

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. R. 1814

4 March 2022

**REGULATIONS RELATING TO ASSISTANCE TO VICTIMS IN RESPECT OF HIGHER EDUCATION AND TRAINING: PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995**

The President has, under section 27(2) of the Promotion of National Unity and Reconciliation Act, 1995 (Act No. 34 of 1995), made the Regulations in the Schedule.

**SCHEDULE****Definitions**

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act bears the meaning so assigned and, unless the context indicates otherwise—

**"accounting officer"** means the officer appointed by the Minister of Justice and Correctional Services under section 42(6) of the Act;

**"administrator"** means—

(a) an official in the Department designated by the Director-General for the purposes of dealing with applications for assistance in terms of these Regulations and matters related thereto; or

(b) an employee of the National Students Financial Aid Scheme;

**"adult education and training"** means adult education and training as defined in section 1 of the Adult Education and Training Act;

**"Adult Education and Training Act"** means the Adult Education and Training Act, 2000 (Act No. 52 of 2000);

**"applicant"** means the following persons who apply for assistance in terms of regulation 14:

(a) A victim;

(b) a relative or dependant of a victim; or

(c) a person who exercises parental responsibility over a victim or a relative or dependant of a victim and who applies for assistance on behalf of a victim or a relative or dependant of a victim.

**"application form"** means the form provided for in regulation 14(2);

**"apprenticeship"** means an apprenticeship as defined in section 1 of the Skills Development Act;

**"assistance"** means the monetary assistance provided for in regulation 5, 6, 7, 8, 9, 10 and 11 of the Regulations;

**"assistive device"** means—

(a) an assistive device referred to in Annexure 2 to the Regulations;

- (b) an assistive device approved by the administrator in terms of regulation 10(5);
- (c) in the case of an electronic assistive device, the software required for the proper functioning of the assistive device; and
- (d) any upgrades or repairs of an assistive device required on an annual basis,

but excludes a laptop, unless the beneficiary, due to his or her disability, needs a laptop with special requirements which exceeds the amount provided for in regulation 9(1)(b);

**"beneficiary"** means a victim or a relative or dependant of a victim in respect of whom an application for assistance has been approved;

**"centre"** means a centre as defined in section 1 of the Adult Education and Training Act;

**"college"** means a college as defined in section 1 of the Further Education and Training Colleges Act;

**"COVID-19"** means the Novel Coronavirus (2019-nCov2) which is an infectious disease caused by a virus that has previously not been scientifically identified in humans, which emerged during 2019 and was declared a global pandemic by the World Health Organisation in 2020;

**"days"** means calendar days;

**"dedicated official"** means an official in the Department of Justice and Constitutional Development designated by the Director-General of that Department for the purposes of verifying the status of an applicant in terms of regulation 16;

**"Department"** means the Government department responsible for higher education and training at national level;

**"device"** includes—

- (a) accessories, equipment, an instrument, a tool or any other similar item or article and protective gear or clothes; and
- (b) in the case of an electronic device, the software required for the proper functioning of the device,

but excludes an assistive device required by a person with a disability.

**"Director-General"** means the Director-General of the Department of Higher Education and Training;

**"disability"** means—

- (a) a disability recognised in the United Nations Convention on the Rights of Persons with Disabilities (2007);
- (b) a disability contemplated in the White Paper on the Rights of Persons with Disabilities issued by the Minister of Social Development in Government Notice No. 230 in *Government Gazette* No. 3221212 dated 21 March 2019; and
- (c) any chronic illness or chronic medical condition which manifests as a physical, mental, intellectual or sensory impairment which limits substantially the person's daily functioning and severely impacting on the teaching and learning process of the person;

**"fees"** includes—

- (a) money paid or payable by a person in relation to the attendance of or participation in—
  - (i) a learning and training programme offered by a centre, to a learner;

- (ii) a learning and training programme offered by a college, to a student;
- (iii) a learning programme offered by a higher education institution, to a student; or
- (iv) a learnership or apprenticeship offered by a college to a learner;
- (b) any fee for registration;
- (c) administrative costs;
- (d) costs relating to student counselling;
- (e) tuition fees; and
- (f) costs relating to work placement;

**"Fund"** means the Fund established under section 42(1) of the Act;

**"fund administrator"** means the officer designated by the Minister of Justice and Correctional Services under section 42(5) of the Act;

**"further education and training"** means further education and training as defined in section 1 of the Further Education and Training Colleges Act;

**"Further Education and Training Colleges Act"** means the Further Education and Training Colleges Act, 2006 (Act No. 19 of 2006);

**"higher education"** means higher education as defined in section 1 of the Higher Education Act;

**"Higher Education Act"** means the Higher Education Act, 97 (Act No. 101 of 1997);

**"higher education and training"** means—

- (a) adult education and training;
- (b) further education and training; and
- (c) higher education;

**"higher education and training institution"** means—

- (a) a centre;
- (b) a college; or
- (c) a higher education institution;

**"higher education institution"** means a higher education institution as defined in section 1 of the Higher Education Act;

**"household"** means the following persons who live together:

- (a) A person married to a victim under any law, custom or belief;
- (b) a child of a victim or an adopted child of a victim;
- (c) a grandchild of a victim;
- (d) the parents of a victim; and
- (e) the grandparents of a victim;

**"human support"** for the purposes of regulation 11 means a service rendered by a sighted guide, note taker, tutor, carer or sign language interpreter to a beneficiary with a disability;

**"learner"** means—

- (a) a learner as defined in section 1 of the Adult Education and Training Act; and
- (b) a learner as defined in section 1 of the Skills Development Act;

**"learnership"** means a learnership as contemplated in the Skills Development Act but excludes a skills programme;

**"Minister"** means the Cabinet member responsible for higher education and training at national level;

**"National Student Financial Aid Scheme"** means the juristic person established by section 3 of the National Student Financial Aid Scheme Act, 1999 (Act No. 56 of 1999);

**"organ of state"** means an organ of state as defined in section 239 of the Constitution of the Republic of South Africa, 1996;

**"private higher education and training institution"** means—

- (a) a private centre as defined in the Adult Education and Training Act;
- (b) a private college as defined in the Further Education and Training Colleges Act; or
- (c) a private higher education institution as defined in the Higher Education Act;

**"public higher education and training institution"** means—

- (a) a public centre as defined in the Adult Education and Training Act;
- (b) a public college as defined in the Further Education and Training Colleges Act; or
- (c) a public higher education institution as defined in the Higher Education Act;

**"qualification"** means a qualification as defined in section 1 of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008);

**"relative or dependant of a victim"** means—

- (a) a parent of, or somebody who exercises or exercised parental responsibility over a victim;
- (b) a person married to a victim under any law, custom or belief;
- (c) a child of a victim or an adopted child of a victim; and
- (d) any person to whom a victim has or had a legal or customary duty to support;

**"skills development"** means skills development as contemplated in the Skills Development Act;

**"Skills Development Act"** means the Skills Development Act, 1998 (Act No. 97 of 1998);

**"Social Assistance Act"** means the Social Assistance Act, 2004 (Act No. 19 of 2004);

**"student"** means a student as defined in the Higher Education Act and the Further Education and Training Colleges Act;

**"the Act"** means the Promotion of National Unity and Reconciliation Act, 1995 (Act No. 34 of 1995);

**"victim"** means a person contemplated in the definition of "victim" in section 1 of the Act, and who has been found by the Truth and Reconciliation Commission to be a victim, in accordance with the provisions of the Act;

**"vulnerable household"** means a household, which at the date of the application for assistance, consists of four or more members and where—

- (a) the majority of the members of the household is over the age of 65 years;
- (b) the majority of the members of the household is receiving social assistance in terms of the Social Assistance Act;
- (c) one of the members of the household, irrespective of his or her age, is physically or mentally disabled as contemplated in section 9 of the Social Assistance Act;

- (d) one of the members of the household, who is under the age of 18 years, must work in order to contribute to the income of the household due to the limited income of that household; or
  - (e) only one member of the household is working; and
- “**work placement**” means work placement as contemplated in the Skills Development Act.

