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**NPC Registration Number** 2012/145401/08

**RE: Minutes of the Bursary Rules and Guidelines Review**  
**Date: 18<sup>th</sup> of August 2017**  
**Venue: Kievits Kroon Country Estate, Kameeldrift**  
**Compiled By: Ms NE Matsena**

**Agenda**

1. Opening and Welcome
2. Meeting overview
3. Bursary review Challenges of 2016/2017
4. NSFAS Response
5. Review of Bursary Guidelines: Proposed Interventions
6. Response to proposed interventions
7. Way-forward

No	Agenda Item	Activities
1	<b>Opening and Welcome</b>	<p>The President of SACPO, Ms Hellen Ntlatleng officially opened the meeting at 9:34 and welcome everyone present to the province. In her opening address she remarked that although it's a meeting organized by SACPO it is a meeting for everyone who is sitting in the conference</p> <p>She acknowledged the presence of senior officials from DHET, NSFAS, Colleges, SRC Presidents and all other officials</p> <p>She stated that about 41 colleges are present, 3 gave apologies and the 6 might be on the way</p> <p>In outlining the purpose of the meeting she highlighted the overall challenges that brought everyone to the meeting and explained that some of them dates as far back as 2016, are still present today and it seems like colleges will still carry them to 2018.</p> <p>She mentioned that individual colleges have been communicating with NSFAS regarding their challenges and some of them are being attended to whilst others are still resurfacing. She advised that colleges should discontinue speaking in different languages and become a collective so that they raise their issues united. She alluded to the fact that all these challenges experienced do not only affect the smooth running of the college but the students as well. She called up the DDG of TVET in DHET and Secretary General of SACPO to give an overview of the meeting and the intended outcomes</p>
2	<b>Meeting Overview</b>	<p>DDG: TVET, Mr Firoz Patel greeted all officials present including all student bodies and gave a general overview of TVET as a sector. He emphasized on the following points</p> <ol style="list-style-type: none"> <li>1. The TVET sector has really been neglected and that all unspent</li> </ol>

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		<p>revenue from the sector were not returned to colleges but back to the national revenue fund</p> <ol style="list-style-type: none"> <li>2. That the uncontrolled process of enrolment had serious consequences as the sector enrolled more students that it could accommodate</li> <li>3. Credit should be given to college management for managing the situation under those difficult circumstances</li> <li>4. Whilst the issue of expansion in the sector is a reality, it is not only the responsibility of colleges but that of society, parliament, government and every stakeholder</li> <li>5. There has also been the issue of certificate system. The system were initially not designed to cater for the current curriculum and as a result put a tremendous pressure on the issuing of certificates, but the challenge has since been resolved</li> <li>6. The issue of NSFAS is not organisational but on how the bursaries is managed</li> <li>7. If the policy guidelines are not working, we should find ways to make them work</li> <li>8. The Minister met with NSFAS on the 17/08/2017 and they committed that this is the year of TVET colleges</li> <li>9. NSFAS committed to deal with issues and challenges of 2016/2017</li> <li>10. The focus of today's meeting will be on what we do with the rules of 2018</li> <li>11. The TVET branch is currently dealing with the circular on how to recapture list of students for 2016/17 for tuition to be paid out. The circular has been send out last week to all principals to provide a statement of account on every student that are in that college, has registered and has performed, then NSFAS will transfer what is due to the colleges. 14 colleges have thus far provided information and 36 are due to submit. The deadline is today, the 18/08/2017, however colleges will still be provided with an opportunity to submit after the due date</li> <li>12. Principals and everyone involved should be able to find the solutions if they work on principle of equity and attendance, then in that case there should not be unevenness, if the student doesn't attend there is no ground for assistance</li> <li>13. Performance of students is essential</li> <li>14. Definition of attendance and performance should be there and understood</li> <li>15. The Department has had discussions with NSFAS because students are refusing to sign the SOP and what is resulting is that students are not able to buy text books and fees are not being paid. The bursary was initially created to fund fees</li> <li>16. We must find a way on how we can efficiently distribute the money</li> </ol>

