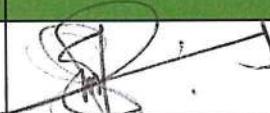




Namibia Students Financial Assistance Fund

# STUDENTS FINANCIAL ASSISTANCE AND DEBT RECOVERY POLICY PROCEDURES

PLAN SUBMISSION			
POLICY OWNER	DESIGNATION	SIGNATURE	DATE
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BOARD APPROVAL			
ORGANISATIONAL APPROVAL	DESIGNATION	SIGNATURE	DATE
KLEMENS /AWARAB	BOARD CHAIRPERSON		18/08/2021



## CHANGE CONTROL

### Revision History

REVISION NUMBER	REVISION DATE	BOARD COMMITTEE APPROVAL DATE	BOARD APPROVAL DATE	CCT APPROVAL DATE
003	October 2019			
004	May 2019	June 2019	June 2019	October 2020



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## **1. PURPOSE**

The purpose of this document is to provide rules and guidelines for the administration of the Students Financial Assistance and Debt Recovery Policy. This document must be read in conjunction with the Student Financial Assistance and Debt Recovery Policy.

## **2. SCOPE**

The procedures cover all matters related to the provision of financial assistance to eligible students and to the administration of repayment process for loans awarded to NSAF beneficiaries.

## **3. PROCEDURES**

### **3.1 Application and Awarding Financial Assistance**

#### **3.1.1 Allocation of Funding to New Intakes**

- 3.1.1.1** Shall take into consideration the availability of funds and commitment to continuing students in a given financial year.
- 3.1.1.2** Shall primarily focus on undergraduate, vocational and technical levels.
- 3.1.1.3** The allocation of funding may change from time to time, in order to address specific skills shortage or deficit in the country.
- 3.1.1.4** The table below guides the allocation of funds to the new intakes at different levels of study.



Level	% Allocation (Loan)	% Merit based grants
Undergraduate local	57.5%	0.5%
Undergraduate abroad	3%	
Postgraduate Local and abroad	10%	
Vocational Education local	25%	
Vocational Education abroad	3% Only for high priority fields of study and levels not offered in Namibia	
Scholarships and other initiatives ( Co-sponsorship; Multilateral and Bilateral Scholarships offered by institutions/ government/ philanthropists or Business community )	1%	
Total	99.5%	0.5%

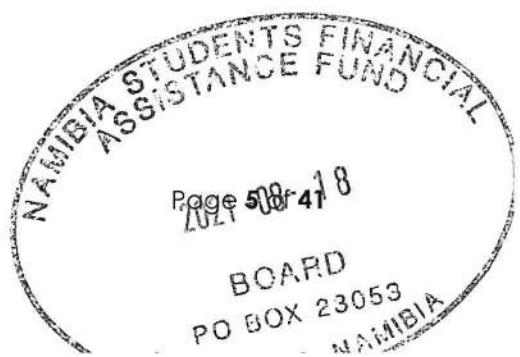
### **3.1.2 Applying for Financial Assistance**

**3.1.2.1** On an annual basis, NSAF will invite students to apply for financial assistance on dates to be communicated to the general public, which shall include the opening and closing date of the applications. The invitation shall also be accompanied by detailed information including the manner and forms of the application process as determined by the NSAF.

**3.1.2.2** No applications will be accepted after the closing date of the application period and should application process be online, no manually submitted applications will be accepted by NSAF.

**3.1.2.3** An Application for financial assistance in terms of section 17 of the of NSAF Act, 2000 (Act No 26 of 2000) must be accompanied by: -

a) a certified copy of applicant's full birth certificate and Namibian identity document or proof of Namibian Citizenship;



- b) a certified copy of applicants' grade 10 or 12 certificate or equivalent qualification as is relevant;
- c) a certified copy of applicants post grade 12 qualification/s in case of postgraduate application;
- d) proof of registration to a field of study or course at an approved institution of higher education.
- e) a verified payment advices / payslips of applicant's parents or if applicable, guardian or own income advice;
- f) identity documents or documents of citizenship of the applicant's parents or guardian certified by a commissioner of oath; and,
- g) such other documents or information as the Board may require in respect of the application.

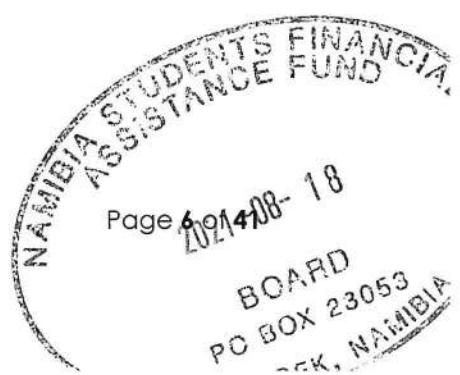
**3.1.2.4** An applicant who has not submitted all the required documents, on a specified date, will be rejected

### **3.1.3 Making a Funding Decision**

**3.1.3.1** To qualify for financial assistance, NSFAF shall award grants or loans to students to study at institutions of higher education that are approved by the Minister responsible for Higher Education (as provided for under section 2 of the NSFAF Act, 2000 (Act No 26 of 2000).

**3.1.3.2** As provided for under Regulation 3 of the NSFAF Act, 2000 (Act No 26 of 2000), a student may qualify for financial assistance, if that student-

- a) is a Namibia citizen;
- b) has obtained admission at an approved institution of higher education or vocational training institutions



- c) holds a minimum grade 10 certificate or equivalent for a VTC application;
- d) holds grade 12 certificate or equivalent or higher qualification for undergraduate application;
- e) holds an undergraduate qualification (minimum NQF Level 7) for postgraduate application.

**3.1.3.3** A student who has obtained admission to an approved institution of higher education through the mature age entry system may also qualify for financial assistance as outlined in section 4 of this document.

