Nelson Mandela Metropolitan University
for tomorrow
Port Elizabeth & George

Application for
NSFAS/NMMU Loan
Nelson Mandela Metropolitan University
2014

Student number *(1st Year students must wait for student number from Admissions Department)*

Surname

First name

Please read the form carefully.
Only completed applications will be considered.

☐ **1st Year applicants**
Closing date: 31 October 2013
Late application: 14 January 2014

☐ **Continuing students**
Closing date: 30 August 2013

DATE STAMP

RECEIVED BY: .....

NO LATE APPLICATIONS WILL BE ACCEPTED

NSFAS-loans (National Student Financial Aid Scheme)

1. The financial assistance received by a successful applicant takes the form of a LOAN, which is repayable on completion of studies;
2. NSFAS loans are specifically for students who are financially needy.
3. The size of the loan is determined according to a MEANS TEST as prescribed by NSFAS.
4. Only students who are South African citizens and accepted by NMMU to do a **First Tertiary Qualification (full-time)**, and students who are intending to register for specific postgraduate courses i.e. PGCE, BTech.
5. Up to 40% of the loan can be converted into a bursary, depending on examination results.

PO Box 77000 • Nelson Mandela Metropolitan University • Port Elizabeth • 6031

FINANCIAL AID OFFICE
Summerstrand North Tel: 041 504 3182 / 2550
Missionvale Tel: 041 504 1242
George Tel: 044 801 5111 / 5130

(For official use only:)

Income		No. of Dependants	Not processed (form incomplete)	EFC	Processed by	Date
Father	Mother					

IMPORTANT

CHECKLIST

In order for us to process your application please ensure that you have completed all the sections of the application form and attached all the required documents.

Completing the application form **Tick box**

- Have you completed Sections 1 - 3 of the application form? ☐
- Was the Sworn Affidavit on page 5 stamped by a Commissioner of Oaths? ☐
- If you are under 18, has your parent/guardian signed the affidavit? ☐

NOTE: ATTACH CERTIFIED copies of the following documents (All the certified copies must not be older than 3 months)

- Identity documents of applicant, father, mother, brothers & sisters ☐
- Death certificate of father/mother if deceased ☐
- Divorce decree if parents are divorced ☐
- Proof of legal guardianship ☐
- Proof of postal address(Electricity/telephone account of parent) ☐
- Copy of Salary Slip of your father & mother(Not older than 3 months) ☐

  OR

  - Unemployment Certificate from the Department of Labour ☐

  OR

  - Sworn affidavit regarding income of father & mother (if not receiving a salary/wages) ☐

  OR

  - Audited statement/tax certificate of income of business when parents are self-employed and proof that you were unable to obtain finance from another source (proof of regret letter from bank) ☐

  OR

  - Proof of pension payment/disability grant of father & mother / guardian (3 months bank statement) ☐
- Identity document of father/mother/guardian with declaration: (I approve the application of the loan) and signature with date ☐
- Latest school results ☐

SECTION 1 : STUDENT INFORMATION

Surname ..... First names .....

I.D. number | | | | | | | | | | | | | |

Home address ..... Postal code .....

Home telephone no..... Cell no. .....

Marital status (proof of status must be supplied if married, divorced or widowed)

Never married ☐ Married ☐ Widowed ☐ Divorced ☐

Employment details (If employed) .....

Spouse's name .....

Spouse's home address (if separated) ..... Postal code .....

Have you supported yourself for a period of longer than 3 years? Yes ☐ No ☐ If yes, please supply proof in the form of payslip or tax assessment.

Have you ever been placed under administration or been declared insolvent? Yes ☐ No ☐

Have you received treatment for a psychiatric condition in the last 3 months?(NSFAS requirements) Yes ☐ No ☐

SECTION 2 : DETAILS OF PARENTS OR LEGAL GUARDIAN

NOTE:

- Please attach payslips / pension slips / business statements / death certificates.
- ID copies or birth certificates for all family members listed on section 2 & 3 must be attached.

MOTHER

Surname ..... First names .....

Home address ..... Postal code .....

Mother's status: Never married ☐ Married ☐ Widowed ☐ Divorced ☐ Deceased ☐

Name of mother's spouse (If her spouse is not your father) .....