### **Objects and application of Regulations**

- 2.** (1) The objects of these Regulations are to—
- (a) provide assistance in respect of adult education and training, further education and training, higher education and skills development, to victims and relatives and dependant of victims who meet the conditions, criteria and requirements set out in these Regulations; and
  - (b) extend and supplement in respect of victims and relatives and dependants of victims, to the extent provided for in these Regulations, the assistance provided by organs of state, including the National Student Financial Aid Scheme and an institution as contemplated in the Skills Development Act, in respect of higher education and training to members of the public in general.
- (2) Assistance to a victim or a relative or dependant of a victim may only be provided in respect of higher education and training offered at a public higher education and training institution.
- (3) Assistance to a victim or a relative or dependant of a victim may, subject to regulations 2(6), 5(3), 6(2), 7(2) and 8(3), be provided in respect of more than one category of assistance referred to in regulations 5, 6, 7, 8, 9, 10 and 11.
- (4) Assistance to a victim or a relative or dependant of a victim may be provided in respect of full-time or part-time studies or distance learning, provided that no assistance in respect of accommodation and transport may be provided in the case of distance learning.
- (5) Assistance may only be provided to a victim or a relative or dependant of a victim for the purposes of obtaining a qualification.
- (6) Assistance may only be provided in respect of an undergraduate qualification.
- (7) The period determined by the Department or a higher education and training institution for the completion of a qualification for which a victim or a relative or dependant of a victim is enrolled is not affected by the period of assistance provided for in these Regulations.

### **Authority responsible for application of Regulations**

- 3.** (1) (a) The Director-General is, subject to paragraph (b), responsible for the application of these Regulations.
- (b) The Director-General: Justice and Constitutional Development is responsible for the application of the Regulations in respect of

matters which are the responsibility of the dedicated official and the fund administrator.

(2) The Director-General may delegate the application of these Regulations to the National Student Financial Aid Scheme.

(3) The Department is responsible for the payment of any fees charged by the National Student Financial Aid Scheme for the application of these Regulations, if the application thereof is delegated to that Scheme.

#### **Amount available for assistance**

4. (1) Subject to subregulation (2), the accounting officer must, in consultation with the Director-General, determine annually in writing, by not later than 21 November of every year, the amount available for the next year for assistance in terms of these Regulations.

(2) The accounting officer must, in determining the amount, take into account—

- (a) the amount which is still available in the Fund;
- (b) existing commitments of the Fund;
- (c) other forms of reparation to victims, which were approved by Parliament in terms of section 27(2) of the Act and which are under consideration by the Department of Justice and Constitutional Development, which must be paid from the Fund;
- (d) the amount paid out as assistance during the previous year, if applicable;
- (e) the number of beneficiaries assisted the previous year, if applicable; and
- (f) the number of applicants who met the criteria set out in regulation 14(1) but who have not received assistance as a result of the application of the most deserving criterium, as set out in regulation 14(3), if applicable.

(3) The accounting officer may, on good cause shown and subject to the availability of funds, at the request of the Director-General, increase the amount determined in terms of subregulation (1)(a) for assistance for an academic year.

#### **Assistance in respect of adult education and training**

5. (1) Assistance in the following forms may be provided in respect of adult education and training:

- (a) Payment of the actual fees charged by an institution to complete the General Education and Training Certificate; and
- (b) payment of a transport allowance of R5 141,00 per academic year despite the fact that a learner could not attend the learning centre the whole year in 2022 due to COVID-19: Provided that any part of the allowance not used for transport purposes must be used for any expenses incurred by a learner for purposes of remote learning.

(2) The assistance provided for in subregulation (1)(a) may only be—

- (a) used to pay fees and to purchase textbooks; and
- (b) paid over a period of three years.

(3) The transport allowance provided for in subregulation (1)(b) may only be paid for a period not exceeding three years.

### **Assistance in respect of further education and training**

6. (1) Assistance in the following forms may be provided in respect of further education and training:

- (a) Payment of the actual fees charged by and institution per academic year in respect of the National Certificate in respect of the National Certificate Vocational exit qualification offered by a college or in respect of the National N Diploma offered by a college;
- (b) payment of a boarding allowance, not exceeding an amount of R27 420,00 per academic year;
- (c) payment of a transport allowance of R10 283,00 per academic year; and
- (d) payment of an allowance of R5 141,00 per academic year, for the purchasing of textbooks.

(2) The allowances in respect of boarding and transport provided for in subregulation (1)(b) and (c) must be paid to a beneficiary despite the fact that a beneficiary did not need accommodation or transport for purposes of attending the college for the whole academic year due to COVID-19: Provided that any part of the allowances not used for boarding and transport purposes must be used for any expenses incurred by a beneficiary for purposes of remote learning.

(3) The amounts provided for in subregulation (1) may be paid—

- (a) (i) for a period not exceeding four years in respect of the National Certificate Vocational exit qualification offered by a college on a full-time basis; or
  - (ii) for a period not exceeding five years in respect of the National Certificate Vocational exit qualification offered by a college on a part-time basis or through distance learning; or
- (b) (i) for a period not exceeding 30 months in respect of the National N Diploma in Business studies offered by a college on a full-time basis; or
  - (ii) for a period not exceeding four years in respect of the National N Diploma in Business studies offered by a college on a part-time basis or through distance learning; and
- (c) (i) for a period not exceeding 21 months in respect of the National N Diploma in Engineering studies offered by a college on a full-time basis; or
  - (ii) for a period not exceeding three years in respect of the National N Diploma in Engineering studies offered by a college on a part-time basis or through distance learning.

(4) Assistance in respect of transport may only be paid if a beneficiary has to travel to and from the college.

(5) Assistance in respect of accommodation may only be provided if—

- (a) the beneficiary does not reside with his or her family;
- (b) the beneficiary has to pay for accommodation; and
- (c) the beneficiary has to hire accommodation due to the distance between his or her place of residence and the location of the college or the unavailability of public transport directly from his or her place of residence to the college.