**3.1.3.4** No students should be considered for NSAF funding, if the student has already benefited for a programme at the same level of qualification framework.

**3.1.3.5** A student may only receive financial assistance from the Fund to study at any two qualification levels (i.e. Diploma, Bachelor's Degree, Honour's Degree, Master's Degree or Doctoral Degree). Funding for a third qualification level shall only be permissible if a debtor has settled previous debts. This is necessary to allow opportunity for other students to benefit from the allocated student funding and also in case of loan to avoid over-indebting the students.

**3.1.3.6** Notwithstanding the above, eligibility for financial assistance shall be based on the eligibility criteria as set out in section 4 of this document.

**3.1.3.7** In order to ensure that an applicant competes for funding with applicants within the same level of study, different selection criteria are used for different levels of studies i.e. vocational, undergraduate, and postgraduate as set out in the section 4 of this document.

#### **3.1.4 Types of Financial Assistance**

**3.1.4.1** Merit based grants



These are grants awarded to best performers. This product has two categories, i.e. ten (10) best performers nationally and two (2) best performers per region (female and male).

**3.1.4.2 Loans**

- (a) Loan is a form of financial assistance that is repayable upon completion of training/studies and obtaining employment in line with the provision of the Financial Assistance and Debt Recovery Policy as well as this document.

**3.1.4.3 Scholarships**

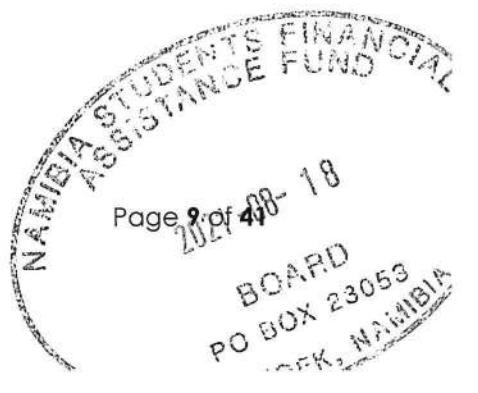
- (a) Financial assistance received from other Governments, Institutions or Organisations through bilateral/multilateral agreements, or initiated by NSFAF for study opportunity (both local and internationally) to encourage students to pursue studies in the areas that the Fund deem critical from time to time at Institutions identified by NSFAF.
- (b) In the event where the offering country, Institution or Organisation does not cover full cost, NSFAF may supplement such scholarship i.e. once-off round ticket, stipends and medical insurance; subject to availability of funds, alternatively such cost to be absorbed by the successful applicant.
- (c) NSFAF's contribution to these scholarships shall be a loan.

**3.1.5 Funding Model**

- (a) NSFAF shall provide financial assistance to student as determined by the Board to cover the following:
  - i) Tuition fee: a determined rate per category of field of study in line with eligibility criteria.



- ii) Non-Tuition Fee: a determined rate in line with eligibility criteria (not applicable to employed beneficiaries).
- iii) Stipend: a determined rate, for students under bilateral/multilateral scholarship programme which does not cover full cost.
- iv) Flight ticket: at a determined rate for international students.



### **3.1.6 Duration of study**

- 3.1.6.1** An applicant will be awarded for duration of study, however students may be required to re-contract annually, based on availability of funds.
- 3.1.6.2** The financial assistance awarded will be applicable to the financial year in which an award was made, unless a written request for postponement has been submitted and approved. The approval for financial assistance postponement will be limited to one academic year and will be based on reasonable grounds including but not limited to medical grounds.
- 3.1.6.3** The financial assistance will in no way be applied retrospectively or in advance, for example if a student has applied while in his or her second year, NSFAF shall not pay for first year of study.

### **3.1.7 Appeal Process**

- 3.1.7.1** Applicants who were not successful may submit a request to NSFAF for their application to be reassessed.

An appeal will be considered where and when there is an alleged error of judgement on the part of NSFAF (i.e. miscalculation of points, documents validations, policy deviation, etc.);

- 3.1.7.2** The following shall be the appeal procedures:

- a. The applicant must bring the appeal within 30 calendar days of receiving the rejection decision from NSFAF;
- b. The applicant must complete the NSFAF appeal form;
- c. The completed appeal form must be submitted to NSFAF.



**3.1.7.3** Handling of appeals;

- a. Appeals shall be adjudicated upon by the Appeal and Special Consideration Committee;
- b. An appeal must be finalized within 30 calendar days;
- c. Once an appeal has been adjudicated, NSAF will respond to the student in writing or via the student portal.

**3.1.8 Change of award conditions process**

**3.1.8.1** Change of condition of award can be considered for the following:

- a. Change of course
- b. Change of institution
- c. Change of country of study

**3.1.8.2** Approval of the change of award of condition does not apply to the duration of study and rate upon which the initial award is based.

**3.1.8.3** In exceptional circumstances where the change of conditions of awards is beyond the students control such as political instability, etc., NSAF may consider the change to the duration of study and applicable rates, in which instance the procedure as per 3.1.7 shall apply.

**3.1.9 Progression to the next academic year and reactivation**

**3.1.9.1** Continued funding is subject to students having passed and progressed to the next academic year. the

**3.1.9.2** Students shall pay for a repeated year except where and when justifiable circumstances are present, including but not limited to medical grounds, political instabilities, etc., in which

instances such an appeal shall be made for adjudication by the Appeal and Special Consideration Committee.

**3.1.9.3** A student who is already a beneficiary but failed/passed a previous academic year, and for whatever reason applies for funding again the following year to pursue a different program, will not be considered for funding for the new program. If such a case is identified, NSFAF has the right to nullify the award.

