



SRC Trust Fund Application Guidelines

INTRODUCTION

Because of and informed by the sad reality that most students often find themselves in financial difficulties during their time at university and most unfortunately, due to reasons not of their own doing; and furthermore because of the conviction on the part of the University that tertiary education must not and will not be an exclusive privilege of the rich in perpetuity; the University of Johannesburg has taken a conscious decision to establish a trust fund to assist needy students primarily with first minimum payment of the current academic year, not outstanding balances accumulated from previous year/s.

WHAT IS THE SRC TRUST FUND

The SRC Trust Fund is mainly an amount of money set aside and administered by Student Finance and UJSRC to assist students in financial difficulties. The funds will be granted as per specific needs of students and in accordance with the guidelines as prescribed in this document, the deviation from this document must be approved by the SRC Trust Fund Committee after ratification by the Management Executive Committee. The available funds are fairly limited and are existent chiefly to provide supplementary support to students in genuine financial difficulties.

1. PURPOSE

The sole purpose of the SRC Trust Fund (hereafter referred to as the fund) is to assist students who are or to be in the University system and financially needy with minimum registration fees.

2. AIMS AND OBJECTIVES OF THE FUND

- I. To assist students who are financially needy at the point of registration.
- II. To alleviate possibilities of emergency financial hardships suffered by students and assist them from the state of panic.
- III. To provide for and attend to the needs of existing indigent students whose academic progress will be adversely affected if they are not assisted.
- IV. To create conditions conducive and necessary in order for academic excellence to be achieved.

- V. To ensure that students are not excluded from the University system on the basis that they do not have money for minimum registration fees.

3. CRITERIA FOR ALLOCATION

As stated above, the amount of funds available is fairly limited relative to the number of students the University wishes to assist. This therefore necessitates that a somewhat stringent but accommodative and inclusive criteria be set to enable the fund to reach out to the neediest students.

In order to qualify for funding, the student must be:

- Accepted by a faculty at the University of Johannesburg for a curricular course, regardless of nationality.
- Able to demonstrate potential for academic success. The basis for this will be a pass of 60% of previous academic year registered modules.
- Must have a financial need that can be proven beyond reasonable doubt to the satisfaction of the selection committee. The burden to prove the need lies solely on the applicant.
- The financial need as expressed by a student must have a demonstrable effect on the academic life of the student.
- Only a limited number of postgraduate students can be assisted in the current academic year and the determination of this number lies solely on the discretion of the selection committee. Postgraduate students receiving any other University or NRF bursaries will not be eligible for assistance from the SRC Trust Fund.
- The fund will not assist students who qualify for NSFAS assistance. A student will therefore have to provide proof that he/she does not qualify for NSFAS in the academic year.
- All assistance will be granted only during the registration period.
- No application will be considered if all the information and documents required by the guidelines are not submitted. Please see the attached Annexure.

4. HOW TO APPLY

Students can apply for the fund by clicking [here](#).

5. ADMINISTRATION

- The personnel of Student Finance will be in charge of the administration and management of the fund.
- The fund will be managed and administered in accordance with the guidelines and directives as prescribed in this document and other relevant financial policies of the University of Johannesburg.

- The selection committee of the fund shall be the highest decision-making body on all matters relating to the fund, most particularly on who gets assistance.
- The Personnel of Student Finance will be responsible for administering the allocation of Funds to approved students.

6. COMPOSITION OF THE SELECTION COMMITTEE

The selection committee will comprise the following:

- The Senior Director: Financial Administration and Revenue as the chairperson.
- A nominee from Student Finance
- The Senior Director: Student Affairs.
- A nominee from Student Affairs.
- UJ SRC President
- UJ SRC Treasurer-General

8. PROCEDURAL STEPS AND MEETINGS OF THE SELECTION COMMITTEE

- Applications are electronically received from students.
- Applications are assessed based on financial neediness. The captured lists are sent to HEDA for academic verification. Final assessment is completed based on academic performance. After initial screening, the applications are brought to the attention of the selection committee.
- The amount of time it shall take for the applicant to know whether or not his/her application was successful will be seven (7) working days.
- The selection committee will meet at least once per week during the time of registration period.
- Financial verification of approved students, including for outstanding debts will be carried out by Student Finance.
- Financial blocks are lifted for students without outstanding debt, students with outstanding debts are advised to sign AODs.
- Results are published on the UJ web and Student Finance page under NSFAS.