### **Assistance in respect of higher education**

7. (1) Assistance in the following forms may be provided in respect of higher education:

- (a) Payment of the actual fees charged by an institution per academic year in respect of a qualification offered by a higher education institution;
- (b) payment of a boarding allowance, not exceeding an amount of R53 128,00 per academic year;
- (c) payment of a transport allowance of R8 570,00 per academic year; and
- (d) payment of an allowance of R8 570,00 per academic year, for the purchasing of textbooks.

(2) The allowances in respect of boarding and transport provided for in subregulation (1)(b) and (c) must be paid to a beneficiary despite the fact that a beneficiary did not need accommodation or transport for purposes of attending the higher education institution for the whole academic year due to COVID-19: Provided that any part of the allowances not used for boarding and transport purposes must be used for any expenses incurred by a beneficiary for purposes of remote learning.

(3) The amounts provided for in subregulation (1) may only be paid for a period not exceeding 5 years.

(4) Assistance in respect of accommodation may only be paid if—

- (a) the beneficiary does not reside with his or her family;
- (b) the beneficiary has to pay for accommodation; and
- (c) the beneficiary has to hire accommodation due to the distance between his or her place of residence and the location of the higher education institution or the unavailability of public transport directly from his or her place of residence to the higher education institution.

### **Assistance in respect of skills development**

8. (1) Assistance in the following forms may be provided in respect of skills development:

- (a) Payment of the actual fees charged by an institution to complete a learnership;



- (b) payment of the actual fees charged by an institution to complete an apprenticeship; and
- (c) payment of an allowance of R2 570,00 per month.
  - (2) The allowance provided for in subregulation (1)(c) may only be paid—
    - (a) during the work experience component of the learnership or apprenticeship; and
    - (b) if a learner complies with the conditions relating to the payment of the allowance as stipulated in the learnership agreement provided for in section 21 of the Skills Development Act.
  - (3) The allowance provided for in subregulation (1)(c) may only be paid for a period not exceeding—
    - (a) 21 months in respect of a learnership; and
    - (b) 36 months in respect of an apprenticeship.

### Other forms of assistance

9. (1) Assistance in the following forms may be provided in respect of further education and training, higher education and skills development:
- (a) Subject to subregulation (2), payment of an allowance of R23 508,00 per annum, for meals if the cost of the accommodation does not include the cost for meals; and
  - (b) (i) payment of a once-off allowance not exceeding R10 285,00 to purchase a device; and
    - (ii) on submission of the motivation referred to in subregulation (4), payment of a once-off allowance not exceeding R4 407,00 to purchase a device that is compulsory for the programme, training or learning.
- (2) The allowance provided for in subregulation (1)(a) may only be paid if the cost of accommodation does not include the cost for meals.
- (3) The allowance provided for in subregulation (1)(a) may be paid—
- (a) in the case of further education and training, for the periods referred to in regulation 6(2), subject to a maximum period of four years;
  - (b) in the case of higher education, for a maximum period of four years; and
  - (c) in the case of skills development, for the periods referred to in regulation 8(3).
- (4) The allowance provided for in subregulation (1)(b)(ii) may only be paid if—
- (a) the head of the relevant department of the college or the higher education institution; or
  - (b) the person in charge of the learnership or apprenticeship, submits motivation on a letterhead of the college or institution concerned and certifies that the device is compulsory for the programme, training or learning.
- (5) A beneficiary who received a device in terms of this regulation becomes the owner thereof.

(6) A beneficiary who received a device in terms of this regulation must ensure that the device is used for the purposes for which it is intended and that it is safeguarded against loss or damage at all times.

(7) Subject to subregulation (8)—

- (a) a once-off amount not exceeding R65 000,00 may be paid to settle a debt, incurred prior to the 2015 academic year, of a victim or a relative or dependant of a victim, which is owed to a college or a higher education institution; and
- (b) the amount owed to a college or a higher education institution by a victim or a relative or dependant of a victim in respect of a fee debt incurred during the 2015 academic year and until the date of commencement of this paragraph, may be paid to the college or the higher education institution.

(8) The amount referred to in subregulation (7) may only be paid on submission of proof—

- (a) by the person in charge of finances of the relevant college or higher education institution of the debt and the amount thereof; and
- (b) by the head of the relevant college or the higher education institution that the victim or a relative or dependant of the victim will be allowed to register with the college or higher education institution in the next academic semester or year after the settlement.

#### **Assistance relating to assistive device**

**10.** (1) (a) Assistance may be provided in the form of the payment of—

- (i) a once-off allowance to purchase an assistive device; and
- (ii) any fee charged for training on the operation of an assistive device by the supplier of the assistive device to a beneficiary with a disability, if such a beneficiary requires training.

(2) (a) The allowance provided for in subregulation (1)(a) may only be paid if the person does not already own or enjoy the use of an assistive device, irrespective of how it was acquired, unless the device is, in the opinion of the administrator, no longer effective due to technological advancements or any other reason which cannot be ascribed to the negligence on the side of the beneficiary having the device.

(b) The administrator must, in forming an opinion in terms of paragraph (a), consult any person or institution having knowledge about the assistive device and its functioning, including any person or institution appearing on the list of National Disability Organisations (February 2021) or the list of National Sectoral Organisations compiled by the Department of Social Development.

(3) The allowance provided for in subregulation (1)(a) may only be approved—

- (a) upon submission of a written assessment, corresponding substantially with Annexure C to these Regulations, completed by a registered medical doctor or other appropriately qualified professional; and
- (b) a statement by a person in paragraph (a) contemplated—
  - (i) indicating the reasons why the beneficiary requires the device;

- (ii) indicating that he or she would benefit from the device;
- (iii) indicating how he or she would benefit from the device.

(4) The allowance provided for in subregulation (1) may only be approved if the assistive device—

- (a) will facilitate access to teaching and learning resources;
- (b) is relevant to the beneficiary's disability, as set out in Annexure B to these Regulations; and
- (c) is required in order to study for the particular qualification.

(5) The administrator may, if a beneficiary with a disability requires a device referred to in paragraph (b) of the definition of assistive device, approve such a device if the administrator, after having—

- (a) received an assessment referred to in subregulation (3)(a);
- (b) considered the factors referred to in subregulation (4); and
- (c) consulted an organization or any person having knowledge about the particular form of disability and the the device required to assist such a person, including the persons and institutions referred to in subregulation (2)(b),

is of the opinion that the device in question is necessary.

(6) Any assistive device provided for in this regulation may only be purchased with the approval of the—

- (a) fund administrator, if the total cost of an assistive device in respect of a particular beneficiary does not exceed R45 349,00; or
- (b) accounting officer, if the total cost of an assistive device in respect of a particular beneficiary exceeds R45 349,00.

(7) (a) Despite subregulation (1)(a), but subject to subparagraphs (b) and (d), an assistive device which has been stolen or damaged after it was provided to the beneficiary with a disability but during the period of training, learning or education of the beneficiary for which assistance is provided in terms of the Regulations, may be replaced under exceptional circumstances at the expense of the Fund.

(b) An assistive device referred to in subparagraph (a) may only be replaced—

- (i) if, in the opinion of the administrator, the beneficiary has at all times been diligent in the safekeeping and the handling of the assistive device; and
- (ii) with the approval of the fund administrator.

(c) The administrator may, in forming an opinion in terms of paragraph (b)(i)—

- (i) consult an organization or any person or institution referred to in subregulation (2)(b), having knowledge about the effects of the disability of the beneficiary whose assistive device was stolen or damaged;
- (ii) have regard to the disability of the beneficiary; and
- (iii) the circumstances under which the theft has been committed or damage has taken place.

(d) An assistive device referred to in subparagraph (a) may only be replaced upon submission by the beneficiary with the disability of supporting documents, including an affidavit and, in the case where the assistive device was stolen, proof that a complaint has been lodged at a police station.

(8) An assistive device may only be purchased from a supplier which has been accredited with the Higher and Further Education Disability Services Association.

(9) A beneficiary with a disability who received an assistive device in terms of this regulation becomes the owner thereof.

(10) A beneficiary who received an assistive device in terms of this regulation must ensure that the device is used for the purposes for which it is intended and that it is safeguarded against loss or damage at all times.

### **Assistance relating to human support**

**11.** (1) Subject to subregulation (3), assistance may be provided in the form of the payment of an allowance not exceeding R60 466,00 per annum for human support to be rendered to a beneficiary with a disability.

(2) A person who renders human support to a beneficiary with a disability in terms of this regulation, may be paid an amount similar to—  
(a) the boarding allowance provided for in regulation 6 or 7; and  
(b) the meal allowance provided for in regulation 9(1)(a),  
if a person who renders human support has to stay with the beneficiary due to the nature of the disability of the beneficiary.

(3) (a) The allowance provided for in subregulation (1) may only be approved if in the opinion of the administrator the form of human support requested by a beneficiary with a disability—

- (i) will facilitate access to teaching and learning resources;
- (ii) is relevant to the beneficiary's disability; and
- (iii) is required in order to study for the particular qualification.

(b) The administrator must, in forming an opinion in terms of paragraph (a), consult an organisation or any person or institution referred to in subregulation 10(2)(b) having knowledge about the disability of the beneficiary requesting human support and the form of human support.

### **Amounts payable**

**12.** The accounting officer must, by not later than 28 February 2022—

- (a) publish the amounts payable in the *Gazette*; and
- (b) in writing inform the Director-General of these, who must make this information available on the website of the Department.

### **Conditions for assistance**

**13.** (1) A victim or a relative or dependant of a victim may, subject to regulation 15(2)(b) and the availability of money in the Funds, receive assistance provided for in these Regulations if, at the date of the application for assistance—

- (a) the annual gross income of the household of which he or she is a member, does not exceed R339 337,00; or
- (b) he or she qualifies as a member of a vulnerable household.

(2) The annual gross income of the household is the total amount in cash or otherwise, received by or accrued to or in favour of the household, irrespective of the source and nature thereof.

(3) (a) The administrator must, if there are insufficient funds available for a particular year to provide assistance to all the victims and relatives or dependant of the victims—

- (i) in respect of whom applications for assistance were submitted before the cut-off date referred to in regulation 13(3)(b); and
- (ii) who meet the conditions referred to in subregulation (1), determine which applications are the most deserving.

(b) In determining which applications are the most deserving, the administrator must take into account—

- (i) the annual gross income of the household of which the victim or a relative or dependant of a victim is a member;
- (ii) the number of members of the household;
- (iii) the number of members of the household contributing to the income of the household;
- (iv) the level of education of the victim or a relative or dependant of a victim, where an application of a person with a lower level of education is regarded as more deserving;
- (v) whether the victim or a relative or dependant of a victim is physically or mentally disabled as contemplated in section 21 of the Social Assistance Act; and
- (vi) the amount of financial aid, assistance or concession provided for in regulation 14(4) received by the victim or a relative or dependant of a victim, if applicable.

(4) A victim or a relative or dependant of a victim who—

- (a) has received assistance in terms of these Regulations;
- (b) wishes to receive further assistance to complete his or her studies; and
- (c) complies, subject to subregulation (1), with all the conditions, criteria and requirements contained in these Regulations,

receives priority over any other applicant, if there are insufficient funds available in a particular year.

### **Application for assistance**

**14.** (1) The following persons may apply for assistance:

- (a) A victim;
- (b) a relative or dependant of a victim; or
- (c) a person who exercises parental responsibility over a victim or a relative or dependant of a victim on behalf of a victim or a relative or dependant of a victim.

(2) (a) An application for assistance must correspond substantially with Form 1 of Annexure A.

(b) The application form must be available on the websites of the Department and the Department of Justice and Constitutional

Development and at the offices of the dedicated official, the fund administrator and the administrator.

(3) (a) An application for assistance must be made annually and be submitted to the dedicated official on or before the cut-off dates provided for in paragraph (b).

(b) The cut-off date for the submission of the applications for assistance for 2022 is four months after the commencement of these Regulations.

(c) An application for assistance submitted after the cut-off date as provided for in paragraph (b) may be considered if the applications submitted on or before the cut-off date have been disposed of and if funds for the particular year are still available.

(4) (a) A person who applies for assistance must disclose any financial aid, assistance or concession received or to be received by the victim or the relative or dependant of the victim for the particular year for which assistance is applied from organs of state, including the National Student Financial Aid Scheme, or an institution contemplated in the Skills Development Act, or from his or her employer.

(b) Any amount so received, must be calculated and deducted from the amount for which the beneficiary qualifies in terms of these Regulations.

(c) A beneficiary who received any financial aid, assistance or concession from an organ of state, including the National Student Financial Aid Scheme, or an institution contemplated in the Skills Development Act, or from his or her employer, subsequent to the approval of his or her application for assistance must in writing disclose that fact to the administrator.

(d) Any amount received as referred to in paragraph (c), must be calculated and deducted from the amount which must still be paid to the beneficiary or for which the beneficiary may qualify in terms of these Regulations in respect of the next year.

(5) The application form must be signed by the person who completes it and, if the form is not completed by a victim or a relative or dependant of the victim, it must also be countersigned by the victim or a relative or dependant of the victim if he or she is able to do so.

(6) (a) The documents required in the application form must be attached to the application form.

(b) The administrator may refuse to consider an application if the documents required in the application form are not attached, but only after the administrator has taken reasonable steps in assisting the applicant to obtain these documents.

(7) The banking details of the persons and institutions to which the fees, the transport allowance, boarding allowance, allowance in respect of the purchasing of the text books and the allowance provided for in regulation 8(1)(c) must be paid, as required in the application form, must be confirmed by the bank by affixing the official stamp of the bank.

(8) The application form must, after completion, be submitted to the dedicated official electronically or by facsimile or registered post.

### Subsequent application for assistance

**15.** (1) A victim or a relative or dependant of a victim who applied for assistance in terms of these Regulations for a particular year but whose application was not approved due to non-compliance with the conditions, criteria and requirements provided for in these Regulations, may apply for assistance in respect of any other subsequent year.