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		<p>17. Principals will sign off and verify the existence of the student without the existence of the Schedule of Particulars and when that report comes money will be paid out to colleges, but that money will be subjected to audit</p> <p>18. Students must sign receipt of those funds, failure to adhere to that will result in NSFAS not paying</p> <p>19. Colleges must get their registration process in place; registration must close the year before so that when the college opens in February the money is already there. The college must take all applications and not be restrictive however the college must go through the criteria of screening and award based on the applicable standards</p> <p>20. We must be able to amend the bursary guidelines so that they suit all implementers</p>
3	<b>Bursary Review Challenges</b>	<p>Mr Sam Zungu, Secretary General of SACPO, extended his greeting to everyone in the meeting and acknowledged the presence of all officials from DHET, NSFAS, Colleges as well as students representatives</p> <p>He highlighted that there is a summary of challenges in the documents pack that was provided during registration. He thanked the DDG for his inputs which are directly addressing the challenges.</p> <p>He mentioned the following points</p> <ul style="list-style-type: none"> <li>- That the challenges are not new and colleges can't in 2017, still be sitting in 2017 still discussing the same challenges.</li> <li>- As the sector they must do PARETO analysis i.e. 80% of the problems incurred are caused by 20% of the total problems</li> <li>- The NSFAS challenge is creating 80% of the college problems. The main cause is student funding</li> </ul> <p>He went through challenges as consolidated in the document pack and gave context to each one of them and advised that Pinetown be changed to Elangeni and Esayodo as Esayidi</p> <p>He then gave the floor back to the President of SACPO</p> <p>The President thanked the SG for summarising the challenges that colleges are experiencing and asked that for how long will it take for NSFAS to respond to all this challenges, that over and above the challenges mentioned, the NSFAS call centre is not functioning and there in a lack of proper appeals board and that the issue of the missing middle</p>

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		<p>is slowly losing ground on this quintile guideline.</p> <p>She opened the matters of challenges to the floor so that the colleges whose challenges are not captured can also raise their issues.</p> <p>She mentioned that Universities have issues with NSFAS also but their issues don't affect tuition, it affects the meals and accommodation. The feeling at some point was that they should receive the 100% funding and not 80:20</p>
4	Discussions	<p><b><u>Comments and Questions from the attendees</u></b></p> <p><b><i>M Khoza, Nkangala TVET College in Mpumalanga, SRC President</i></b> wanted clarity on who is calling students from NSFAS and saying they want to sign SOP on their behalf. He felt that officials from NSFAS are causing confusion by calling students with wrong Information</p> <p><b><i>K Fassi, Lovedale TVET College.</i></b> He sought clarity on allocations that are given to colleges. He wanted to know whether they are for tuition or for student allowances. Students are shown projections and from there they are told that the money given to them is tuition not allowance whilst NSFAS says a different story. Can they clarify what is it they pay colleges for, Tuitions or allowance?</p> <p><b><i>C Mofi, Buffalo City TVET College in the EC:</i></b> She sought clarity on how comments were consolidated and why out of 50 colleges, inputs from only 12 colleges are captures. She indicated that some of the submissions were not captured including the one from her college. The SG clarified that there were 2 submissions that needed to be made, one to DHET and the other one to SACPO and that there could have been confusion there.</p> <p>The reason we requested information from each college was that we are able to be in one room and discuss each particular college challenges, however those that are not captured still has an opportunity to raise their challenges in the meeting</p> <p><b><i>E Sikwane, Tshwane North TVET College:</i></b> wanted to understand why can't NSFAS finalise their processes early so that every student can know whether they are funded or not. If NSFAS takes TVETs serious like they do varsity students then they should make provision to ensure that they get money every month</p>

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		<p><b>A Gagela, Boland TVET College:</b> Asked for a review of rule 12.3 and 44</p> <p><b>A Klaas, False Bay TVET College,</b> wondered why an options of meal allowance, in the guidelines doesn't appear anywhere. If that allowance is there, they would like to locate it in the guidelines</p> <p><b>T Ngcobo, Vuselela TVET College, NW:</b> raised the issue of online versus manual application and mentioned that it is only fair for NSFAS to acknowledge these challenges, NSFAS need to revert to manual applications until they resolve their challenge or allow dual system to carry on. Manual applications must be captured on time. Advance that is given to colleges especially for class fees, can they be given tuition as and advance and if students do not register the money will be refunded</p> <p><b>O Ganame, Vuselela TVET College, NW:</b> wanted to rules and guidelines document is NSFAS following as they seem to be the same as the ones they are following. He mentioned that as thing stands SOPs are still being done in August. Online applications must stop as they are not working. He also wanted to know When are students being paid as they need their money to pay landlords</p>
5	<b>NSFAS Response to 2016/2017</b>	<p><b>Mr. Jomo Jacobs, General Manager from NSFAS</b> indicated that the rules and NSFAS are not the problem and that the National Technical Education started in 1935, and in that period, N1 was done in one year including the practical's so that they can account for the deficit of the skills then as a result NSFAS is unable to can change the NATED system.</p> <p><b>Issue of Advance:</b> He alluded that the advance system defeats the purpose of the fund as unallocated tuition will have to be send back to NSFAS and they have to spent money within a financial year. There needs to a way where money is utilized and not send back to NSFAS without disbursing an advance</p> <p><b>Issue of Manual and Online processing:</b> Both are running concurrently. The systems cater for one online application, which is the January intake The issue is the sharing of information effectively on time and in an efficient way. It was a pilot and lessons were learned</p> <p><b>Issues of Guidelines.</b> NSFAS are using the same guidelines as colleges, it is just that they had missed the targets</p> <p><b>Mr. Victor Rambau Acting COO of NSFAS,</b> explained that as NSFAS they can't manage R2.6 Billion utilizing sms, email or manually hence it is imperative that the online system is working</p>

