UFS FINANCIAL AID – NSFAS INFORMATION

STEP 1: Log in on your myNSFAS account to check your funding status with NSFAS.

STEP 2: If your funding status on your myNSFAS account reads "Funding eligible without / with admission" or "Provisionally funded" you will receive a sms from the University Financial Aid office to inform you that the University system is open for you to register. The University can only send you a sms once NSFAS has confirmed your funding with the University.

STEP 3: If your funding is confirmed in **step 2** and you have not received a sms from the University Financial Aid office within 2 weeks, you should please contact the Financial Aid office to assist you to find a resolution. Please note that the Financial Aid office does not take over your responsibility to engage with NSFAS. You remain responsible to continuously engage with NSFAS to resolve any outstanding issues.

STEP 4: Once you received a sms from the University Financial Aid office to confirm that your funding is allocated you may continue to register for a **NSFAS funded qualification** without having to make the first payment for registration. Please register for all your modules in the beginning of the year, if possible, to avoid increase in costs during second semester. If you have outstanding fees for the prior year you are referred to Student Finance before you may be allowed to register.

STEP 5: Once you are registered you may apply for allowances for NSFAS private accommodation or NSFAS transport on the Student Self Service portal. Please read the terms and conditions for these allowances carefully to determine if you qualify and submit an application.

STEP 6: Applications for allowances will be reviewed by the University Financial Aid office and once your compliance with the terms and conditions for the allowance was confirmed it will then become eligible for the allowance. Your first allowance payment will be paid to your bank account through **Fundi** as the service provider. The UFS can unfortunately only pay allowance once we received the advance for allowances from NSFAS beforehand.

STEP 7: You will receive the following message from Fundi to upload your banking details for the allowances to be paid to your bank account. **You only do this once**.

"Dear UFS Student. You have been allocated a cash allowance. If you have not uploaded YOUR banking details Please log on to https://mycard.fundi.co.za/. No payments will be made to friends/relatives. Regards Fundi"

STEP 8: Monthly allowances after the first payment will similarly be paid via Fundi into your bank account during the first week of each month until November if you are registered for the full year. Should you be registered for the first semester only, payment will only be made for the first semester.

STEP 9: After registration period has ended your registration information will be submitted by the University to NSFAS. Any updates on registration data will be submitted in accordance with the NSFAS scheduled programme for submissions (which is usually monthly). Once NSFAS confirmed your funded registration data on the NSFAS Bursary Agreement list an allocation of your funding will be made to your student fee account. **This is done monthly**.

STEP 10: Students who paid their own registration fee will receive an opportunity to submit a **refund** request. Communication regarding the refund process will be send to the students' ufs4life email address.

STEP 11: Your bursary amount will be finalised towards the end of the year when the final qualifying amount can be confirmed and accordingly adjusted on your student fee account.

WHAT IS IMPORTANT FOR NSFAS STUDENTS TO KNOW

- check your ufs4life emails on a regular basis
- ensure that your contact number is correct and updated on the UFS system (remember this is your responsibility)
- adhere to closing dates, and
- read through the frequently asked questions on the UFS website (https://www.ufs.ac.za/templates/news-archive-item-more/campus-news/2020/january/everything-you-need-to-know-about-nsfas-funding)