**3.1.10 Withdrawal, cancelation and discontinuation of financial assistance**

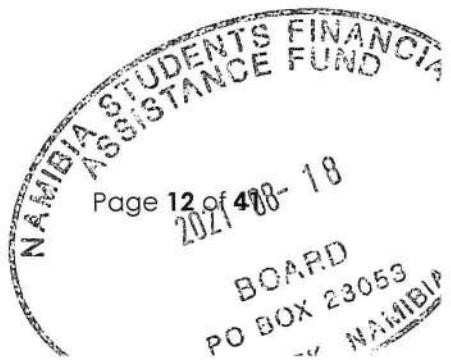
**3.1.10.1** The validity of an award for funding (i.e. new or existing) shall be capped at a maximum of two (2) years. If, for two consecutive years the student does not commence or continue with his/her studies, the award shall lapse and the student's file will be handed over for recovery.

**3.1.10.2** No applicant shall be considered for funding, if he/she has already benefited from the programme at the same academic level. If such case is identified, NSFAF has the right to nullify the award.

**3.1.10.3** The Fund will withdraw the financial assistance if the student is expelled due to misconduct, or dismissed due to academic performance. Financial assistance given to student expelled or dismissed due to misconduct or poor academic performance becomes repayable immediately.

**3.1.10.4** NSFAF may at any time terminate financial assistance where the student is in breach of any clause in the Contract.

**3.1.10.5** If a student wishes to cancel the agreement for funding, such request must be made in writing for it to be granted.



**3.1.10.6** If a student discontinues his or her studies, he or she would be required to repay the loan and normal repayment conditions will apply.

### **3.1.11 Dual sponsorship**

**3.1.11.1** NSFAF's sponsored student may not be funded by another sponsor unless the funds offered by NSFAF are not sufficient to cover the academic and other costs of the student during their studies.

**3.1.11.2** A student is required to notify NSFAF of a dual sponsorship by another institution. Should NSFAF discover that a student is fully funded by another institution, NSFAF reserves the right to terminate the contract and claim the money, with immediate effect.

### **3.1.12 Loan/Grant Agreement**

**3.1.12.1** An award is only valid upon signing of agreement by the beneficiary.

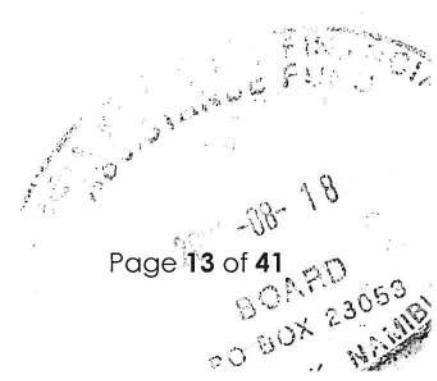
**3.1.12.2** A student has the responsibility to read and ensure sound understanding of the all clauses as stipulated in the agreement.

It is required that the award agreement is signed and submitted within a 60 day period, starting from the date of issuing. In the event a student is under the **age of 18**, signature of parent/guardian as surety is a requirement.

### **3.1.13 Liability for Student misconduct**

**3.1.13.1** NSFAF will not in any way be held responsible for student misconduct, or charges arising from any legal transgression.

**3.1.13.2** All NSFAF beneficiaries are expected to act responsibly and obey the law of the Countries and rules of the Institutions where they are studying.



### **3.1.14 Completion of Studies**

**3.1.14.1** Students are required to submit their final academic results and complete all necessary documentations i.e. Completion/Clearance forms.

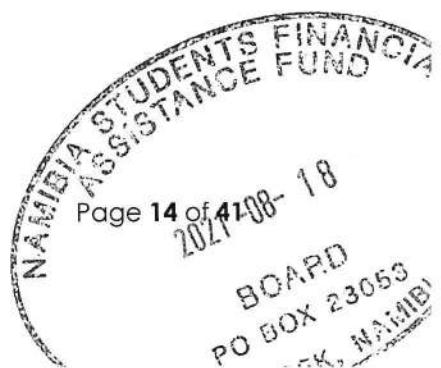
### **3.1.15 Other support for active students**

#### **3.1.15.1 Work Integrated Learning**

- (a) NSFAF does not offer practical/internship or industrial training, however on a limited basis, the Fund may provide financial assistance to students studying medicine and engineering at international institutions of higher learning (except those in SADC region) for return flight tickets or other requests such as ground transport and accommodation upon written and justified request. This funding will be a loan to be signed for by a student as an addendum to the contract with NSFAF.
- (b) The financial assistance contemplated in (a) above is for students under Bilateral/Multilateral scholarships only.

#### **3.1.15.2 Medical Insurance**

- (a) NSFAF may cover medical insurance for students under Bilateral/Multilateral Scholarships. Medical insurance is limited to Bilateral/Multilateral scholarships to a student's country of study.
- (b) The premiums to be paid by NSFAF will be in the form of a loan.
- (c) Students studying internationally will be required to use medical facilities recommended by institutions where they are studying.
- (d) Students under Bilateral/Multilateral are required to undergo medical examination based upon which their application will be assessed.



- (e) NSFAF will not be responsible for repatriation of remains for a student who has passed away while studying abroad.

#### **3.1.15.3 Bereavement expenses**

- (a) NSFAF may provide financial assistance in a form of a loan upon request with travelling expenses for the student funded under Bilateral/Multilateral to attend funeral of biological parents/legal guardians, biological/legally adopted children and spouses.
- (b) NSFAF will not provide for medical insurance and bereavement expenses for students studying in local institutions.

#### **3.1.15.4 Support for Educational Equipment**

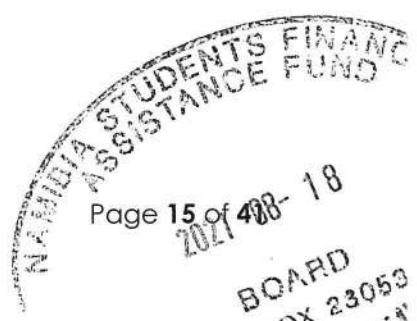
- (a) NSFAF is not liable to provide financing for the purchase of student's personal educational equipment such as computers, cameras, dentistry kits even if the programme of study requires these.

