted annually). Charged to student's fee account.
<b>Human Support</b>	<p>The bursary amount will be used in meeting the costs of Human Support to the maximum amount determined by NSFAS annually. This money must be paid over to the department paying for the human cost services at the relevant institution.</p> <p>A claim can also be made for the accommodation cost of a Carer of a student living at a university residence.</p> <p>NB: Student requesting funding for Human Support can also access funding for Assistive Devices.</p> <p>Students may only claim for the cost of one human support person. It is recommended that the Disability Unit complete a contract agreement between the student with the disability and the human support person to ensure that there is full understanding of the roles and responsibilities.</p>	As determined by NSFAS (adjusted annually). Charged to student's fee account

## 9 Processes and parameters for the provision of assistive devices

- 9.1 Set out in the Allowable Table below is a list of allowable devices which may be purchased for the student through this allowance.
- 9.2 The maximum amount of the allowance which is available for expenditure on this provision must be noted. **This is a once off payment for entire study period.**

Disability	Assistive Device
<b>Physical Disability Impairment (movement, mobility, locomotor)</b>	<ul style="list-style-type: none"> <li>• <b>Wheel chairs (Category 1):</b> <ul style="list-style-type: none"> <li>• Indoor/low active basic folding chairs,</li> <li>• Urban active chairs</li> <li>• Hybrid active chairs</li> <li>• Rural active chairs</li> <li>• Adjustable posture support chairs</li> <li>• Motorized chairs</li> <li>• Base seating systems: Lap belts</li> <li>• Seating cushions</li> <li>• Tension adjustable backrest</li> </ul> </li> <li>• Computer (Tetra and Quadriplegic)</li> <li>• Recorder (Tetra &amp; Quadriplegic)</li> <li>• Boots (footwear)</li> <li>• Special chair (Commode)</li> <li>• Walking stick</li> <li>• Crutches, callipers, ferrules,</li> <li>• Walking frame</li> <li>• Writing splint</li> <li>• Ankle Brace and splints</li> <li>• Foot and leg orthotics</li> <li>• And any other as required or recommended by the Disability Unit</li> </ul>
<b>Visual impairment or disability (blind and partially-sighted)</b>	<ul style="list-style-type: none"> <li>• Perkins Braille</li> <li>• Tape Recorder/digital recorder tapes</li> <li>• Personal Computer (NB: only if specialized software/related hardware devices specific to that disability are required e.g. large print keyboard, handheld magnifier)</li> <li>• Calculator,</li> <li>• Travelling alarm clock</li> <li>• Spectacles/magnifiers: Refraction only single vision, bifocals fixed tints</li> <li>• And any other as required or recommended by the Disability Unit</li> </ul>
<b>Hearing impairment or disability (hearing loss/impairment and/or Deafness)</b>	<ul style="list-style-type: none"> <li>• Hearing aids and ear moulds:</li> <li>• Body aids complete with cord and receiver</li> <li>• Behind-the-ear (BTE) analogue hearing aids for mild hearing loss</li> <li>• BTE analogue hearing aids for moderate hearing loss</li> <li>• BTE analogue hearing aids for severe hearing loss</li> <li>• BTE analogue hearing aids for profound hearing loss</li> <li>• Canal (in-the-ear-ITE) hearing aids (mild to severe hearing loss - analogue)</li> <li>• Ear level (BTE/ITE) programmable digital hearing aids</li> <li>• Tapes &amp; Recorder</li> <li>• Assistive Listening Devices (ALDs):</li> <li>• FM (frequency modulated) systems - receiver, transmitter</li> <li>• Batteries for hearing aid</li> </ul>