(2) (a) A victim or a relative or dependant of a victim who received assistance in terms of these Regulations for a particular year, and who wishes to receive further assistance in 2022 to complete his or her studies, does not have to re-apply for further assistance but must complete Form 3 in the Annexure and submit it to the dedicated official in the manner provided for in regulation 14(8).

(b) The conditions, criteria and requirements provided for in these Regulations, excluding the conditions in regulation 13(1)(b), are applicable to a victim or a relative or dependant of a victim referred to in paragraph (a).

(c) The dedicated official does not have to comply with regulation 19(1) in respect of a victim or a relative or dependant of a victim referred to in paragraph (a).

(d) The procedures set out in regulations 17 and 18 are applicable in respect of any subsequent request for assistance.

### Verification of status of applicant

**16.** (1) Subject to subregulation (2), the dedicated official must within 30 days after receipt of an application form—

- (a) in respect of every application form received, verify whether the person indicated as a victim in the application form, is a victim; and
- (b) in addition, where applicable, verify whether the person indicated in the application form as a relative or dependant of a victim, is a relative or dependant of a victim.

(2) (a) The dedicated official may, in order to verify the information referred to in subregulation (1)—

- (i) require the applicant to provide additional information or documentation regarding the application; or
- (ii) obtain the required information or documentation from any other person or institution.

(b) Where the dedicated official requires additional information, the 30-day period referred to in subregulation (1) must be calculated from the date of receipt of the additional information.

(3) (a) The dedicated official must complete a certificate that corresponds substantially with Form 2 of Annexure A, if he or she finds that the person applying for assistance is a victim or a relative or dependant of a victim.

(b) The dedicated official must, if he or she receives an application for assistance from a victim or a relative or dependant of a victim in respect of whom a certificate provided for in paragraph (a) has already been issued previously, submit a certified copy thereof to the administrator together with the application.

(c) The dedicated official must follow the procedure provided for in regulation 23(3), if he or she intends making a finding that the applicant is not a victim or a relative or dependant of a victim.

(d) The provisions of regulation 18(4) and (5) apply with the necessary changes required by the context in respect of decisions of the dedicated official under this regulation.

(e) The dedicated official must not submit an application to the administrator for consideration if the dedicated official finds that the applicant is not a victim or a relative or dependant of a victim.

(4) The dedicated official must upon completion of the certificate provided for in subregulation (3)(a), submit the application form, the attachments thereto and the certificate to the administrator and inform the applicant in writing thereof.

### **Processing of application for assistance**

**17.** (1) The administrator must, on receipt of the completed application form and the certificate provided for in regulation 16(3)—

(a) forthwith, for the purposes of the speedy processing of the application and rendering of assistance, obtain any further information or documentation or clarify any uncertainties with regard to the information in the application form; and

(b) satisfy himself or herself that—

(i) the assistance applied for falls within the ambit of these Regulations;

(ii) the conditions, criteria and requirements as provided for in these Regulations have been complied with or met;

(iii) a decision has not already been made in respect of the beneficiary for the particular year in respect of which the assistance is applied for, with reference to the register referred to in regulation 22(4) or any other document containing information in this regard; and

(iv) there are sufficient funds available to provide the assistance applied for.

(2) The administrator must, for the purposes of this regulation, consider the application for assistance, where applicable, on the basis of documentary proof, including an affidavit if no other documentary proof is available.

### **Decision on application for assistance**

**18.** (1) The administrator may not make any decision regarding an application for assistance before the expiry of the cut-off date referred to in regulation 14(3)(b).

(2) (a) The administrator must make a decision regarding an application—



- (i) submitted on or before the cut-off date referred to in regulation 14(3)(b)—
  - (aa) within 60 days after the expiry of the cut-off date; or
  - (bb) within 60 days after receipt of the application form from the dedicated official in terms of regulation 16(4),
 whichever date is the latest; or
- (ii) submitted after the cut-off date referred to in regulation 14(3)(b), within 60 days after receipt of the application form from the dedicated official in terms of regulation 16(4).
  - (b) The time period referred to in paragraph (a) may, if the administrator has acted—
    - (i) in terms of regulation 17(1)(a), be extended for a period equivalent to the period required to receive the additional information or clarify the uncertainty; and
    - (ii) in terms of subregulation (3)(a), be extended for a period equivalent to the period calculated from the date of that notice until the date specified in that notice within which the applicant may respond.
  - (3) (a) The administrator must, if he or she intends to refuse an application for assistance, notify the applicant in writing of the intention and the disqualifying factor and invite the applicant to respond thereto in the manner and before the date specified by the administrator in the notice.
    - (b) The date specified by the administrator in the notice referred to in paragraph (a) must allow for a period of at least 40 days for the applicant to respond.
    - (c) The administrator may, if no response has been received after the expiry of the date specified in the notice, make a decision in respect of the application for assistance.
    - (d) The administrator must, if a response is received from the applicant, upon receipt thereof, consider that response and make a decision in respect of the application for assistance.
  - (4) The administrator must in writing—
    - (a) record the decision;
    - (b) record the reasons for the decision;
    - (c) record the amount to be paid; and
    - (d) record the calculations made, including the calculations if any deductions are made in terms of regulation 14(4)(b) or (d).
  - (5) The administrator must, within seven days after a decision has been made, inform the applicant orally, if his or her contact particulars are available, and in writing—
    - (a) of the decision;
    - (b) of the amount of the assistance to be provided;
    - (c) about any deductions made; and
    - (d) about his or her right to lodge representations in terms of regulation 23, should the applicant be aggrieved by any decision made by the administrator in terms of these Regulations.

## Payment of assistance

**19.** (1) (a) The administrator must, if the application for assistance is approved, make arrangements with the persons or institutions to be paid regarding payment.

(b) The administrator must, before making any payment in terms of this regulation, enquire from the persons or institutions to be paid whether he or she is aware of any financial aid, assistance or concession referred to in regulation 14(4), received by the beneficiary.

(c) The administrator must, if it appears from the enquiry provided for in paragraph (b) that the beneficiary has received any financial aid, assistance or concession which has not been disclosed by the beneficiary, calculate such amount and deduct it from the amount for which the beneficiary qualifies in terms of these Regulations.

(d) The administrator must, before deducting the amount referred to in paragraph (c), give the beneficiary a reasonable opportunity to explain the receipt of the financial aid, assistance or concession.

(2) (a) Payment of assistance must be made—

- (i) by electronic transfer; and
- (ii) to the persons or institutions referred to in paragraph (b).

(b) The administrator must make payments in respect of the following expenses to the following persons:

- (i) Fees must be paid to the relevant centre, college, or the higher education institution;
- (ii) the boarding allowance must be paid to the person, institution or body responsible for the management and administration of the hostel or place where the beneficiary resides or boards;
- (iii) the transport allowance may be paid to the beneficiary or the person, institution or body providing transport to the beneficiary;
- (iv) assistance in respect of the purchasing of text books may be paid to the beneficiary or the person, institution or body supplying the goods;
- (v) the allowance provided for in regulation 8(1)(c) must be paid to the relevant college who must pay it over to the learner;
- (vi) the allowance in respect of meals may be paid to the beneficiary or the person, body or institution providing the meals;
- (vii) the assistance may be paid to the beneficiary or the person, body or institution supplying the device;
- (viii) the assistance provided for in regulation 9(7) must be paid to the relevant college or higher education institution;
- (ix) the allowance in respect of an assistive device provided for in regulation 10(1) may be paid to the person, body or institution supplying the device; and
- (x) the allowance provided for regulation 11(1) may be paid to the person, body or institution rendering the service.

