



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

1.1 PERSONAL DETAILS *MANDATORY

1.2 Full Name:

1.3 Surname:

1.4 Namibia Identity Number: ***Mandatory:**

1.5 Student Number: ***Mandatory:**

1.6 NSFAF Reference Number/Unique Identifier: ***Mandatory:**

1.7 Current Bank Account Number:

1.8 Branch Name:

1.9 Branch Code:

1.10 Cell Phone number:

1.11 Email Address:

1.12 Postal Address:

SECTION B. ACADEMIC INFORMATION

1.1 FORMER INSTITUTION AND/OR COURSE (INSTITUTION/COURSE AWARDED NSFAF LOAN)

1.1.1 Name of Institution: ***Mandatory:**

1.1.2 Program/Course of study: ***Mandatory:**

1.1.3 Prescribed duration of the program: ***Mandatory:**

1.1.4 Rate Awarded:

1.1.5 Student number: ***Mandatory:**

1.1.6 Mode of Study (**Full time/Part time/Online/Distance**):

1.1.7 Year of program commencement **e.g. 2019:**

1.1.8 Academic year **e.g. 3rd year *Mandatory:**

1.1.9 Latest Academic progress * (**Pass/Fail**): Drop Down:



1.2 CURRENT/NEW INSTITUTION DETAILS

- 1.2.1 Name of Institution: ***Mandatory**.....
- 1.2.2 New/Anticipated Program/Course: ***Mandatory**.....
- 1.2.3 Prescribed duration of the program: ***Mandatory**.....
- 1.2.4 Cost of study.....
- 1.2.5 Adjustment amount: (difference of old and new course fees).....
- 1.2.6 Student number:
- 1.2.7 Mode of Study (**Full time/Part time/Online/Distance**):
- 1.2.8 Year of program commencement **e.g. 2019**:
- 1.2.9 Current Academic year **e.g. 3rd year**:

1.3 NEXT OF KIN INFORMATION

- Name and Surname:
- Contact Number:
- Email Address:

Applicant signature: **Date:**