**UNIVERSITY OF PRETORIA**

APPLICATION FOR STUDY FINANCE (Bursaries & Loans) - 2020

- **UP bursaries and loans:**
    - o   Applications must be submitted through the UP Student Portal.
    - o   Applications for 2020 open on 01 September 2019.
    - o   For more information you can visit www.up.ac.za/feesfunding

- **NSFAS**:
    - o   NSFAS applications are centralised with NSFAS.
    - o   For application dates & information please visit www.nsfas.org.za.

- **International Students**:
    - o   There is no International funding application available on the application system.

<u>**UP bursary and loan applications:**</u>

Only applications **submitted** before or on the closing date <u>and</u> where the Application Status is **Complete** <u>and</u> where the student is **Enrolled**, will be considered for awards.

- Apply for study finance via UP Student Portal, click on "*Student Centre*" or "*Apply for Financial Aid*".
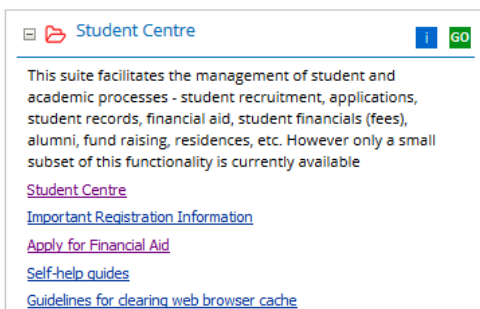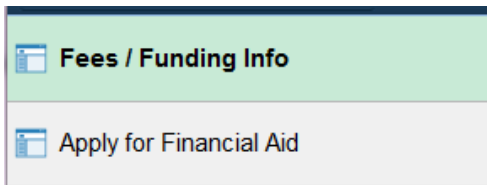

- On the UP Student Self Service page, click the "**Fin Aid/Funding Opportunities**" tile

- Click **"Apply for Financial Aid"**

- Click **Add Application**

- Select "**YES – Create Application**" for the Financial Aid Type you want to apply for

- Select the row in the Application Summary table and follow the pages to complete the form

Aid Year	Financial Aid Type	Started On	Submitted On	Submitted Status
2019	UP Bursaries and Loans	2019/07/09 11:20AM		Not Submitted

- After completion, select "YES" on the Consent page to agree to the terms of the application and click "NEXT"

- A list of required documents will appear. You must upload ALL of the required documents before you can submit the application for processing. The documents must be in .pdf format and must **NOT** be password protected.

- Click **Submit**

If you do not have the required documents immediately available you can save your application as draft and upload them at a later stage but you will not be able to submit your application for processing before they are **ALL** uploaded.

University staff will review submitted applications for the quality and classification of each uploaded document and either validate it or reject it. You will be notified via an automated email if any document has been rejected. You will then have to go to Student Service Centre and view the document and rejected reason. Any new documents that must be uploaded can only be uploaded via Student Service Centre once the application is submitted.

For not yet submitted applications - to upload documents at a later stage and submit your application you must:
- Navigate to your application and go "NEXT" through each page to get to the last document page
- Upload the required documents
- Click **Submit**

For already submitted applications - if you need to upload additional, correct, replacement documents you must:
- On UP Student Centre choose the link to the right-hand-side of your screen "*Upload Supporting Documentation*"
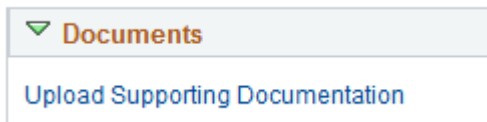
- This will take you directly to the page where you can upload documents BUT you cannot submit your application from here
- Add a new row by clicking on the "Add" on the right
  - select Financial Aid
  - select year for your application – eg 2020
  - select the correct Doc type
  - upload the .pdf document
  - save

Documents listed below are required in support of the application.
- Proof of Income (payslip / pension advices / audited financial statements) **not older than 3 months** for the working applicant / spouse / parents / legal guardian;
- If no proof of income or if unemployed, an affidavit per individual stating the source of income / maintenance / allowances;
- If the biological parents are divorced or the parent is single(never married) they must provide an affidavit stating maintenance;
- Payments for bonus / overtime must be excluded when the gross income is declared.

GUIDELINES FOR AFFIDAVITS & PROOF OF INCOME

1. **Guidelines for affidavits**
   a) An affidavit is a sworn statement. The person making the statement takes an oath that the contents are, to the best of their knowledge, true before signing the affidavit. It is also signed by a notary public or some other judicial officer who can administer oaths, to confirm that the person signing the affidavit was under oath when doing so. These documents can carry considerable weight in a legal process.
   b) The biological/adoptive parents or legal guardian must write the affidavit. An affidavit made by the applicant (student) will not be accepted.
   c) The document must not be older than three (3) months.
   d) The following must be indicated:
      - The date and place where the affidavit was written
      - The relationship of the writer with the applicant (student)
         - How gross income is generated. Gross income is any money received and is not limited to remuneration earned from employment. It includes receipt of rental, interest, annuities, business income, etc. It excludes any deductions / expenses
      - The amount of money generated per month/year
      - Clearly state what portion of the gross income is utilised to support the applicant (student)

2. **Guidelines for payslips**
   a) Salary advice should not be older than three (3) months.
   b) Indicate payment period i.e. weekly/fortnight/monthly/annually.
   c) Tax certificates are not accepted.
   d) Bank Statements are not accepted

3. **Pensioners**
   a) Copies of the pension advice from social welfare or institution concerned must be submitted.
   b) The name, surname and ID number of the pensioner must be indicated on the pension slip.
   c) The pension advice should not be older than three (3) months.

4. **Self-employed & business owners**
   a) The latest audited financial statements must be provided;
   b) An affidavit stating gross income from business activities (only if audited statements are not available / self-employed)
   c) If commission only, proof of payments for the past three months or an affidavit to declare commission received for the past three (3) months must be provided.

5. **Unemployment Insurance Fund (UIF)**
   This is not accepted as a source of income.

We reserve the right to request any other financial information.