Tshwane University of Technology

We empower people

FINANCE: REVENUE SERVICES

TO ALL STUDENTS (PROSPECTIVE AND RETURNING STUDENTS)

RE: THE IDENTIFICATION AND VERIFICATION OF THE MISSING MIDDLE COHORT

Government will subsidise the fee adjustment capped at 8% on the 2015 fee for all qualifying registered students with gross family income **up to R600 000 per annum** in 2017. This is not a loan, but a **grant**.

1. ELIGIBILITY CRITERIA

- Only South African citizens and permanent residents studying towards an undergraduate or postgraduate qualification in 2017 will be considered. Please note that only information provided at point of application will be considered.
- The applicant and direct family (mother, father, spouse or legal guardians) must have a combined GROSS family income of no more than R600 000 per annum
- Applicants that applied and qualified for NSFAS funding are not required to submit this application; they will automatically be considered.
- All students who attended Quintile 1, 2 and 3 schools in Grade 12 will be automatically considered upon verification of HEMIS data and will not be required to submit this application.
- Students who are recipients of internal university merit bursaries will be eligible for the 8% grant funding, provided they fall within the R600 000 family income cap. This will not be for students supported through university trust funds or other forms of donor funding.

2. CONTEXT

Government is committed to funding the 8% fee adjustment in 2017 for all NSFAS qualifying and missing middle students through a gap grant. NSFAS students are identifiable and automatically eligible for the gap grant. A framework to identify the 'missing middle' cohort, defined as students from families with gross family income up to R600 000 per annum but not eligible for NSFAS funding, has been developed in conjunction with universities.

3. PROCESS

- To initiate the process, *a student will need to apply* to be considered for a grant to cover the 8% fee adjustment as decided by the University Council.
- The application of the student will have to be supported by evidence of the combined annual family income comprising of certified copies of parents, spouses and legal guardians identification documents (IDs) together with a form indicating consent to enable the university to conduct a credit check, if necessary.
- A proportion of students will automatically be considered for the grant without any checks being necessary. These include learners who completed their Grade 12 studies at Quintile 1, 2 and 3 schools (matched to the DBE database) and all students covered by NSFAS.
- Fees included are tuition fees and accommodation fees where the accommodation is university owned or operated (i.e. part of the university fee account). The University will be expected to *verify* the claims before submission to the DHET.

- All information must be provided to the DHET. The DHET will determine the monetary value of the poor and missing middle cohort to be provided to the University.

- The fee adjustment will be shown as a separate credit entry on the financial statement of each individual student.

4. PRINCIPLES

To implement the process of identification and verification of students eligible for the gap grant funding to cover the 8% fee adjustment in 2017, principles have been developed to serve as criteria. **The following principles will guide the identification process:**

(a) The 8% fee adjustment on the 2017 fee is applicable to all qualifying South African and permanent residence undergraduate and postgraduate students and students.

(b) The fees adjustment for qualifying students will be shown as a distinct amount on the individual student fee account.

(c) The fee adjustment covered will be for tuition as well as university accommodation, where applicable.

(d) The following students will automatically qualify for the percentage fee adjustment grant implemented at the university:

- *New* 2017 first time entry students (FTEN) who *quality for NSFAS* in the 2017 academic year - these students would have completed the NSFAS means test through the NSFAS application process and have been accepted as FTEN students by the University.

- *Continuing* 2017 NSFAS qualifying students - the data will be made available to universities by the NSFAS.

- Students who have applied for NSFAS funding, were NSFAS means tested and found to be eligible, but due to the shortage of funding did not receive support in prior years; the University will utilise the 2013, 2014 and 2015 historic debt data that was submitted to the Presidential Task Team in October 2015 to identify eligible students.

- Students from Quintile 1, 2 and 3 schools will automatically be eligible for the grant and will not be required to undertake a means test.

(e) Students who do not fall into the categories above, will have to go through a different application and verification test for eligibility for the fee adjustment grant. See Application and consent form attached.

