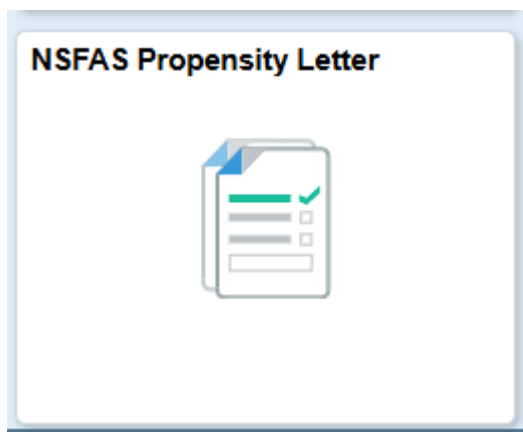


NSFAS propensity letter process for students:

Log in on Student Self Service.

Click on the “NSFAS Propensity Letter” tile on the PeopleSoft Campus Solutions homepage:



Click on “Fill out a new form”:



After clicking this a form request is started:

Carefully read through the instructions by clicking on the “Instructions” tab:

Instructions

The propensity letter is for NSFAS students who are rejected because they no longer meet the N+ rule. Only for this reason a propensity letter must be requested by the student.

The propensity letter must be requested as soon as the appeal option is open to allow your faculty enough time to give feedback. Kindly note that you only have 30 days to submit an appeal.

Once approved, the propensity letter can be uploaded on the NSFAS portal with the appeal.

The propensity letter can only be requested for the relevant year and not for any prior years.

Your request will only be approved if you meet the following criteria as set out by NSFAS:

1. If you have the propensity to complete and achieve your qualification in the current year, and
2. If you have 50% or less final year course credits to complete.

If your request was not approved, you will not be able to complete your appeal process. The appeal option will lapse after 30 days.

You will only be allowed to submit one online request for a propensity letter during a year.

For enquiries, please contact the Financial Aid office:

Bloemfontein Campus: FinAidenquiriesbfn@ufs.ac.za
South Campus: FinAidenquiriesouth@ufs.ac.za
Qwaqwa Campus: FinAidqwa@ufs.ac.za

Telephone number: +27 51 401 9111 (OPTION 3)

On the form, select your qualification.

The screenshot shows the NSFAS Propensity Letter form. At the top, there is a header with a back arrow and the text "NSFAS Propensity Letter". Below the header, there is a section for "Instructions". The form is divided into two main sections: "1. Student Section" and "2. Faculty Section".

1. Student Section
This section is designated for Students. Please select for which Qualification you are applying for propensity.

*Qualification

2. Faculty Section
This section is designated for Faculty Administrators to fill in.

2.1. Credit Load
Normal Credit load for final year of study for programme and Registered credit Load for current year:

Normal Load Registered Load

Percentage of Registered Credits vs Normal Final Year Credit Load:

% Reg. Credits

By clicking on “Qualification” magnifying glass, the following lookup will display:

Your active programs will be available to choose from.

The screenshot shows a "Lookup" dialog box. It has a "Cancel" button and a "Lookup" button. The search criteria is "Qualification". The search results are displayed in a table with two columns: "Academic Program" and "Long Description".

Academic Program	Long Description
B4364	Bachelor of Science in Information Technology majoring in Computer Science and Business Management

After selecting the program, it will populate on the first page:

< NSFAS Propensity Letter

NSFAS Propensity Letter

Instructions

Student

Approval Status: Initial

Created On

1. Student Section

This section is designated for Students. Please select for which Qualification you are applying for propensity.

*Qualification

B4364

2. Faculty Section

This section is designated for Faculty Administrators to fill in:

2.1. Credit Load

Normal Credit load for final year of study for programme and Registered credit Load for current year.

Normal Load

Registered Load

Percentage of Registered Credits vs Normal Final Year Credit Load:

% Reg. Credits

Save the form before submission using the buttons at the top right:

< NSFAS Propensity Letter

NSFAS Propensity Letter

Instructions

Student

Approval Status: Initial

Created On: 2025/01/08

1. Student Section

This section is designated for Students. Please select for which Qualification you are applying for propensity:

*Qualification

B4364

2. Faculty Section

This section is designated for Faculty Administrators to fill in:

2.1. Credit Load

Normal Credit load for final year of study for programme and Registered credit Load for current year.

Normal Load

Registered Load

Percentage of Registered Credits vs Normal Final Year Credit Load:

% Reg. Credits

Once submitted the form will be greyed out as display only with the Pending approval status:

