higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TSHWANE NORTH TVET COLLEGE
Technical and Vocational Education and Training College
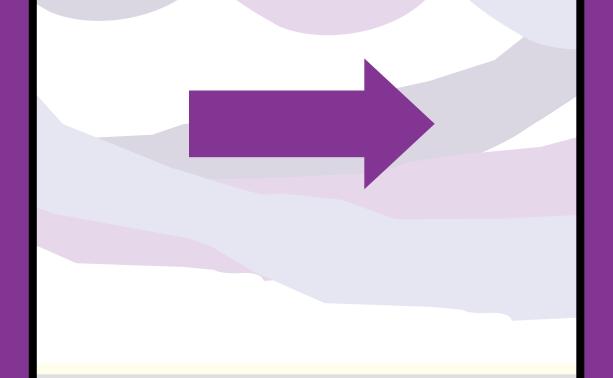
PROCESS FLOW CHART FOR STUDENTS

STEP 3: STUDENT RETURNS THE APPLICATION FORM

- The bursary administrator receives the form
- Check if the application form is complete and all the required documents are attached while the applicant is still waiting, using the provided checklist
- If the application is not complete or documents are missing, form should not be accepted and given back to an applicant immediately
- If application form is successful, applicant should be given a proof of submission of the application form and supporting documents
- Applicant takes the proof of submission from FAO to enrolment
- Enrolment venue is identified and the applicant is made aware of the venue
- Applicant's application is captured on the means test system within 48 hours of receiving it.
- Student receives a Schedule of Particulars SoP and assistance in terms of completing it is provided
- Applicant is given a date for the Schedule of Particulars submission
- Applicant is made aware of a complete SoP and correct required documents to be attached

STEP 4: STUDENT RETURNS THE SCHEDULE OF PARTICULARS (SoP) TO THE FINANCIAL AID OFFICE

- Bursary administrators check if the applicant has been captured on Means test before receiving the SoP
- Check if the SoP is complete with relevant documents required
- Confirm the results and other attached documents of an applicant if they are legitimate
- Applicant waits for the final notification and maintains the same contact numbers used when applying for the bursary
- Applicant informs the FAO of any changes in contact numbers, address while studying or residential addresses
- Campus Bursary meeting
- Control lists signed by the Campus Manager
- SoPs are forwarded to Central office for approval and forwarded to NSFAS
- Attendance registers

STEP 1: STUDENT ENTERS THE COLLEGE

- Office of the Financial Aid is identified
- Help Desk: notifies the student of documents needed for the application of bursary
- Help Desk: directs the students to Financial Aid Office, provides flyers or leaflets with bursary information
- Information boards directing students to Financial Aid Office

STEP 2: STUDENT ARRIVES AT FINANCIAL AID OFFICE

- Control measures are in place and student stand in a queue to receive bursary application forms
- Time frame is given to the student for the submission of the application form
- Student receives assistance with regards to completing the application form
- Further explanation with regards to needed information for the application of a bursary is given to a student

STEP 5: STUDENT WAIT TO BE INFORMED OF THE OUTCOME CHECKING OF THE DATA STATEMENT, AND CONSTANTLY CHECK THE NOTICE BOARDS

- Bursary Administrators to update students through notice boards regularly
- It is the applicant's duty to make sure that notice boards are constantly visited
- It's an applicant's duty to make sure that FAO is informed in terms of any changes with regards to cancellation of courses and other challenges encountered