### **3.2 Loan Recovery**

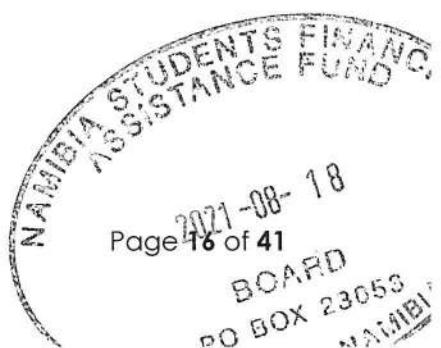
#### **3.2.1 Obligations of a Borrower**

- 3.2.1.1** A borrower must for as long as he or she is indebted to the Fund, in addition to any other obligation imposed on him or her in terms of the agreement entered into between himself or herself and the Fund-

- (a) provide the Fund at such intervals as may be determined by NSFAF, -
  - (i) with his or her postal and residential addresses as well as his or her chosen, *domicilium citandi et executandi*
  - (ii) Income Tax Certificate / Income Tax Clearance Certificate



- (iii) With his or her contact details, such as cellphone numbers, telephone numbers and email address
- (iv) with his or her employment status
- (v) if, he or she is employed, with the following information regarding his or her employment:
  - (aa) the name and address of the employer
  - (bb) his or her occupation
  - (cc) where applicable, his or her rank
  - (dd) his or her salary number; and
  - (ee) his or her monthly income and the gross annual salary
  - (ff) his or her work e-mail address and contact details
- (b) within two months from the last day of each academic year for which he or she has been awarded a loan, provide NSFAF with a copy of his or her academic results for that year certified by a commissioner of oaths as a true copy of the original statement of results. The Fund may obtain this information directly from the institution of higher learning.
- (c) within two months from the date on which he or she has received his or her certificate indicating that he or she is the holder of the qualification for which the loan in question has been awarded, provide the Fund with a certified copy of that certificate certified by a commissioner of oaths as a true copy of the certificate;
- (d) Notify NSFAF within 30 days-



- i. of any change of address and provide the new address;
- ii. of any change in his or her employment status;
- iii. of any change of employer and provide information as required;
- iv. if he or she abandons or cancels the course or field of study for which the loan has been awarded; and
- v. of other monetary assistance being awarded to him or her from any other source.

**3.2.1.2** If a borrower fails to comply with any of the requirements described in Section 3.2.1.1(a-d) above, the loan received by that borrower immediately becomes repayable to the Fund, including the interest on the amount as agreed on between the borrower and the Fund.

### **3.2.2 Collaboration with Employer of Borrower**

**3.2.2.1** The Fund may agree with the employer of the Borrower about the loan repayment, after consultation with the employee, monthly amount to be deducted from the remuneration payable by the employer to the borrower

**3.2.2.2** An employer is required to pay to the Fund the amount owed to the Fund at such interval as may be agreed with the Fund

### **3.2.3 Loan Repayment**

**3.2.3.1** The Loan becomes repayable as from the date that the:



- a) borrower successfully completes the course or field of study for which that loan has been awarded;
- b) borrower cancels or abandons his or her studies;
- c) borrower fails as contemplated in section 18(4) of the NSFAF Act, 2000 (Act No 26 of 2000) to satisfactorily perform in his or her studies;
- d) borrower is in breach of the contract entered between him or her and the Fund; or
- e) loan becomes repayable as contemplated in the agreement.

**3.2.3.2** A borrower who, before the repayment is made to the Fund in respect of the loan concerned –

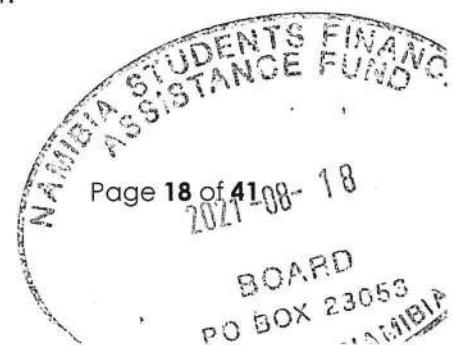
- a) cannot find employment within six (6) months from the date on which repayment of that loan becomes due; or
- b) intends to carry on with another course or field of study,

may apply in writing to NSFAF for postponement of the obligation to repay the loan.

**3.2.3.3** NSFAF may in writing grant or with reasons given, refuse an application made for postponement.

**3.2.3.4** The loan must be repaid to the Fund at a monthly repayment to a maximum 2 times the period the borrower received the loan.

**3.2.3.5** In case of students, who are employed while studying, loan repayment starts within one (1) month after the first disbursement.



**3.2.3.6** The repayment rate shall be updated regularly.

**3.2.3.7** The borrower must repay the loan in full before the due date as stipulated in 3.3.3.2.

**3.2.3.8** The Fund must, in writing to the borrower, acknowledge each repayment made by the borrower to the Fund, by issuing a quarterly statement of account.

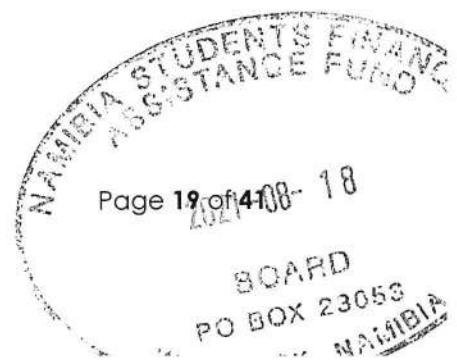
**3.2.3.9** All repayments of loans by borrowers must be made in the Namibian currency through debit order, employer's salary deductions, in cash deposit, or by means of an electronic fund transfer (EFT) or any other payments method.

