



GUIDELINES ON DIFFERENT STUDENTS ENQUIRIES

1. LOAN REACTIVATION

Definition: All students who repeated an academic year at own cost, and want NSFAF to continue with funding after they passed and progressed to the next academic year OR students who did not fail but were inactive for a year.

Students are expected to provide authentic and official evidence of:

- 1) Full Academic Transcript from the Institution of Higher Learning,
- 2) Full Account/Financial Statement from the Institution of Higher Learning, and/or
- 3) Proof of registration of the current year of study (**not mandatory but may be required**)

The application deadline for January intakes is **strictly 30th April each year**, and for mid-year intakes (Aug/Sept), 31st January each year.

2. LOAN CANCELCATION

Definition: It refers to students who intends to cancel their NSFAF funding/loans.

Documents required are:

- Written request for letter for cancelation.
- New sponsor letter/contract (**in case student got another sponsor/deregistration letter**),
- Full financial statement (**not mandatory but may be required**).

3. CHANGES ON AWARD CONDITIONS

NOTE: CHANGES MADE WITHOUT THE WRITTEN APPROVAL FROM NSFAF CONSTITUTES A BREACH OF CONTRACT. NSFAF RESERVES THE RIGHT TO APPROVE OR REJECT THE REQUESTS FOR CHANGES OF FIELDS/PROGRAM OF STUDY, MAJOR SUBJECTS, INSTITUTIONS OR COUNTRY OF STUDY.

3.1 CHANGE OF COURSE AND/OR INSTITUTION

Definition: This refers to students changing a field/program of study or Major Subjects or Institution or Country of enrolment; or intended enrolment.

Students are expected to first get permission from NSFAF before any changes.

- a) Approvals for new program duration are subject to the Initial Contract.
- b) *Required documents are:*
 - 1) The student's formal written request to NSFAF (Brief background summary),
 - 2) The new admission letter from the Institution of Higher Learning,
 - 3) Full Academic Transcript from the Institution of Higher Learning,
 - 4) Full Account/Financial Statement from the Institution of Higher Learning,
 - 5) Proof of registration of the current year of study and/or

3.2 LOAN EXTENSION

Definition: This refers to students who did not manage to complete studies within the prescribed program duration, and would like to request NSFAF to fund them for additional year(s).

Extension may only be allowed in circumstances where student's study program duration is affected by:

a) Medical conditions,

Required documents are:

- 1) The student's formal written request to NSFAF (Brief background summary),
- 2) Detailed Doctor's sick Certificate (*indicating visiting trends or sick days taken*),
- 3) Doctor's fitness letter after completion of treatment,
- 4) The studies deferral letter from the Institution of Higher Learning.
- 5) Full Academic Transcript from the Institution of Higher Learning,
- 6) Full Account/Financial Statement from the Institution of Higher Learning.

b) Institution of Higher Learning (IHL) curriculum changes

Required documents are:

- 1) The student's formal written request to NSFAF (Brief background summary),
- 2) Full Academic Transcript from the Institution of Higher Learning
- 3) Full financial statement from the Institution of Higher learning
- 4) Letter from the university indicating the change of the curriculum.
- 5) Proof of registration of the current year of study (**not mandatory but may be required**).

3.3 LOAN ON HOLD

Definition: It refers to students who intends to put their studies on hold due to illness or any other condition beyond own control.

Required documents are:

- Written request for postponement should be submitted and approved by NSFAF in advance.
- Full Academic Transcript from the Institution of Higher Learning,
- Full Account/Financial Statement from the Institution of Higher Learning and
- The studies deferral letter from the Institution of Higher Learning.

NOTE:

- 1) **LOAN ON HOLD PERIOD IS CAPPED AT A MAXIMUM TWO (2) YEARS ONLY.**
- 2) **THE LOAN IS NULLIFIED IF FOR TWO (2) CONSECUTIVE YEARS THE STUDENTS DID NOT RESUME STUDIES.**

NOTE: CONDITIONS TO ALL ENQUIRIES ON BULLET POINT 3

All requirements are listed in the application form. Incomplete applications shall **NOT** be accepted or acknowledged for any review or validation.

Yearly deadlines of all changes on award conditions (special consideration cases) are as follows:

- a) 30th November for January intakes, and
- b) 30th May for August/September intakes.

NOTE:

- 1) **NO REQUESTS SHALL BE ACCEPTED AFTER THE DUE DATES.**
- 2) **NO QUERY WITH OUTSTANDING DOCUMENTS SHALL BE ACCEPTED**

SEND EMAIL REQUEST OF YOUR DIFFERENT QUERIES OR APPLICATIONS TO:

- 1) **GENERAL ENQUIRIES:** studentsrelations@nsfaf.na
- 2) **FOR LOAN CONFIRMATION/REACTIVATION ENQUERIES:** reactivation@nsfaf.na
- 3) **FOR CHANGES ON AWARD CONDITION ENQUERIES:** awardconditionschange@nsfaf.na

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