(f) Students who are recipients of internal university merit bursaries will be eligible for the 8% grant funding, provided they fall within the R600 000 family income cap. This will not be for students supported through the University trust funds or other forms of donor funding.

(g) The following students DO NOT qualify for the fee adjustment:

- All *foreign* students, including SADC students, will have to pay their full fees (including the fee adjustment implemented at the university). No foreign student will be provided a gap funding grant.

- Students who are recipients of bursaries and scholarships that cover their *tuition and accommodation fees* will have to pay the percentage fee adjustment.

- Any student from a household with an income in excess of R600 000.

(h) Students who are recipients of partial bursaries and scholarships which do not cover full tuition fees and/or accommodation will be eligible to apply for the 8% grant, provided they fall within the R600 000 family income cap.

(i) Any student who does not apply for exemption (i.e. who chooses not to provide proof of household income and other information required) and therefore cannot be tested for eligibility will not receive the grant to cover their fee adjustment.

5. The following principles will guide the application process:

(a) All students must apply to access the fee adjustment grant, except those who qualify automatically, as indicated above.

(b) Students will be required upon registration to provide full information on their legal guardians/parents/spouse and indicate who is sponsoring their studies, as well as provide the name and location of the school at which they completed their Grade 12 qualification.

(c) The University will conduct a credit check for those applicants that do not automatically qualify for the fee adjustment grant. It will be necessary to verify household income. This would necessitate applicants to submit a consent form signed by their /parents guardians.

(d) Students must submit the following documentation and information to test for eligibility:

- Certified copy of ID of their parents/legal guardians/spouse;
- A consent form signed by their parents/legal guardians/spouse that allows for verification of the information provided.
- Information on any party sponsoring their studies.

(e) Government will guarantee the percentage fee adjustment for qualifying students in the form of a grant to the university.

6. The following principles will guide the appeals process:

(a) The University has set and clearly communicate a closing date for all applications – see attached application form.

(b) Students who have applied for the fee adjustment grant **WILL** be advised on the outcome of their application for the grant within the first quarter (i.e. by 30 April 2017).

(c) Students who were rejected are allowed to appeal the outcome, should they wish to do so. All appeals can be made at the different campuses Student Debtors Offices by the 31 May 2017.

Attached hereto is the application form to be completed by all students who wish to access the grant. Please complete the form and email the completed form, along with the supporting documents, to gapgrant@tut.ac.za or hand deliver the completed form to any of the University Student Debtor Offices by the 10 February 2017.

MR. S BOKABA
Director
Finance: Revenue Services
21 December 2016

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) - 2017 FEE ADJUSTMENT GRANT

SECTION 1

Government will subsidise the fee adjustment capped at 8% on the 2015 fee for all qualifying registered students with gross family income **up to R600 000 per annum** in 2017. This is not a loan but a **grant**. The grant will reflect as a credit on the student account once eligibility has been confirmed.

Closing date for applications is as follows: **10 February 2017**

IMPORTANT INFORMATION – *Please read carefully*

A. DEFINITIONS

Combined family income: Parents, spouses and/or legal guardians who earns an income to supporting the family through wage, salary, grant, pension or other source of income including rental or business income;

Quintile: South African schools are divided into five categories (quintiles) based on the socio-economic status of the community in which the school is situated. Quintile 1 schools are the poorest while quintile 5 schools are the least poor.

B. ELIGIBILITY CRITERIA

- Only South African citizens and citizens with a permanent South African residency studying towards an undergraduate or postgraduate qualification in 2017 will be considered.
- The applicant and direct family (mother, father, spouse or legal guardian) must have a **GROSS** combined family income up to R600 000 per annum.
- The DHET Grant will ONLY cover tuition fees and university managed accommodation (including operational leases for student accommodation between the university and a service provider).
- **Applicants that applied for NSFAS funding are not required to submit this application, they will automatically be considered.**
- **All students who attended Quintile 1, 2 and 3 schools in Grade 12 will be automatically considered upon verification of HEMIS data and will not be required to submit this application**.