**3.2.3.10** A loan is subject to an interest rate of prime less two point five percent (prime rate less 2.5%), as determined by the Board with the approval of the Minister responsible for Higher Education.

#### **3.2.4 Suspension of Loan Repayment**

**3.2.4.1** A borrower who has started repayment of a loan, may in writing apply to NSAF that the repayment and interest due be suspended, if –

- a) he or she becomes unemployed provided that the Fund may require the applicant to submit proof of unemployment;
  - (i) A letter from previous employer confirming his or her employment status.
  - (ii) Sworn declaration regarding the borrower employment status.
  - (iii) A letter from Ministry of Finance, Department of Inland Revenue confirming if the borrower is an active tax payer or not.
  - (iv) A letter from Social Security Commission confirming the borrower membership status.



- b) due to ill health, he or she has been declared by a medical practitioner, psychiatrist or psychologist unfit for work for a period longer than three months;
- c) she is pregnant and entering her period of confinement and she does not earn a full salary or her income is reduced to an amount below the tax threshold.
- d) he or she due to mental illness, has been declared unfit for work for a period longer than three months by a psychiatrist or clinical psychologist;
- e) his or her salary falls below the minimum taxable amount, the borrower shall notify the Fund once his or her earning become taxable.

**3.2.4.2** The guardian or *curator bonis* of a borrower who is a declared president patient under Mental Health Act, 1973 (Act No.18 of 1973), may apply in writing to NSAF that the repayment and interest due in respect of financial assistance awarded to that borrower be suspended.

**3.2.4.3** NSAF may grant the suspension applied for in terms of sub-section (3.3.3.1) and (3.3.3.2) on such condition as it may determine.

**3.2.4.4** If NSAF has suspended the repayment of financial assistance in terms of this regulation, no interest accrues for the period of suspension to the amount due in respect of that financial assistance.

### **3.2.5 Death of Borrower**

If a Borrower dies

**3.2.5.1** while she or he is a student, his or her obligation to pay back to the Fund any financial assistance awarded to him or her lapses on his or her death.

**3.2.5.2** Who is in breach of Contract with the Fund, repayment may be demanded from his or her estate.

**3.2.5.3** Who is not in a person referred to in 3.3.5.2 and who has commenced repayment to the Fund on the date of his or her death his or her obligation to pay back to the Fund any financial assistance awarded to him or her lapses on his or her death.

### **3.2.6 Failure to Repay Loan**

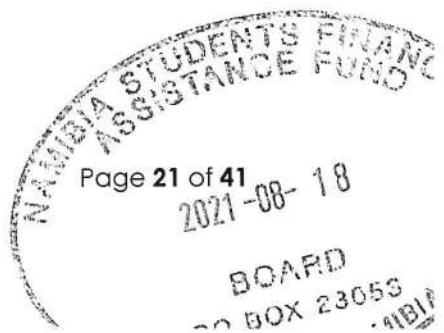
#### **3.2.6.1 If-**

- a) the repayment of the loan is due; or
- b) a borrower has started repayment of the loan awarded to him or her,

and the Borrower fails to repay the loan as stated in the contract/**agreement** referred to in section 18 (1) of the NSFAF Act, 2000 (Act No 26 of 2000) and the Borrower has not been awarded postponement in respect of the repayment in terms of regulation 6(3) or 7 (3) or suspension in terms of regulation 8, the Fund may, after sending **two written reminders** to the borrower given not less than 30 days apart, hand the matter over to a legal practitioner to collect the outstanding amount for the benefit of the Fund.

**3.2.6.2** The Fund must provide the legal practitioner with the relevant contract, information and record of repayment of the borrower concerned and such other documents or information as the legal practitioner may require.

**3.2.6.3** If a matter has been handed over to the legal practitioner the Fund must send a letter to the borrower, at his or her address as it appears in the records of the Fund held in terms of section 3 and 5, informing the borrower of his or her failure to repay the loan and that the matter has been handed over to the legal practitioner for the necessary action.



### **3.2.7 Incentives and Settlement Discounts**

**3.2.7.1** The Fund may grant incentive and discounts from time to time as determined by the Board and approved by the Minister responsible for Higher Education.

### **3.2.8 Agreement**

**3.2.8.1** A agreement between the Fund and the Borrower must contain the following:

- a) full particulars of the borrower
- b) the name and physical address of the approved institution of higher education in terms of which the student obtained admittance to a field of study or course;
- c) the field of study or course;
- d) the amount of the loan received by the borrower;
- e) Income tax registration number
- f) the terms and conditions of the loan; and
- g) The student should sign an acknowledgment of debt for the final amount owed to NSAF before the final payment is made by NSAF. The acknowledgement of debt will be attached to the initial contract as an addendum.
- h) any other information as the Fund may consider necessary to include in the contract.



**3.2.8.2** All payments payable in terms of the NSAF Act, 2000 (Act No 26 of 2000) and the regulations may be made at the offices of the Fund or by electronic transfer or at any banking institution.

**3.2.8.3** If the payments referred to in this policy are made by electronic funds transfer, the borrower must send the proof of payment to the Fund by facsimile, email or by hand delivery.

**3.2.9 Penalty: Allocation, Waiver and Reversal**

**3.2.9.1** Penalty Allocation

a) The Board may determine that a penalty be levied on Borrowers who failed to communicate to the Fund that they have completed their studies and that they are employed (inclusive of self-employment).

**3.2.9.2** Penalty waiver

a) Penalties may be waived on request by the borrower or

b) Where:

(i) The Board has exercised its discretion to waive the penalty.

(ii) Where on invitation (such as campaigns), and on a promise for waiver of penalties, borrowers repay the loan within a certain specified period.

(iii) Upon clearance of the outstanding loan balance in a single payment a Borrower may be granted up to 50 % waiver on penalty, upon request such waiver shall be exercised once only for the entire duration of the loan.