Have you ever been placed under administration or been declared insolvent? Yes ☐ No ☐

Mother's employment details .....

Mother's I.D. number | | | | | | | | | | | | | |

FATHER

Surname ..... First names .....

Home address ..... Postal code .....

Father's status: Never married ☐ Married ☐ Widowed ☐ Divorced ☐ Deceased ☐

Name of father's spouse (If his spouse is not your mother) .....

Father's employment details .....

Fathers's I.D. number | | | | | | | | | | | | | |

GUARDIAN

Have you ever been placed under administration or been declared insolvent? Yes ☐ No ☐

Do you have a guardian appointed by a court or appointed in terms of your deceased parent's will?

(Grandparents are NOT guardians unless legally appointed) Yes ☐ No ☐ If yes, attach copy of court order.

Surname ..... First names .....

Home address ..... Postal code .....

Guardian's status: Never married ☐ Married ☐ Widowed ☐ Divorced ☐ Deceased ☐

Name of guardian's spouse .....

Have you ever been placed under administration or been declared insolvent? Yes ☐ No ☐

SECTION 3 : DETAILS OF FAMILY

Please list those who are dependent on the family's income (stated below) start with yourself (applicant), followed by your spouse (if any) and then any other dependants.

NOTE:
If the person received income from more than one source, please list them all. If the income is from wages or a salary, please submit a copy of the latest pay slip with this application. If the income is from the profit of a business, please submit a copy of the official financial statement of the business submitted to the tax authorities last year. If the income is from child support as a result of a divorce, please supply a copy of the relevant sections of the divorce documents.

Name	Age	How is this person related to you (List of family)	Please state: Scholar, Student, Employed/ pensioner etc	If not employed state how income is derived / family is supported (Attach proof of retrenchment/ unemployment, etc.)	Source of income i.e. Wages? Salary? Pension? Child support? Interest on investments? Business profit?	How much does the person receive from this source each month? Proof of all income must be supplied. (See the note at the foot of this page.)
		Applicant				
		Mother				
		Father				
		Guardian				
		Spouse				
		Husband/wife				

NOTE 1:
- **If you are married, widowed or divorced, or**
- **If you have supported yourself for more than 3 years, or**
- **Both your parents are deceased, then please complete section 3 as the head of the household.**

NOTE 2:
Please attach payslips or business statements (must not be more than 3 months old).

FOR OFFICE USE ONLY: CALCULATION OF FAMILY INCOME

BOOMTOWN.COZA 3926

SWORN AFFIDAVIT

It is compulsory that you read and sign this affidavit so that you are fully aware of the consequences of giving false information.

I (Full name of applicant) ..... hereby declare that the information and documents supplied with this application, is true and correct to the best of my knowledge and belief. I have submitted this information knowing that, if I wilfully stated in it anything which I know to be false or which I do not believe to be true, I may be declared ineligible for all financial assistance, and/or any financial aid already granted may be withdrawn and any sums paid to me or on my behalf may be recovered from me and/or disciplinary action may be taken against me either at the university or in the civil courts. I further undertake to inform the Financial Aid Officer of any change in my circumstances. I acknowledge that should I fail to do so and continue to receive financial aid which I would not be entitled to by reason of my changed circumstances, the university may have recourse against me in any of the ways set out above.

....

Signature of applicant Date I.D. Number

I certify that the deponent has declared that he/she is familiar with the contents of the statement, signed and sworn in my presence,

at ..... on this ..... day of ..... 20 .....

COMMISSIONER OF OATHS (This sworn affidavit must be certified)

Commissioner
of Oaths stamp

TO BE COMPLETED BY THE STUDENT

Student name .....

Student number .....

We hereby acknowledge receipt of your application form for financial assistance for 2014.

....

NMMU official Date

CHECKLIST (FOR OFFICIAL USE)

The following documents have been attached:

Proof of income: Father ☐ Mother ☐

Students certified ID ☐

Other ID documents ☐

IF POSTING THIS FORM, PLEASE HAVE THE SLIP STAMPED AT THE POST OFFICE, TEAR IT OFF AND KEEP IT AS PROOF OF HAVING SUBMITTED AN APPLICATION NO LOOSE DOCUMENTS WILL BE ACCEPTED.