(3) The administrator must, when making payment, have regard to sound financial administrative principles, procedures and processes.

(4) The administrator may, on a regular basis, make a payment to the persons or institutions referred to in subregulation (2)(b).

(5) (a) The administrator may make an advance payment to a beneficiary in respect of the assistance provided for in subregulation (2)(b)(vi) and (ix) before a beneficiary has incurred any expenses in this regard, if it appears to the administrator to be advisable and, if, in the case of the assistance provided for in subregulation (2)(b)(ix), the administrator is satisfied, upon submission of proof by the beneficiary, that these expenses will be incurred.

(b) The administrator may make an advance payment in respect of the boarding allowances of a beneficiary if it appears to the administrator to be advisable and if he or she is satisfied, upon submission of proof, that these expenses will be incurred.

(c) A beneficiary who receives an advanced payment in terms of this regulation in respect of a boarding allowance or to purchase device must, within 30 days after having received an advanced payment, submit to the administrator proof of payment of the expense in respect of which an advanced payment was received.

(d) The administrator may not make any further payments or advanced payments in terms of this regulation if proof of payment of the expense in respect of which an advanced payment was made, has not been received as required by paragraph (c).

(e) The administrator may, in writing, direct a beneficiary or a person who exercises parental responsibility over the beneficiary to refund any amount, which has been paid in advance in terms of this regulation, if the expenditure in respect of which the amount was paid, has not been incurred.

(f) The administrator may only give a direction referred to in paragraph (e), if he or she is satisfied that the expenditure has not been incurred as a result of circumstances over which the beneficiary or person who exercises parental responsibility over the beneficiary had no control.

(6) (a) The administrator may, if assistance in respect of boarding is paid for the accommodation of a beneficiary at a place other than a hostel, on a regular basis request proof—

- (i) from the person who provides accommodation that the beneficiary is still residing or lodging there;
- (ii) from the person who provides accommodation, of the amount payable in respect of the accommodation of the beneficiary; and
- (iii) from the higher education institution that the beneficiary is still registered with the institution.

(b) The administrator may refuse to make any further payments relating to the accommodation of the beneficiary if proof of the facts referred to in paragraph (a) was requested but not submitted within the period specified by the administrator.

(7) The administrator may only make a payment to a person or an institution in respect of accommodation referred to in subregulation (6)(a), upon receipt of documentary proof confirming—

- (a) the amount to be paid;
- (b) that the beneficiary is registered at the higher education and training institution;

- (c) if applicable, that the beneficiary hires accommodation at a place other than at a hostel; and
  - (d) any other information which, in the opinion of the administrator, is necessary to ensure accountability.
- (8) The administrator must—
- (a) retain proof of payments;
  - (b) in writing inform the beneficiary and the person or institution to which a payment has been made of such payment; and
  - (c) in writing inform the beneficiary that he or she must submit to the administrator a certified copy of his or her results provided by the institution which he or she attended, within two weeks after receipt thereof.
- (9) The administrator must monitor the receipt of the records received and keep record thereof.

### **Extension of assistance due to COVID-19**

**20.** (1) The administrator may, if the 2022 academic year is extended to 2023 as a result of COVID-19, with the approval of the fund administrator, provide to beneficiaries, for the period for which the 2022 academic year is extended, the forms of assistance contemplated in these Regulations.

(2) The amount of assistance to be paid per month or part thereof by the administrator in respect of any form of assistance in terms of subregulation (1) must be determined by the administrator, in consultation with the fund administrator, by dividing the amounts determined in these Regulations by 21, excluding the assistance in respect of fees and textbooks.

### **Payment from Fund to Department**

**21.** (1) (a) The fund administrator must, for purposes of the payments to be made in terms of regulations 19 and 20, make regular advance payments to the Department.

(b) The fund administrator must make the first advance payment referred to in paragraph (a), not later than 28 February 2022.

(2) The payments made by the fund administrator to the Department in a particular year may not exceed the amount determined by the accounting officer in terms of regulation 4(1).

### **Keeping of records and registers by dedicated official and administrator**

- 22.** (1) The dedicated official must keep proper records of—
- (a) the persons who applied for assistance;
  - (b) the information received in connection with the applications for assistance;

- (c) the documents received in support of the applications for assistance; and
- (d) full particulars of the decisions made in respect of the applications received.

(2) The dedicated official must compile a register containing the following particulars in respect of every application for assistance received:

- (a) The name of the applicant;
- (b) the nature of assistance applied for;
- (c) the name of the victim or relative or dependant of a victim for who assistance is applied;
- (d) the year for which the assistance is applied; and
- (e) the decision made by the dedicated official in respect of the verification of the status in terms of regulation 16.

(3) The administrator must keep proper records of—

- (a) the applications received from the dedicated official;
- (b) the information received in connection with such applications;
- (c) the documents received in support of such applications;
- (d) the decisions made; and
- (e) the payments made.

(4) The administrator must compile a register containing the following particulars in respect of every payment made:

- (a) The name of the beneficiary in respect of whom the assistance is paid;
- (b) the nature of assistance;
- (c) the year for which the assistance is paid;
- (d) the date on which the amount was paid out;
- (e) the amount paid out; and
- (f) the particulars of the persons or institutions to whom payments have been made.

(5) The dedicated official and administrator must on a daily basis, excluding weekends, update the registers referred to in subregulations (2) and (4).

(6) The administrator must keep record of the information referred to in regulation 4(2)(d) to (f) and submit that information to the accounting officer at the end of August of each year.

### **Representations by aggrieved persons**

**23.** (1) (a) An applicant who is aggrieved by a decision of the dedicated official in respect of the verification of the status of the applicant in terms of regulation 14, may make representations to the Minister of Justice and Correctional Services.

(b) An applicant who is aggrieved by a decision of the administrator made in terms of these Regulations, may make representations to the Minister.

(2) The representations referred to in subregulation (1)—

- (a) may be made at any time but not later than 60 days after receipt of the notification of the decision of the dedicated official or the administrator;
- (b) must be in writing;

- (c) must indicate the reasons why the person is aggrieved; and
  - (d) must, where possible, be accompanied by documents supporting the reasons why the person is aggrieved.
- (3) The representations must be submitted to the Minister or the Minister of Justice and Correctional Services, as the case may be, in one of the following ways:
- (a) By registered post;
  - (b) by delivering them personally at the office of the Minister or the Minister of Justice and Correctional Services, as the case may be; or
  - (c) by facsimile transmission, in which case proof of the transmission must be retained and the original thereof must be submitted by registered post.