### **3.2.10 Provision of Bad Debts**

**3.2.10.1** NSFAF shall provide for doubtful debts and any debt ascertained to be bad with a prescribed period may be recommended for a write off.

### **3.2.11 Ageing and Classification of Loans**

**3.2.11.1** NSFAF shall classify loans into in three categories listed below:-

- a) Current loan (loan still in payment system) which form part of NSFAF financial obligation towards the students in line with the agreement between the student and NSFAF.
- b) Performing loan, which is all borrowers that are paying their loans in line with the agreement between entered between the borrower and NSFAF.
- c) Non- performing loan, those borrowers that are defaulting or refusing to pay their loan as per signed agreement.

### **3.2.12 Legal Issues on Relationship with borrowers**

**3.2.12.1** Confidentiality

- a) Confidentiality on the status of and conduct of the loan account as well as the financial affairs of the Borrower must be observed at all times. No information shall be disclosed to a third party without written consent of the Borrower, except under the following circumstances:-
  - (i) Where NSFAF has an obligation to disclose or is permitted to do so by law.
  - (ii) Accountability reporting purposes.

- (iii) Provision of Financial Assistance and /or Recovery purposes.
- b) For purposes of recovery, NSFAF may share appropriate information with strategic stakeholders. The information to be shared among the organizations shall include but will not be limited to:-
  - (i) Non-Performing Loan
  - (ii) Performing loans
  - (iii) Listing and delisting by Credit Bureaus
  - (iv) Alleged cases of frauds and forgeries
  - (v) False declaration of statements
  - (vi) Loan defaults or late payments

### **3.2.13 Partnerships**

**3.2.13.1** NSFAF may for the purposes of loan recovery establish:-

- a) Appropriate links with other persons, bodies or organizations within or outside Namibia.
- b) Enter into contracts with financial institutions or other strategic stakeholder.

### **3.2.14 Communication to Borrowers**

**3.3.14.1.** NSFAF shall provide Borrowers with quarterly statements with the outstanding balance and amount paid. The Borrowers may also request their loan statements in writing.



#### **4. GUIDELINES FOR SPECIFIC ELIGIBILITY CRITERIA FOR FUNDING DIFFERENT QUALIFICATION LEVELS**

The eligibility criteria considers the following factors, social considerations, parental or own income, priority field of study, and academic performance. Social consideration, priority field of study and parental or own income will be universal for postgraduate qualification levels and may be used at undergraduate and VTC levels, while the academic criteria vary from different qualification levels as well as the admission requirements.

##### **4.1 Factors for Eligibility Criteria**

###### **4.1.1 Social Consideration and Income**

The social consideration takes into account the following:

- (a) an orphan and/or vulnerable child;
- (b) has disability certified by Medical Officer (or any entity authorised to certify such cases);
- (c) is from lower income household below the tax threshold (per annum) and/or marginalized community.

###### **4.1.2 Parental or Own Income**

- (a) If combined parental gross income is above a minimum threshold amount to be determined by the Board from time to time, NSAF will only pay tuition fees, unless there is proof of support for other siblings and/or legally adopted children at Institutions of Higher Learning. This applies to applicants who are 28 of age or younger and unemployed.
- (b) Employed applicants and/or unemployed applicants above 28 year of age are required to provide own proof of income, inclusive of spousal income or proof otherwise and if gross income is above a minimum threshold amount, they will not be considered for financial assistance. However, if under the minimum threshold, they will only qualify for tuition fees.



#### **4.1.3 Priority Fields of Study**

(a) The priority fields of study will be used to determine eligibility for financial assistance to be issued in the priority order (i.e. high, medium, and low) subject to availability of funds.

#### **4.1.4 Academic Performance**

(a) The applicant must meet the minimum set academic criteria before being considered for further means testing.

### **4.2 Undergraduate Studies at local Institutions**

The fund allocates up to 60.5% of funds to students pursuing studies at local institutions of higher learning. This in turn is distributed based on the admission route to the undergraduate programme. The table below provides guidelines for the allocation of resources for different admission routes.

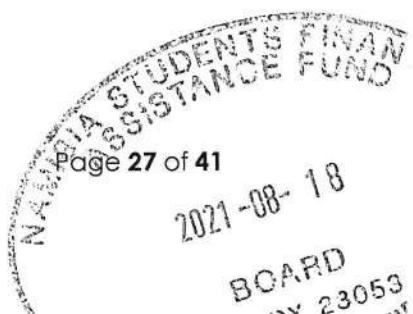
<b>Admission Route</b>	<b>% Allocation (loan)</b>	<b>%Merit based grant</b>
Undergraduate degree programmes	48%	0.5%
Diploma programmes	10%	
Mature Age Entry in any undergraduate programme	2%	

#### **4.2.1 Undergraduate degree programmes**

(a) Applicants should have obtained twenty-five (25) points in Grade 12, in Five (5) subjects with a minimum of E symbol in English. **English will form part of the five subjects to be counted**; or

(b) Applicants should have obtained Diploma at NQF Level 6 at an accredited Institution of Higher Learning provided the applicant have a minimum 22 points in Grade 12; or

(b) Foreign school leaving certificates should be submitted with an evaluation assessment from Namibia Qualifications Authority (NQA).



