**CHANGES OF AWARD CONDITIONS /SPECIAL CONSIDERATION FORM**

**PART A. GUIDELINES ON DIFFERENT TYPE OF ENQUIRIES**

**1. LOAN REACTIVATION ENQUIRY**

**Note: Loan reactivation only apply to students who were inactive for two/2 consecutive years.**

* **Document to be submitted:**

1.1 Full Academic Transcript from the Institution of Higher Learning,

1.2 Full Account/Financial Statement from the Institution of Higher Learning, and/or

1.3 Proof of registration of the current year of study ***(not mandatory but may be***

 ***required).***

**2. CHANGE OF COURSE AND/OR INSTITUTION ENQUIRY**

**Note: This option only apply to students who changed/ing existing institution/and or course.**

* **Document to be submitted:**

2.1 The student`s formal written request to NSFAF (Brief background summary),

2.2 The new admission letter from the Institution of Higher Learning,

2.3 Full Academic Transcript from the Institution of Higher Learning,

2.4 Full Account/Financial Statement from the Institution of Higher Learning,

2.5 Proof of registration of current year of study.

**3. LOAN EXTENSION**

**Note: This option only apply to those who were on a break due to illness or those affected by curriculum**

**change.**

**NB: Please indicate the following: From year e.g. 2019 (…………….…) to year (……….….…..…)**

**3.1 MEDICAL CONDITIONS**

* **Document to be submitted:**

3.1.1 The student`s formal written request to NSFAF (Brief background summary),

3.1.2 Detailed Doctor`s sick Certificate *(indicating visiting trends or sick days taken),*

3.1.3 Doctor`s fitness letter after completion of treatment,

3.1.4 The studies deferral letter from the Institution of Higher Learning,

3.1.5 Full Academic Transcript from the Institution of Higher Learning,

3.1.6 Full Account/Financial Statement from the Institution of Higher Learning.

**OR**

**3.2 INSTITUTION OF HIGHER LEARNING (IHL) CURRICULUM CHANGES.**

* **Document to be submitted:**

3.2.1 The student`s formal written request to NSFAF (Brief background summary),

3.2.2 Full Academic Transcript from the Institution of Higher Learning,

3.2.3 Full financial statement from the Institution of Higher learning,

3.2.4 Letter from the university indicating the change of the curriculum,

3.2.5 Proof of registration of the current year of study ***(not mandatory but may be***

 ***required).***

**4) LOAN ON HOLD/DEFFERMNET OF STUDIES**

**Note: This option only apply to those who intends to take a year gap due to reasonable merits.**

**NB: Please indicate the following: From year e.g. 2019 (……………..…) to year (..................…...)**

* **Document to be submitted:**

4.1 Written request for postponement should be submitted and approved by NSFAF in

 Advance,

4.2 Full Academic Transcript from the Institution of Higher Learning,

4.3 Full Account/Financial Statement from the Institution of Higher Learning,

4.4 The studies deferral letter from the Institution of Higher Learning.

**PART B. STUDENT PARTICULARS**

**SECTION A**

* 1. **PERSONAL DETAILS \*MANDATORY**
	2. Full Name: …………………………………………………………………………………………………..
	3. Surname: …………………………………………………………………………………………...............
	4. Namibia Identity Number: \***Mandatory**: ………………………………………………………………
	5. Student Number: \***Mandatory**: ………………………………………………………………………….
	6. NSFAF Reference Number/Unique Identifier: \***Mandatory**: ……………………………………….
	7. Current Bank Account Number: ……………………………………………………………………….
	8. Branch Name: ……………………………………………………………………………………………..
	9. Branch Code: ………………………………………………………………………………………………
	10. Cell Phone number: …………………………………………………………………………………
	11. Email Address: …………………………………………………………………………………………
	12. Postal Address: ………………………………………………………………………………………..

**SECTION B. ACADEMIC INFORMATION**

* 1. **FORMER INSTITUTION AND/OR COURSE (INSTITUTION/COURSE AWARDED NSFAF LOAN)**
		1. Name of Institution: \***Mandatory:** ………………………………………………………………….
		2. Program/Course of study: \***Mandatory**: ………………………………………………………….
		3. Prescribed duration of the program: \***Mandator**y……………………………………………..
		4. Rate Awarded: ……………………………………………………………………………………….
		5. Student number: \***Mandatory:** ……………………………………………………………………
		6. Mode of Study **(Full time/Part time/Online/Distance)**: ………………………………………
		7. Year of program commencement **e.g. 2019**: …………………………………………………
		8. Academic year **e.g. 3rd year** \***Mandatory**: …………………………………………………….
		9. Latest Academic progress \* **(Pass/Fail):** Drop Down: ……………………………………….
	2. **CURRENT/NEW INSTITUTION DETAILS**
		1. Name of Institution: \***Mandatory**………………………………………………………………….
		2. New/Anticipated Program/Course: \***Mandatory**……………………………………………..
		3. Prescribed duration of the program: \***Mandatory**………………….....................................
		4. Cost of study………………………………………………………………………………………….
		5. Adjustment amount: (difference of old and new course fees)……………………………
		6. Student number: …………………………………………………………………………………....
		7. Mode of Study **(Full time/Part time/Online/Distance)**: ……………………………………...
		8. Year of program commencement **e.g. 2019**: ………………………………………………..
		9. Current Academic year **e.g. 3rd year**: …………………………………………………………
	3. **NEXT OF KIN INFORMATION**
* Name and Surname: ………………………………………………………………………………….
* Contact Number: ………………………………………………………………………………………
* Email Address: …………………………………………………………………………………………..

**Applicant signature: …………………………………… Date: ………………………………………**

**dfgfgapplicant4. SPIDERATION REQUEST**