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		<p><b>Issue of Regional presence:</b> NSFAS is in a process of establishing regional offices, they will have an office in Pretoria or Johannesburg. The regional offices will be in Eastern Cape, Kwa-Zulu Natal and Gauteng as a start. NYDA has made available their 15 offices across the country to that they can connect to youth in those municipalities</p> <p>Currently NSFAS is not well capacitated and has staff compliment of only 302 people, that capacity must be multiplied by 3 to handle all their clientele</p> <p><b>NSFAS Contact Centre:</b> Currently the call centre agents are only able to communicate to students about what they see on the system. NSFAS acknowledged the systems shortfall and indicated that they are implementing changes to be able to better serve the students. Leadership at NSFAS has changed. As part of fixing the problems, the then Chief Information Officer has since left the organisation to ensure that the I.T infrastructure is on par to address the current issues that are being faced</p> <p><b>Manual vs Online:</b> NSFAS needs to get the student records on time. If they don't receive the registration document on time they can only pay-out 15% but those that provide every document on time will get their 100% in time</p> <p><b>DDG Firoz Patel</b> indicated that rules and guidelines must be radically transformed. DHET must look at a process where they set up a committee where the rules and guidelines will be reviewed  On issue of whether 100% must be given to colleges, that will be dependent on the means test, and the custodian of the means test is NSFAS. That process must not be subjected to a SOP but declaration from the college.</p> <p><b>Issue of whether these are rules or guidelines,</b> The DDG remarked that there are requirements in implementation of the rules and guidelines. Rules have to be adhered to and guidelines are what can be applied according to the college discretion.</p> <p><b>Issue of Threshold:</b> he alluded that the threshold has to be looked at and linked to CPIX. The department has to undertake a survey to determine the extent of missing middle in colleges. If it's found that 40% are missing middle then we can recommend that all students in that category be funded.  Students have to agree that this is the amount of allowances that the college has received and share it equally.</p>

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		<p>Criteria must be agreed about and percentage going to colleges based on where they are based. The blanket application is simply not working especially for Rural colleges</p> <p>He further alluded to the following</p> <ul style="list-style-type: none"> <li>- that if a college admits a student and that student is registered and that student is admitted, class allocated and lecturers allocated then they can qualify for 100% funding</li> <li>- Academic performance must be defined: It needs to be clear what is it that NSFAS will apply and what is it that the college will apply in terms of that rule of academic performance. There should be a form of differentiation if they all qualify, and that differentiation should be performance</li> </ul> <p>Further comments</p> <p><b>N Balfour, King Hintsa TVET College:</b> Started by appreciating the platform created by SACPO to address the challenges. She highlighted that the problems have been identified and we need to come up with the solutions affecting the sector. She appreciated the issues of principle made by the DDG and advised that the issue of redress has been left out. She mentioned that the colleges are not the same but the funding to colleges is the same and that they have in the past made inputs on the norms and standards regarding the matter. Some colleges have quintile 1 and 3 and her college for example will not be the same as Ekurhuleni West TVET College as a result there must be a review of these rules especially on quintiles</p> <p>She also asked the question on the involvement of NYDA office and collaboration between the two and if there are any staff members servicing the students where the NYDA offices are based.</p> <p>She mentioned that in her case the online application are not the problem, as they were piloted there, the problem came when the system was opened for everybody and the capacity for NSFAS was not strengthened to deal with the increased online applications. Students are now accusing the colleges of using their monies, so online should be communication between the students and NSFAS and colleges should not be part.</p> <p>Another comment that was raised by one of the members in the house was that inefficiency within NSFAS is mainly due to staff turnover, he</p>