9. APPEALS

It is appreciated that not every student will be satisfied with the outcome of their application. The selection committee has to work within a limited budget and therefore will have the powers to set limits of assistance to ensure that they can help as many students in need as possible.

- If a student is not satisfied with the decision, he/she may appeal. Reasons for the appeal must be in writing, either by letter, or e-mail, to the selection committee.

- All appeals are referred to the selection committee who will look again at the application and the reasons for the appeal.
- Applicants should be aware that the selection committee may not change its original decision if such a change will be inconsistent with the guidelines in this document.
- In some cases the selection committee may wish to interview an applicant who has appealed against a previous decision. A decision on the appeal will be provided within one week, and if a further payment is due the payment will be made as soon as possible.
- The selection committee, with the full participation of campus SRC treasurers who in this case will have full voting rights, shall be the highest decision making body on all matters of appeal.

9. SUBMITTING THE APPLICATION FORM

It is important that supporting documentation is enclosed with the application form. An application that does not have supporting evidence cannot be processed. An applicant will be contacted to request this information within a set time slot. If information is still not received the application will be rejected. Any delay in receipt of supporting evidence will therefore delay the outcome of an application.

Applicants must complete all sections of the application form.

Annexure 1 - APPLICATION FOR SRC TRUST FUND

- If both parents are working, **recent payslips** not older than 2 months are required from each parent. If a parent is paid on a weekly basis four consecutive payslips should be submitted. If a parent is paid on a two-weekly basis (fortnightly) 2 consecutive payslips should be submitted.
- If a parent is unemployed an **affidavit signed by the unemployed parent** is required, confirming his/her own unemployment.
- If a parent is working in the informal sector where official payslips are not issued (e.g. street vending or informal selling) the rand value of the income gained per month must be stated in the **affidavit**.
- If a parent is employed as a domestic worker, a **letter** from his/her employer is required, stating the period of employment and the monthly salary.
- If there is anybody in the household that receives a state pension or a child support grant, proof is needed. A certified copy of the most recent pension slip, pay point slip or an original 3-month bank statement should be submitted.
- If a family/student is sponsored an affidavit signed by the sponsor should be submitted stating the monthly rand value of the sponsorship.
- If parents are divorced a certified copy of the divorce decree should be submitted.
- If a parent is deceased, a certified copy of the death certificate should be submitted.
- If the whereabouts of a parent are unknown or if the parent has absconded or does not contribute towards the finances of the family, an affidavit is required from the parent whom the student lives with. The parent writing the affidavit should not only indicate that he/she is single, but also that the other parent's whereabouts are unknown and that no financial support is received.
- If a student lives with his/her grandparents or guardian, an affidavit from the guardian or grandparents is required, stating the whereabouts of the biological parents and the rand value of the parents' monthly support to the student. Proof of income of grandparents should also be provided.
- If a sibling (brother or sister) over the age of **18** is unemployed and is **still living with the family** an **affidavit signed by the unemployed sibling** is required, confirming his/her own unemployment. If the sibling is employed, recent payslips (not older than 2 months) is required.
- If a sibling is studying at a tertiary institution (university) proof of registration of that particular student is required.
- Certified copies of identity documents (or birth certificates where identity documents are not available) for every member of the household including the applicant should be submitted.
- If a student's surname differs from his/her parent surname, an affidavit from one of the parent's must be submitted as to why the surnames differ.
- All copies of documents must be certified

- Please make sure all required documentation is attached before submitting the application form, as incomplete applications will not be processed, and it will be regarded as an **unsuccessful** application.