Disability	Assistive Device
	<ul style="list-style-type: none"> <li>And any other as required or recommended by the Disability Unit</li> </ul>
<b>Learning disability and/or other communication disorders (ADD, ADHD, spectrum disorders, dyslexia dyspraxia, dysphasia)</b>	<ul style="list-style-type: none"> <li>Digital voice recorders</li> <li>Fluency device</li> <li>Autistic Augmentative and Alternative Communication Devices (AAC Devices) 7 such as:               <ul style="list-style-type: none"> <li>Dedicated computer systems</li> <li>Software for non-dedicated computers</li> <li>Computer access devices, including specially designed keyboards and voice recognition systems</li> <li>Other peripherals that provide adapted access to computers</li> <li>Computer output devices adapted for monitors and printers</li> <li>Software systems specific to AAC systems</li> <li>Switching devices</li> <li>Non-electronic AAC devices and system</li> </ul> </li> <li>And any other as required or recommended by the Disability Unit</li> </ul>

- 9.3 The cost of an assistive device will be paid by NSFAS out of the Bursary Amount to the institution only on receipt of a registration template which specifies the amount of the device claimed for, based on a quotation and/or invoice from an accredited supplier approved by the institution, which is to be retained by the Disability Unit/Financial Aid Office.
- 9.4 Service providers/suppliers must be paid directly by the institution once the claim has been approved by NSFAS. Claims for assistive devices must be accompanied by corresponding quotation... A list of possible service providers, as recommended by HEDSA, has been included as Annexure C.
- 9.5 It is the responsibility of the student to look after the assistive device issued to him/her, and to ensure that it is used for the purposes that it was intended for. Irresponsibility or negligence on behalf of the student will be dealt with by the institution and NSFAS, and will not be tolerated. When on campus, the student must ensure that the device is not left unattended and when off campus, the device must be properly secured.
- 9.6 Only products from an accredited supplier will be approved by the institution and NSFAS. The student must liaise with the Disability Unit regarding accredited suppliers.
- 9.7 If students transfer from one university to another, the annual threshold limit as determined by NSFAS for the duration of the study period still applies, and the purchase of duplicate devices will not be permitted.

## 10 Human support parameters

- 10.1 This category will cover all non-assistive devices as support.
- 10.2 These could be scribes, note takers, carers, individual reading support, tutors, Sign Language Interpreters.

- 10.3 Note that the costs for Sign Language Interpreters and Carers is provided as a subsidy contribution towards the cost of these services, given their high cost.

## **11 Other considerations**

- 11.1 Students who are currently funded by a NSFAS loan funding programme will be eligible for this bursary funding, if during the course of their studies, they become permanently disabled due to trauma, chronic disease or late onset of a disabling condition. In this event, the existing loan will be written off (as provided for in the Student Funding Policy) as irrecoverable, and a new bursary will be created for the student, on condition that he/she meets the criteria as specified in this policy.
- 11.2 The Student Funding Policy provides for the following: "irrecoverable loans relating to death or permanent disability are written off completely. All outstanding principal and interest balances are calculated up to the event and written off to nil." Therefore, if a student completes his/her studies and was funded by NSFAS loan funding, this bursary fund will not be used to clear that debt, as the debt will be written off.
- 11.3 In the event that a student has been selected by a private (non-NSFAS) donor for bursary funding, and that bursary funding does not provide for assistive devices or human support, where these are required, then the student may be able to access funding through NSFAS on condition that he/she meets the criteria as specified in this policy.

## NSFAS Disability Information Form

Applicants who are currently receiving the funding for students with disabilities do not need to submit this Annexure. Should the nature of your disability change over the term of study, and if this impacts directly on your ability to participate in your educational programme, then you will need to submit updated details and a full medical/rehabilitation report from a certified professional. Failure to provide the information requested on all pages will render this application incomplete.

Please complete in detail, in legible handwriting with certification and verification by a registered healthcare professional or disability support office (where indicated). Please see notes at the end of this document for more information regarding the completion of the form. This form should accompany your application for financial assistance if you have indicated that you have a disability. All information contained in this form will remain with the university/university of technology and/or NSFAS only and will remain confidential.

### APPLICANT DETAILS

ID Number														
First name								Surname						
Student number								Date of birth						

### Disability Information:

(This section could be completed by a certified, professionally registered medical doctor or other appropriately qualified professional viz. optometrist, physiotherapist, disability unit head), who can confirm the disability status of the student and state what support the student requires and how the student would benefit from the support proposed).