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		<p>mentioned that the staff that were able to assist in the past, are no longer there, there are new people who are still rummaging with the systems, he further advised that the call centre needs to be dropped immediately as that causes tension in the colleges. He recommended that they can then open it again as soon they have capacitated it efficiently</p> <p><b>DJ April, Central Johannesburg TVET College:</b> He cautioned the house about focusing solely on challenges and not doing the review and alluded that this session should result in radical review of the guidelines. He asked if we can perhaps give attention to all guidelines on one by one basis</p> <p><b>A representative from King Williams Town</b> sought clarity on the overview that was given by the DDG on the issue of the circular and wanted to know which year he was referring,</p> <p><b>M Ngongo, Coastal KZN TVET College</b> mentioned that the issue of 40km and 10km radius, is a challenge especially if you look at 10km and one considers the number of taxis that one needs to take and the amount of money one spends, it thus becomes imperative that the 10km rule be reviewed</p> <p>She further mentioned that the issue of the transfer of tuition allocation to colleges should not be depended on whether the SOPs have been signed or not. The advance payment should cover both tuition and allowances.</p> <p>One of the recommendations received from the floor was an issue of funds earmarked for students with disabilities: DHET indicated that there is an allocation for students with special needs, disability needs and learning needs, NSFAS must make such funds available to students with such needs</p> <p><b>Mopani South East TVET College representative</b> stated that last year there was a consultative meeting and it was clearly stated that online system is not working and the students do not want it and must be halted, NSFAS continued to implement it.  She further asked the President of SACPO where her SRC president is as there is no student representation from her college</p> <p><b>T Rapabi, Maluti TVET College</b> who is the SRC President recommended that FAC should develop criteria that will be inclusive of all student needs not the one that only accommodate 10% of students and that there should be fairness between students regarding allowances.</p>

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		<p>He advised that those students who left without signing the SOPs must be called back to sign the SOPs through national media because the colleges are battling as a result. He further alluded to the fact that some colleges that are offering agriculture are in farms without accommodation, can the guidelines consider allowing them to apply for accommodation as well as tuition. He furthermore mentioned that most landlords do not pay tax, so guidelines must take that into consideration</p> <p><b>L Mdledle, Lovedale TVET College</b>, indicated that there are students who applied online but are not captured on the system and that the 80% attendance policy is an issue to all students because some of students stay far from school and they don't have travel allowance hence they can't attain 80% class attendances and yet NSFAS expects them to attend classes. He further mentioned that NSFAS have 302 staff and must delegate them to present the Xbus to the students</p> <p><b>B Mgidi, King Hintsa TVET College</b> pointed out that the criteria that they are using in terms of disbursing allowance disadvantages other students as some students don't get funding in the first year yet new entrants get bursaries, he then asked if DHET can explain how they can say they prioritise tuition first and yet there are no libraries, workshop etc. How does DHET expect students to get to the percentage that they require without the requisite infrastructure</p> <p>He also asked where are the results/certificate of students whose bursaries are being dropped by NSFAS due unavailability of the results</p> <p><b>M Buthelezi, Mnambithi TVET College:</b> out of 9000 registered students only 300 students got their SOP</p> <p><b>C Radebe, Majuba TVET College</b> asked on how can NSFAS correct the deficiencies of students who applied for tuition and allowance but the system shows that they never applied</p> <p><b>K Matsimela, Sekhukhune TVET</b> asked why are new students not receiving allowance and explained that you can't pay tuition fees and expect students to come from nowhere and why is it that when the school are students still receive the money for accommodation and why is it that NSFAS cant deposit money directly into the students account</p> <p><b>T Khotle, Motheo TVET College</b>, pointed out that the system disadvantages the students as they receive the allowance late. They need to revert back to old system of capturing things the manual way</p>

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		<p>One of the members on the floor raised the issue of 302 staff members of NSFAS that must be divided into 9 provinces to assist with this SOP challenges as is a serious challenge to colleges and that the lack of computers is a problem and hence the due date passes without the application process being completely completed.</p> <p>They further alluded that the student support offices are not been given information and yet students need to go to them for information. Regionalisation of offices should be prioritised</p> <p><b>A Ramokhoase, Sedibeng TVET College</b> asked NSFAS about the recourse on students that have not being captured. She asked if students can be given a chance to appeal, when their application has been rejected in the beginning of the year. She furthermore alluded to the fact that NSFAS would give out a list of students who are provisionally funded, and when they get to the system, it says no data, can they clarify</p> <p>An appeal was made from a member on the floor that everyone must remember that they are leaders in their own right and that is why we are here to solve problems but we have to respect each other so that when we go to colleges the SRC needs to understand that everyone is a leader. The problem is for all</p> <p><b>K Picane, King Hintsa TVET College:</b> His concern was mainly on the issue of accommodation as many vendors do not meet the requisite standards and he further sought clarity of issue of results. He asked if a student registered 7 subjects, the systems suggest that they have progressed and moved to the next level whilst that is not the case</p> <p><b>B Mthethwa, Umfolozi TVET College:</b> The 80:20 rule is creating a problem in colleges as in essence it translates 20% of students that will not covered by NSFAS. The clause must simply be removed. NSFAS must start giving students dates on when will they be paying students and colleges</p> <p>There was also a comment from the floor regarding returning students not being captured on the list and yet there are no solutions, they are not appearing on provisionally funded list also.  2<sup>nd</sup> semester students have applied and have send SOP and yet they are still not appearing, when are their problems going to sorted</p> <p><b>C Kruger, False Bay TVET College:</b> indicated that it was a terrible 8 months with processing with the applications and what is NSFAS planning to do going into 2018</p>

