

**CIRCULAR NOTICE NO 02 OF 2022**  
(FOR ALL INSTITUTIONS)

---

TO: VICE-CHANCELLORS, PRINCIPALS

CC: CHIEF FINANCE OFFICERS, REGISTRARS, STUDENT SUPPORT MANAGERS,  
HEADS OF FINANCIAL AID

FROM: ANDILE NONGOGO

DATE: FEBRUARY 02, 2022

SUBJECT: **RELEASE OF 2022 FUNDING LISTS FOR NSFAS ELIGIBLE STUDENTS**

---

## 1. INTRODUCTION

This circular aims to advise institutions on the process of releasing provisional funding decisions and the opening of 2022 appeals for new, and continuing students.

## 2. BACKGROUND

NSFAS has delayed the issuance of funding lists pending the approval of the budget short fall on student funding. Following the minister's statement on February 01, 2022 that all eligible students will be funded to the extent they have been accepted at an institution of higher learning and the allocation of funding, NSFAS will be issuing funding lists for all students.

## 3. FUNDING APPROVAL PROCESS TO BE NOTED BY INSTITUTIONS

NSFAS will extract a list of provisionally funded students per institution and share these lists with institutions. Institutions should not use the portal to extract the funded report. The list will be sent to your institution through the respective Service Agent by no later than midday - 02 February 2022.

The institution portal is undergoing enhancements, and NSFAS will notify institutions when the maintenance process is complete, for institutions to start using the portal again.

## 4. APPEALS: NEW AND CONTINUING STUDENTS

NSFAS has developed an appeals portal. All appeals must be lodged by the continuing student/applicant on the self-service portal. Students who have been assessed as unsuccessful, and who may lodge an appeal, will automatically have access to lodge an appeal on their accounts.

Appeals will open on February 03, 2022. Students must ensure that they upload all required supporting documentation to substantiate their appeal. Students must lodge an appeal within 30 days of having been assessed as unsuccessful. Any outstanding documentation related to the appeal must be submitted by the



National Student Financial Aid Scheme

student/applicant within 14 days. Appeals that are supported by an affidavit will be rejected.

## 5. SUBMISSION OF REGISTRATION DATA

Institutions can start uploading registration data to NSFAS from February 15, 2022 to March 25, 2022. It should be noted that this will be the basis for NSFAS to pay allowances. Registration data can be submitted by uploading a .csv file or by directly accessing the NSFAS webservice. Institutions are requested to ensure that registration data is only submitted for students that are registered for funded qualifications.

The layout of the registration template remains the same as in previous years.

Should there be clarity seeking questions on the issues outlined herein please direct by email to your Institution Service Agent.

Sincerely,

**Mr Andile Nongogo CA (SA)**  
**Chief Executive Officer**