Please indicate disability in the section below. Please see the table overleaf for information and explanation on the disabilities listed below

<sup>2</sup> This is available as a downloadable .pdf in the NSFAS corporate identity on the NSFAS website.



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Partially-Sighted		Chronic Illness	
Blind		Physical Disability	
Hearing Impaired		Psychosocial Disabilities	
Hard of Hearing		Deaf-Blind	
Deaf		Neurodevelopmental Disabilities	
deaf		Any other disability	

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Please provide further details if you have a disability not mentioned above:  
(Please give detailed explanation and provide a medical report from a medical practitioner)

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**Psychosocial and Neuro-developmental Disability** - a detailed report to be provided detailing the nature of the support required, not older than 3 years from a registered Psychologist or Psychiatrist will need to be provided to support this application.

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**Chronic Illness** – a detailed recent medical report (from a registered medical practitioner) will need to be provided to support this application explaining how the condition impacts on the teaching and learning process of the student. The nature of the support required by the student will need to be detailed.

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**Details of Practitioner:** (if completed by the Disability Unit, this form must be completed by the Head of the Unit. The additional medical reports required must accompany this form where appropriate)

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Please give details as to how the support requested will benefit the student.  
(this section to be completed by the DU):

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.....  
**Name**

.....  
**Date**

.....  
**Signature**

**Organisation Stamp**

## **HEDSA Disability Coding Framework**

<b>Washington Group</b>	<b>Category of Disability</b>	<b>Description Of Disability</b>
<b>Sensory Disability</b>	<b>Blind</b>	No functional vision
	<b>Partially-sighted</b>	Functional vision with limitations that may be reduced through the use of electronic or manual low-vision devices. (Vision cannot be fully corrected through the use of prescriptive lenses)
	<b>Deaf (capital D)</b>	Little or no hearing: generally, makes use of South African Sign Languages (SASL) and typically subscribes to Deaf Culture
	<b>deaf (lower case d)</b>	Little or no hearing, do not make use of Sign language as a medium of communication, makes use of various means of communication such as speech, speech reading/cochlear implants or a combination of these. Aligns with impairment/disability and the hearing world.
	<b>Hearing Impaired</b>	None, little or some hearing: generally, makes use of appropriate hearing technology e.g. Cochlear Implants, Hearing Aids, and other assistive listening/living devices and typically uses verbal communication. Align themselves with impairment and the hearing world.
	<b>Hard of Hearing</b>	Persons with different degrees of hearing loss, who do not align with impairment and disability.
	<b>Deaf-Blind</b>	No functional vision and no hearing
<b>Specific Learning / Developmental Disability</b>	<b>Neurodevelopmental Disabilities</b>	Specific Learning Disabilities Communication Disabilities, Language and Speech Disability (e.g. stuttering), Autism Spectrum Disorder, Attention Deficit/Hyperactivity Disorder (ADHD), Intellectual Disabilities
<b>Psychosocial / Psychiatric Disabilities</b>	<b>Psychosocial Disability</b>	Such as Depression, Schizophrenia

Washington Group	Category of Disability	Description Of Disability
Physical Disability	Physical Disability	Loss of a limb or makes use of crutches, Wheelchair User, Person with Cerebral Palsy
	Chronic Illness	A long-standing medical condition /illness that affects daily functioning. Such as Chronic Heart Condition, Chronic Diabetes Cancer
Any disability not mentioned above	Give details	Any disability not mentioned above

For ease of reference, these HEDSA codes are as below, given alongside their HEMIS/TVETMIS codes and descriptions:

- Blind (HEMIS/TVETMIS code 01 = Sight)
- Partially-sighted (HEMIS/TVETMIS code 01 = Sight)
- Deaf (HEMIS/TVETMIS code 03 = Communication – talking, listening)
- deaf (HEMIS/TVETMIS code 03 = Communication – talking, listening)
- Hearing impaired (HEMIS/TVETMIS code 02 = Hearing even with a hearing aid)
- Hard of hearing (HEMIS/TVETMIS code 02 = Hearing even with a hearing aid)
- Deaf-Blind (HEMIS/TVETMIS code 07 = multiple)
- Neurodevelopmental disabilities (HEMIS/TVETMIS code 04 = Physical)
- Psychosocial disabilities (HEMIS/TVETMIS code 06 = Emotional – behavioural or psychological)
- Physical disability (HEMIS/TVETMIS code 04 = Physical)
- Chronic illness (HEMIS/TVETMIS code 09 = disabled but unspecified)

**Suppliers & contact details**

**Assistive Technology**

Edit Microsystems	Gerhard Erasmus	<a href="mailto:gerhard@editmicro.co.za">gerhard@editmicro.co.za</a> <a href="http://www.editmicro.co.za">www.editmicro.co.za</a>
Sensory Solutions	Anthony Dodds	<a href="mailto:Anthony@sensorysolutions.co.za">Anthony@sensorysolutions.co.za</a> <a href="http://www.sensorysolutions.co.za">www.sensorysolutions.co.za</a>
Inclusive Solutions	Lisa Ellis	<a href="mailto:lisa@inclusivesolutions.co.za">lisa@inclusivesolutions.co.za</a> <a href="http://www.inclusivesolutions.co.za">www.inclusivesolutions.co.za</a>
Microlink PC / Hearability	Lesley Shaw	<a href="mailto:lesley@hearability.co.za">lesley@hearability.co.za</a> <a href="http://www.microlink.co.za">www.microlink.co.za</a>
BlindSA	Susan Bam & Mr Rudolph Lubbe	<a href="http://www.blindsa.co.za">www.blindsa.co.za</a>
Phonak SA	Lizeth Keulder	<a href="http://www.phonak.co.za">www.phonak.co.za</a>
Head-phones SA	Martin de Marillac	<a href="http://www.headsets.co.za">www.headsets.co.za</a>
New wave Communications	Ishmail	<a href="http://www.newwave.co.za">www.newwave.co.za</a>
Chairman Industries	Gertrude Sierra	<a href="http://www.chairmanund.co.za">www.chairmanund.co.za</a>

**Mobility Aids**

Shonaquip	<a href="http://www.shonaquip.co.za">www.shonaquip.co.za</a>
CE Mobility	<a href="http://www.cemobility.co.za">www.cemobility.co.za</a>
Medop	<a href="http://www.medop.co.za">www.medop.co.za</a>


**Other Computer Equipment**

Tshwane Computer Solutions
Teletek
Incredible Connection

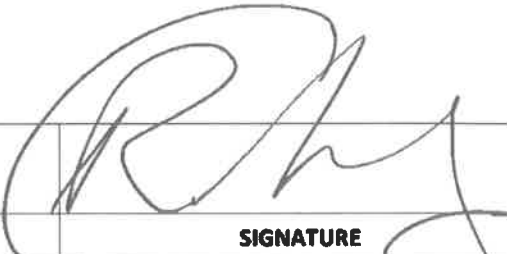
**I. SUBMITTED BY:**

LOANS & BURSARIES INPUT HANDLING		
Comments (if any):		
<b>Mr. Hirohito Dikobo</b> Senior Manager: Disability		11 January 2019
<b>NAME &amp; DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>

**II. SUPPORTED BY:**

LOANS AND BURSARIES OPERATIONS		
Comments (if any):		
<b>Mrs. Tasneem Salasa</b> Acting Chief Operations Officer		14.1.2019
<b>NAME &amp; DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>

**III. APPROVED BY:**

LOANS AND BURSARIES		
Comments (if any):		
<b>Dr. Randall Carolissen</b> Executive Administrator		15/01/2019
<b>NAME &amp; DESIGNATION</b>	<b>SIGNATURE</b>	<b>DATE</b>