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		<p><b>eThekwini TVET College:</b> Requested NSFAS not to be reckless with the communication as it creates problems between management and the SRC. NSFAS must pay the colleges what is due to them</p> <p><b>TJ Kekana, Sekhukhune TVET College:</b> cautioned NSFAS in going behind the colleges back with their communications to portfolio committees and alluded that creates challenges for the college. They tell portfolio committees that the problem lies with the colleges and they are failing to disburse although the college are unaware about the students that need those disbursements and he indicated that he was absolutely not content that the regional office will be in Gauteng as that will not be accessible to them. His recommendation was that the offices must spread across the Country</p> <p><b>K Malinga, Tshwane South TVET College:</b> Highlighted that the meeting is sitting there as if they were meeting for the first time and each time they discuss the same issues and yet there are no solutions emanating from such gatherings. She indicated her displeasure with always submitting inputs without them being actioned as well as on the 10km radius as it is not well calculated and doesn't take the geographical conditions into considerations. She further mentioned that Online registration was only introduced last year in September then how is the students fault if they are not funded</p> <p><b>Member from Vuselela TVET College</b> indicated that they have written series of memos to the DDG on the models on funding, no change has been effected despite the recommendations been made to the Department. His sentiments were that the sector cannot even begin to discuss issues of what was going to happen next year when the past challenges are still pending.  He indicated that the main challenge is that the majority of people that DHET is hiring are not from the sector hence they can't address issues of the sector and that the bottom line is that they don't want the online system and furthermore NSFAS should not consider taking its services to NYDA as it's a political office. That will translate into politicising NSFAS. He recommended that Colleges must send their own staff to Cape Town to capture their own applications</p> <p><b>M Marais, ORBIT TVET College:</b> Asked if once the list has been signed and confirmed will tuition will be paid and when will that be</p>
6	<b>DHET Response to proposed</b>	The President explained that her SRC Presidents and other student representatives are attending a meeting with one of the partners to the

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	<p><b>interventions</b></p>	<p>college</p> <p>The DDG in his response and closing remarks highlighted the following</p> <ul style="list-style-type: none"> <li>- NSFAS will pay 100% if the college principals signed that the student is there, has registered and qualifies</li> <li>- The Rules and Guidelines will be reviewed and amended to pave way forward for 2018,</li> <li>- Results for 2016 are all out, if any student is still experiencing challenges, they must contact him directly, they must report personally to the DDG</li> <li>- TVET sector has been neglected since 1950 and from 1991 there has been an accumulation of data which was not being done properly</li> <li>- NSFAS CEO was given data, they have agreed to pay for 2016 and 2017 and separate issue of tuition from allowances</li> <li>- Government Lekgotla took a decision to increase a threshold of R120 000 to R150 000 in 2018 and National Treasury must do calculation so that every student who falls in that threshold can be funded. Government will see if those who do R150001 can be assisted</li> <li>- The Task team working on Rules and Guidelines will separate rules from so that colleges are able to implement their discretions on guidelines</li> </ul>
7	<p><b>Way Forward/ Closure</b></p>	<p>The Secretary General of SACPO thanked everyone for their inputs and told the house that it is clear that all the inputs received assisted us in moving forward. That all inputs have been captured</p> <p>He mentioned the following as a way forward</p> <ul style="list-style-type: none"> <li>- We need to identify all the issues that need immediate attention and in the medium term</li> <li>- The initiator of the process, DHET Rules and Guidelines, one of the major challenges that the resources are inadequate,</li> <li>- SACPO has a responsibility to engage NSFAS and ensure they deal with issues suppressing the sector</li> <li>- NSFAS must respond to proposed interventions</li> </ul> <p>He thanked everyone for honouring the meeting</p>

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