### **Processing of representations**

**24.** (1) The dedicated official and the administrator must, immediately upon notification that representations have been made in terms of a regulation in respect of a decision taken by him or her, submit to the Minister or the Minister of Justice and Correctional Services, as the case may be, the documents in his or her possession relating to the decision, together with his or her reasons for the decision.

(2) The Minister or the Minister of Justice and Correctional Services, as the case may be, may, in order to make a finding regarding the representations, make any enquiries he or she deems fit.

(3) The Minister or the Minister of Justice and Correctional Services, as the case may be, must, as soon as circumstances permit, make a finding in regard to the representations and inform the person who made the representations orally, if the contact particulars of the person are available, and in writing of his or her finding.

### **Cession, assignment or attachment of benefits**

**25.** Despite any law to the contrary, any amount which has been paid or is to be paid as assistance in terms of these Regulations may not—

- (a) be ceded or assigned by a beneficiary or any other person or institution who received a payment in terms of these Regulations;
- (b) be attached under a judgment of a court of law; or
- (c) form part of the estate of the beneficiary or any other person or institution who received a payment in terms of these Regulations, should such estate be sequestrated.

### **Period of application**

- 26.** (1) These Regulations apply for the 2022 academic year.

(2) The dedicated official and administrator must, in respect of an application which was received by him or her for the 2022 academic year deal with the application for assistance irrespective if it is not finalised in 2022.

### **Transitional measures**

**27.** Regulation 2(2) is not applicable to a beneficiary who has registered with a private higher education and training institution before the date of amendment of that regulation.

### **Short title and commencement**

**28.** These Regulations are called the Regulations relating to Assistance to Victims in respect of Higher Education and Training, 2022 and will come into operation on publication in the *Gazette*.

## ANNEXURE A

## FORM 1

## APPLICATION FOR ASSISTANCE IN RESPECT OF HIGHER EDUCATION AND TRAINING

[Regulation 14(2)(a)]

## PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995 (ACT 34 OF 1995)

**READ THIS FIRST****Only a person who –**

- (a) has been found by the Truth and Reconciliation Commission (TRC) to be a victim; or  
 (b) is a relative, such as the child, or a dependant of a victim, such as a grandchild or spouse, may request assistance.

To qualify for assistance-

- (a) **the household** of which the person who needs assistance is a member, **must not earn more than R339 337,00 gross income per year; or**  
 (b) the person who needs assistance must be a **member of a vulnerable household.**

A **household** consists of the spouse, children, grandchildren, parents and grandparents of a victim.A **vulnerable household** is a household consisting of four or more members, where:

- \* the majority of members are over the age of 65 years;
- \* the majority of members are receiving social assistance;
- \* one member is physically or mentally disabled;
- \* one of the members is under the age of 21 years and has to work; or
- \* only one of the members is working;

**Remember to attach the required documents** confirming the information given in this form, for example, certified copies of an identity book and proof of income, otherwise your application will not be considered.

A. PARTICULARS OF PERSON WHO COMPLETES FORM			
1. Title:	(Mr, Miss, Mrs, Dr)		
2. Surname:			
3. First Names:			
4. ID number:		5. Date of birth:	
6. Gender:	*Male / Female		
7. Highest level of Education:			
8. Contact details:	* Home address / Home address of other person (if applicable): (State below the address where you live and to which mail may be sent. If you do not have an address, state the address of another person who can be contacted, e.g. place of worship, school, community leader, etc..)		
	* Postal address / Postal address of other person (if applicable):		
Telephone Numbers:	Home: ( )	Work: ( )	Cell no:
9. (a) Are you completing this form on behalf of somebody else?	<b>*Yes / No</b>		
(b) If you are completing this form on behalf of somebody else, also complete part B (B1 & B2)			



below.

10. If you are applying for assistance, complete the following:

(a) Are you a victim? **\*Yes** / **No**

(b) If you are not a victim, state the full names and ID number of the victim:.....

(c) If you are not a victim, are you a relative or dependant of a victim? **\*Yes** / **No**

(d) If you are a relative or dependant of a victim, what is your relationship with the victim:.....  
 (for eg: are you the spouse, child, grandchild or sibling of a victim)

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11. (a) If you are applying for assistance, do you have any disability?: **\*Yes** / **No**

(b) If yes, give details of the disability:  
 .....  
 .....

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

<b>B.1 PARTICULARS OF PERSON WHO NEEDS ASSISTANCE</b>			
<b>Complete this part only if you are applying for assistance on behalf of another person. Indicate here the particulars of the person who needs assistance.</b>			
1. Title:	(Mr, Miss, Mrs)		
2. Surname:			
3. First Names:			
4. ID number:		5. Date of birth:	
6. Gender:	*Male / Female		
7. Highest level of Education:			
8. Contact details:	* Home address / Home address of other person (if applicable): (State below the address where the person who needs assistance lives and to which mail may be sent. If he or she does not have an address, state the address of another person who can be contacted, e.g. place of worship, school, community leader, etc.)		
	* Postal address / Postal address of other person (if applicable):		
Telephone Numbers:	Home: ( )	Work: ( )	Cell no:
9. Is the person who needs assistance:			
(a) A victim? <b>*Yes</b> / <b>No</b>			
(b) If he or she is not a victim, state the full names and ID number of the victim:.....			
(c) If he or she is not a victim, is he or she a relative or dependant of a victim? <b>*Yes</b> / <b>No</b>			

(d) If he or she is a relative or dependant of a victim, what is his or her relationship with the victim:  
 .....  
 (for eg: are you the spouse, child, grandchild or sibling of a victim)

10. (a) Does the person who needs assistance have any disability?      **\*Yes**      / **No**

(b) If yes, give details of the disability:  
 .....  
 .....

\_\_\_\_\_  
 Signature of the person completing the form  
 on behalf of the person who needs assistance  
 Date:

**B.2 PARTICULARS OF FINANCIAL ASSISTANCE/AID/CONCESSIONS RECEIVED BY PERSON WHO NEEDS ASSISTANCE**

*Complete this part only if the person who needs assistance has received any form of assistance from the State, including NSFAS or an institution contemplated in the Skills Development Act or his / her employer, for example, a bursary or any discount or has been exempted from paying fees. Indicate here the form of assistance and the amount received.*

1. Name of the institution / person who granted / is to grant the aid / assistance:  
 .....

2. The year for which aid / assistance was received or is to be received: .....

3. Nature and amount of the assistance / aid received or is to be received:  
 .....  
 .....

4. Conditions attached to the aid / assistance:  
 .....  
 .....

**(Attach documents to support the above information.)**

**C. FORMS OF ASSISTANCE APPLIED FOR**

*Note that assistance will only be provided in respect of programmes leading to a qualification. The forms of assistance include fees (registration costs, tuition fees, costs relating to student counselling, work placement and other administrative costs), boarding and transport allowances, a meal allowance, an allowance to purchase textbooks and an assistive device, an allowance for human support in a case of a person with a disability, an allowance to purchase a device such as a laptop, an amount to settle a debt at a college or a higher education institution incurred prior to the 2015 academic year, an amount to settle a fee debt, incurred during the 2015 academic year and the date of commencement of these Regulations at a college or a higher education institution and an allowance when a person works as part of his or her learnership or apprenticeship.*

**C.1 ASSISTANCE IN RESPECT OF ADULT EDUCATION AND TRAINING (Reg 5)**

*Note that the highest level of education offered in terms of category C.1 is similar to Grade 12. Note further that this form of assistance can only be rendered if you are sixteen years of age or older.*

**I. Assistance in respect of fees and textbooks:**  
 If assistance is needed in respect of **fees and textbooks**, complete the following:

1. Year in respect of which assistance is needed: .....

2. Details of Institution:

(a) Name of Institution:  
 .....