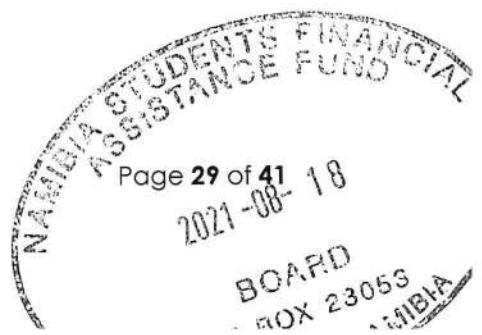
#### 4.2.2 Eligibility Criteria for Undergraduate Degree programmes

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	(a) Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		10%
		(b) Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed.	Score	
		0 - 50 000	5	40%
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-300 000	2	
		300 001 -500 000	1	
		Above 500 001	0	
		(c) Own or spousal income or both is at threshold level and below for employed student or above the age of 28 <sup>1</sup> unemployed	Score	
		0 - 50 000	5	
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-250 000	2	
		250 001 -300 000	1	
		Above 300 001	0	
2	<b>Academic Performance</b>	Performance in grade 12	Score	25%
		25-30 points	1	
		31-35 points	2	
		36-40 points	3	
		41-45 points	4	
		46-50 points	5	
3	<b>Priority fields of study</b>	High	3	25%
		Medium	2	
		Low	1	
		None	0	

<sup>1</sup> A different sliding scale and score for own income (inclusive of spousal income) is used for applicants supporting more than one student at IHLs.

#### 4.2.3 Undergraduate Diploma Programmes

- (a) Applicants should have obtained twenty-five (22) points in Grade 12, in Five (5) subjects with a minimum of F symbol in English. **English will form part of the five subjects to be counted**; or
- (b) Foreign school leaving certificates should be submitted with an evaluation assessment from Namibia Qualifications Authority (NQA).



#### 4.2.4 Eligibility Criteria for Undergraduate Diploma Programmes

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	(a) Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		10%
		(b) Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed.	Score	40%
		0 - 50 000	5	
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-300 000	2	
		300 001 -500 000	1	
		Above 500 001	0	
		(c) Own or spousal income or both is at threshold level and below for employed student or above the age of 28 <sup>2</sup> unemployed	Score	
		0 - 50 000	5	
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-250 000	2	
		250 001 -300 000	1	
		Above 300 001	0	
2	<b>Academic Performance</b>	Performance in grade 12	Score	25%
		22 points	1	
		23 points	2	
		24 points	3	
3	<b>Priority fields of study</b>	High	3	25%
		Medium	2	
		Low	1	
		None	0	

<sup>2</sup> A different sliding scale and score for own income (inclusive of spousal income) is used for applicants supporting more than one student at IHLs.

#### **4.2.5 Undergraduate Studies through Mature Age Entry**

- a) Applicants admitted at public Institutions of Higher Learning through Mature Age Entry may be considered for funding provided that the applicant:
  - (i) has a Grade 10 certificate,
  - (ii) must be 23 years of age and above;
  - (iii) has five (5) years minimum working experience

**Or**

- (i) has a Grade 12 certificate,
  - (ii) must be 23 years of age and above;
  - (iii) Three (3) years minimum working experience
- b) Has ability to top up should funding not be sufficient for the intended course of study
- c) Provide proof of admission on mature age level from the institution of higher learning including the mature age entry test results.



**4.2.6 Selection Criteria for Undergraduate Studies on Mature Age Entry  
in any undergraduate programme**

Categories	Description	Criteria	Score	Weighting	
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	(a) Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		10 %	
		(b) Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed.	Score		
		0 - 50 000		40 %	
		50 001 -100 000			
		100 001-200 000			
		200 001-300 000			
		300 001 -500 000			
		Above 500 001			
		(c) Own or spousal income or both is at threshold level and below for employed student or above the age of 28 <sup>3</sup> unemployed	Score		
		0 - 50 000			
2	<b>Academic Performance</b>	50 001 -100 000			
		100 001-200 000			
3	<b>Priority fields of study</b>	200 001-250 000			
		250 001 -300 000			
		Above 300 001			
		Meeting all requirements under Mature Age Entry		10 %	
3	<b>Priority fields of study</b>	High	3	40 %	
		Medium	2		
		Low	1		
		None	0		

<sup>3</sup> A different sliding scale and score for own income (inclusive of spousal income) is used for applicants supporting more than one student at IHLs.



#### 4.3 Undergraduate Studies at international Institutions

##### 4.3.1 Undergraduate Studies admitted with grade 12

- (a) Applicants should have obtained **35 points** (in grade 12) in five subjects (including English) with an E in English to qualify for funding to study internationally for medicine and engineering.
- (b) For other fields of study, applicants should have obtained **30 points** (in grade 12) in five subjects (including English) with an E in English to qualify for funding.



#### 4.3.2 Selection Criteria for Undergraduate Studies with grade 12

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	(a) Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		10%
		(b) Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed.	Score	
		0 - 50 000	5	40%
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-300 000	2	
		300 001 -500 000	1	
		Above 500 001	0	
		(c) Own or spousal income or both is at threshold level and below for employed student or above the age of 28 <sup>4</sup> unemployed	Score	
		0 - 50 000	5	
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-250 000	2	
		250 001 -300 000	1	
		Above 300 001	0	
2	<b>Academic Performance</b>	Performance in grade 12	Score	25%
		30-33 points	1	
		34-37 points	2	
		38-41 points	3	
		42-45 points	4	
		46-50 points	5	
3	<b>Priority fields of study</b>	High	3	25%
		Medium	2	
		Low	1	
		None	0	

<sup>4</sup> A different sliding scale and score for own income (inclusive of spousal income) is used for applicants supporting more than one student at IHLs.

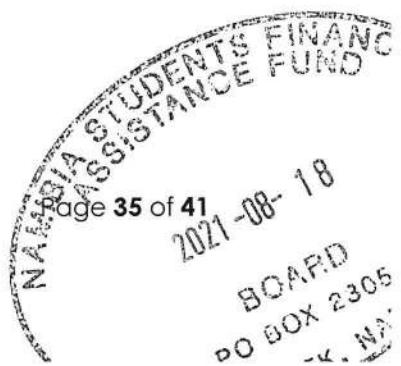


#### **4.4 Financial assistance for post-graduate programmes**

Post-graduate programmes are offered to eligible students who are admitted or enrolled at approved local and international institutions of higher education. Funding for postgraduate is dependent on the availability of funds.

