



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 “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: The NSFAS allowance payment process will depend on NSFAS and if a third party service provider will be used for the payments. Please contact the UFS Financial Aid office for more information relating to your allowance payments:

Bloemfontein campus: FinAidenquiriesBfn@ufs.ac.za

South campus: FinAidenquiriesSouth@ufs.ac.za

Qwaqwa campus: FinAidQwa@ufs.ac.za

Contact number: 051 401 9111 (option 3)

STEP 7: 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 8 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 9: 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/everythingyou-need-to-know-about-nsfas-funding>)