C. COMPLETING THE APPLICATION

- Please ensure that the application is completed in full. Certified copies of IDs of the parents/spouse and/or legal guardians **MUST** be attached. ***Incomplete applications will not be considered.***
- Parents, spouses and legal guardians are requested to acknowledge that they understand that personal information will be requested and provided to third parties who will assist the University with verifying income and that their signature to the application constitutes express written consent.
- Ensure that all parties (father/mother/spouse/legal guardian/student) complete and sign the relevant sections.

Appeals

- Students who are unsuccessful in their application may appeal within 14 days of outcome of decision by completing an Appeals Form which will be loaded on the University's website.

higher education & training
Department:
Higher Education and Training
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APPLICATION FOR THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) - 2017 FEE ADJUSTMENT GRANT

SECTION 2

1. Student application information

Surname	
Name	
Identity number	
Student number	
Cell phone number	
Alternative number	
Qualification (name in full)	
Email address	
Other funding (bursaries, scholarships): Please specify sponsor, contact details of sponsor, and R' amount	

Other funding	**Yes**		**No**	
Name of sponsor				
R (amount)	**R**			

2. Personal information of Parents/Spouse/Legal Guardians where applicable:

Please complete the family details below. Parents/Spouse/Legal Guardians must sign consent giving the University permission to verify employment information with a third party such as a credit bureau. The information received will be used to verify employment, marital status and any other information material to the financial information provided in this application.

Surname of Mother/Spouse/Legal Guardian	
Name	
Identity number	
Occupation	

Surname of Father/Spouse/Legal Guardian	
Name	
Identity number	
Occupation	
Total combined annual gross family income (before deductions and tax)	**R**

Student Full Names _____

Student Surname _____

Student Signature:_____Date_____

3. Declaration and Consent

(a) I/We am aware thereof that the Minister of Higher Education and Training has announced that Government will pay the fee increases of students for 2017 (provide a non-repayable Fee Increase Grant) in cases where the combined income of a student's family is up to R 600 000 (six hundred thousand Rand) (in other words, there will effectively be a 0% fee increase for those students in 2017).

(b) I/We understand that, in order for the University to consider my/our application for the Fee Increase Grant, it will require certain personal information from me/us.

(c) I/We also understand that my/our personal information will be provided to third parties who will assist the University with verifying my/our income and that my/our signature to this document constitutes express written consent.

(d) I/We understand that there is no guarantee on the outcome of this application, as the criteria must first be met and any incorrect/incomplete information may delay the outcome.

(e) I / We accept that any fraudulent information provided will automatically disqualify my application and may result in a case of fraud being pursued against me or my parents/legal guardians/spouse.

(f) I/We have noted the following documentation and information that may be requested.

4. **Documents to be submitted if required for the verification of income process**:

- Certified copy of Identity Document of yourself, your parents or legal guardians.
- If either of your parents is deceased, a certified copy of the death certificate.
- Certified or official copy of recent payslip, letter of employment, not older than three months, for each parent, or your guardian or yourself if you are employed.
- Proof of income, bond statement and council rates accounts if parents/guardians are an informal trader/hawker.
- If parents are employed by a company – salary/wage slips of both parents (not required in bullet 3 above.
- IRP5, IT3 and IT12 (last 2 years) if parents/guardians are earning commission.
- Signed and complete 2015 financial statements signed by members; IT14 – Tax return for the business (last 2 years) IT12 – Tax return for the individual (last 2 years) and IT3(b) Income Tax Certificate from the Bank (last 2 years) if parents/guardian/spouse **own or are members of a CC/Pty (ltd) and /or sole proprietor**.
- Official letter from the Department of Labour if parents/guardian/spouse are unemployed proving unemployment status.
- Copy of an official pension slip or bank statement if parent/guardian receives income such as pension/grant/maintenance/rental/interest from investment.

I/We also confirm that I/we have read and hereby accept the terms and conditions of this consent.

THUS signed and dated at _____on this ____ day of _____ 2016.

Mother/Spouse/Legal Guardian's signature_____

THUS signed and dated at _____on this ____ day of _____ 2016

Father/Spouse/Legal Guardian's signature: _____