##### **4.4.1 Academic criteria for postgraduate studies**

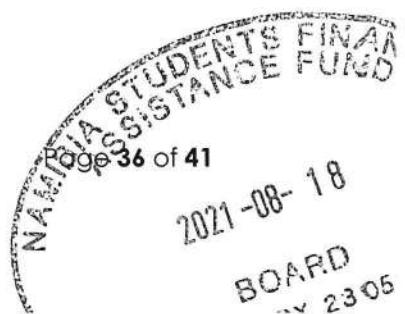
- a) Applicants studying towards post-graduate Diploma/ Honours, Masters and PhD programmes or Research based postgraduate study.
- b) Applicants already having prior undergraduate qualifications or have completed their studies but waiting for the graduation to be officially conferred.
- c) The applicant must have been admitted or enrolled to study on a full time, /part time or distance mode at an approved local **or international** institution of higher education.
- d) Consideration will only be given to applicants studying towards higher priority or medium fields of studies;
- e) Applicants should submit proof of provisional admission attached to their applications.
- f) Preference will be given to the students studying at Local Institutions and within SADC.



#### 4.4.2 Means Testing Selection Criteria for postgraduate Studies

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	(d) Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		10%
		(e) Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed.	Score	
		0 -50 000	5	40%
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-300 000	2	
		300 001 -500 000	1	
		Above 500 001	0	
		(f) Own or spousal income or both is at threshold level and below for employed student or above the age of 28 <sup>5</sup> unemployed	Score	
		0 -50 000	5	
		50 001 -100 000	4	
		100 001-200 000	3	
		200 001-250 000	2	
		250 001 -300 000	1	
		Above 300 001	0	
2	<b>Academic Performance</b>	Meeting all academic requirements under this mode of entry		10%
3	<b>Priority fields of study</b>	High	3	40%
		Medium	2	
		Low	1	
		None	0	

<sup>5</sup> A different sliding scale and score for own income (inclusive of spousal income) is used for applicants supporting more than one student at IHLs.



#### **4.5 Financial Assistance to Vocational Education and Training (VET)**

The Fund allocates up to 28% of funds to student pursuing vocational education and training programmes. This in turn is distributed based on the admission route to the TVET programme.

<b>VTC</b>	<b>% Allocation (loan)</b>
Government or SOE Owned	20%
Private	5%
International	3%

##### **4.5.1 Requirements for VET financial assistance (Government or SOE owned VTCs)**

The following criteria are used to determine the awarding of financial assistance to students studying at Government or SOE owned Vocational Training Centre:

- a) Full-time/Part-time Applicants studying at an approved Vocational Training Centres (Institutions registered under Vocational Education and Training Act, 2008 (Act No. 1 of 2008).
- b) Priority will given to applicants studying high or medium priority fields of study as determined from time to time to qualify for funding; and



#### 4.5.2 Means Testing Selection Criteria for VET financial assistance (Government or SOE owned VTCs)

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		50%
		Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed. Own income is at threshold level and for employed student or above the age of 28.		
2	<b>Academic Performance</b>	Applicants studying at an approved Vocational Training Centres (Institutions registered under Vocational Education and Training Act, 2008 (Act No. 1 of 2008		10%
3	<b>Priority fields of study</b>	High	3	40%
		Medium	2	
		Low	1	
		None	0	

#### 4.5.2.1 Requirements for VET financial assistance (Privately owned VTCs)

The following criteria are used to determine the awarding of financial assistance to students studying at privately owned Vocational Training Centres:

- a) Full-time/Part-time applicants studying at accredited and recognized VTC (Institutions



registered under VET ACT 1 of 2008) and offering accredited qualifications;

- b) Private VTC beneficiaries should be graded and obtain a minimum of 20 points in Grade 12 in six (6) subjects with a Symbol F in English;
- c) Private VTC beneficiaries should have obtained admission at an approved VTC in Namibia studying towards minimum NQF Level 1 and Maximum NQF Level 6 qualification;
- d) Priority will be given to Private VTC beneficiaries studying HIGH or MEDIUM priority fields of study as determined from time to time to qualify for funding;



#### 4.5.3 Means Testing Selection Criteria for VET financial assistance (Privately owned VTCs)

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		50%
		Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed. Own income is at threshold level and for employed student or above the age of 28.		
2	<b>Academic Performance</b>	Applicants studying at an approved Vocational Training Centres (Institutions registered under Vocational Education and Training Act, 2008 (Act No. 1 of 2008		10%
3	<b>Priority fields of study</b>	High	3	40%
		Medium	2	
		Low	1	
		None	0	

#### 4.5.4 International requirements for VET students

The Fund may provide financial assistance to students to pursue study at international vocational training institution, provided that such student/s meet the following requirements:

- a) Must have obtained 25 points in grade 12, in five subjects, with at least symbol F in English.



Financial Assistance may be offered in the event of direct transfers from local to international VTC Institution if the programme or level is not offered in Namibia.

b) Priority will be given to applicants studying abroad in higher or medium priority fields of study if the programme/level is not offered in Namibia.

#### 4.5.5 Means Testing Selection Criteria for International VTCs

Categories	Description	Criteria	Score	Weighting
1	<b>Social Consideration, and Combined Parental/ Own Income</b>	Orphan, vulnerable or Dependent on Income generated from social grant (disability, Pension) or less than tax threshold or marginalised community		50%
		Combined Parental Income Bracket is at threshold and for students who are 28 years of age or younger, and unemployed. Own income is at threshold level and for employed student or above the age of 28.		
2	<b>Academic Performance</b>	Applicants studying at an approved Vocational Training Centres (Institutions registered under Vocational Education and Training Act, 2008 (Act No. 1 of 2008		10%
3	<b>Priority fields of study</b>	High	3	40%
		Medium	2	
		Low	1	
		None	0	