(b) Address of Institution:  
 .....

.....  
*(Indicate the physical address, in other words, where the Institution is situated.)*

3. Total amount of fees payable to Institution: .....  
*(Attach proof of registration at centre and of the amount payable to the Institution. Indicate whether the amount payable is per academic year or subject or module.)*

4. Amount needed to purchase textbooks: .....

5. Banking details of the Institution in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Branch code: .....  
 Account number: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**II. Assistance in respect of transport:**  
 If assistance is needed in respect of **transport**, complete the following:

1. Method of transport to be used by the person who needs assistance:  
 .....

2. Particulars of institution / person providing transport:  
 .....

3. Distance between place of residence of the person who needs assistance and Institution where programme is offered: .....

4. Amount which has to be paid for transport for the year: .....  
*(Attach proof of the amount and of the fact that the person who needs assistance, makes use of this method of transport.)*

5. Banking details of the Institution / person in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Branch code: .....  
 Account number: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

\_\_\_\_\_  
 Signature of applicant or the person completing the form  
 on behalf of the person who needs assistance  
 Date: \_\_\_\_\_

**C.2 ASSISTANCE IN RESPECT OF FURTHER EDUCATION AND TRAINING (Reg 6)**

**I. Assistance in respect of fees:**  
 If assistance is needed in respect of **fees**, complete the following:

1. Year in respect of which assistance is needed: .....

2. Details of Institution:  
 (a) Name of Institution: .....  
 (b) Address of Institution: .....

.....  
*(Indicate the physical address, in other words, where the college is situated.)*

3. Are the studies in respect of which assistance is needed, to be done on a full-time or part-time basis or through distance learning?                      **\*Full-time**                      **/Part-time**

**/Distance Learning**

4. Total amount of fees payable to Institution: .....  
*(Attach proof of registration at Institution and of the amount payable to the Institution. Indicate whether the amount payable is per academic year or subject or module.)*

5. Banking details of the Institution in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Branch code: .....  
 Account number: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**II. Assistance in respect of accommodation:**

If assistance is needed in respect of **accommodation**, complete the following:

1. Boarding home details:

Name of hostel / boarding home: .....  
 Address of hostel / boarding home: .....

*(Indicate the physical address, in other words, where the hostel / boarding home is situated.)*

2. Amount of boarding fees per academic year which has to be paid.....  
*(Attach proof of the amount payable and that the person who needs assistance, is hiring accommodation.)*

3. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**III. Assistance in respect of transport:**

If assistance is needed in respect of **transport**, complete the following:

1. Method of transport to be used by the person who needs assistance: .....

2. Particulars of institution / person providing transport: .....

3. Distance between place of residence of the person who needs assistance and college where programme is offered: .....

4. Amount which has to be paid for transport for the year: .....  
*(Attach proof of the amount and of the fact that the person who needs assistance, makes use of this method of transport.)*

5. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**IV. Assistance in respect of textbooks:**  
 If assistance is needed in respect of **textbooks**, complete the following:

1. Amount needed to purchase text books: .....
2. Particulars of the text books to be purchased:  
 .....  
 .....  
 .....  
*(Indicate the name of the author, the title of the book and the price of each book.)*
3. Banking details of the institution / person in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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**V. Assistance in respect of meals:**  
 If assistance is needed in respect of meals, complete the following:

1. The cost of accommodation includes the cost for meals: Yes/No
2. For how many months in the year is the allowance needed: .....
3. How often should the allowance be paid: .....
4. Banking details of the institution / person in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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**VI. Assistance in respect of a device:**  
 If assistance is needed in respect of a device, complete the following:

1. Amount needed to purchase a device: .....
2. Particulars of the device to be purchased:  
 .....  
 .....  
 .....  
*(Indicate the name, make, model and price of the device.)*
3. Module and Diploma/Degree/Programme registered for:  
 .....  
*(If you require assistance of more than R10 285,00 to purchase a device that is mandatory for your programme, learning or training, please ensure that the motivation for the device by the head of the Institution on a letter head of the Institution is attached.)*
4. Name and Address of Institution registered with: .....
5. Banking details of the Institution / person in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

<p><b>VII. Assistance in respect of the settling of a debt:</b>                  If assistance is needed in respect of the settling of a debt, complete the following:</p> <p>1. Amount of the outstanding debt: .....</p> <p><i>(Proof of the debt and the amount thereof must be attached.)</i></p> <p>2. In respect of which academic year is the amount due: .....</p> <p>3. For which qualification is the amount due: .....</p> <p>4. Details of the Institution:</p> <p>(a) Name of Institution: .....</p> <p>(b) Address of Institution: .....</p> <p><i>(Indicate the physical address, in other words, where the Institution is situated.)</i></p> <p>5. The person whose debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.  <i>(Proof of this statement must be attached.)</i></p> <p>6. Banking details of the institution / person in whose bank account the money is to be paid:</p> <p>Name of Account holder: .....</p> <p>Name of bank: .....</p> <p>Account number: .....</p> <p>Branch code: .....</p>	<p><i>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</i></p>
<p><b>VIII. Assistance in respect of an assistive device:</b>                  If assistance is needed in respect of an assistive device, complete the following:</p> <p>1. Amount needed to purchase an assistive device: .....</p> <p><i>(Attach proof of the amount and of the fact that the assistive device is needed)</i></p> <p>2. Particulars of the assistive device to be purchased:</p> <p>.....</p> <p>.....</p> <p><i>(Indicate the name, make, model and price of the assistive device.)</i></p> <p>3. Module and Diploma/Degree/Programme registered for and which requires the above assistive device:</p> <p>.....</p> <p>4. Name and Address of college registered with: .....</p> <p>5. Banking details of the person/ institution in whose bank account the money is to be paid:</p> <p>Name of Account holder: .....</p> <p>Name of bank: .....</p> <p>Account number: .....</p> <p>Branch code: .....</p>	<p><i>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</i></p>
<p><b>IX. Assistance in respect of human support:</b>                  If assistance is needed in respect of human support, complete the following:</p> <p>1. Amount needed for human support: .....</p> <p>2. Details of the human support needed: .....</p> <p>3. Particulars of the person providing human support: .....</p> <p>4. The person providing human support will be staying with the student: Yes/No.</p> <p>5. For how many months in the year is the allowance needed: .....</p> <p>6. Banking details of the person/institution in whose bank account the money is to be paid:</p> <p>Name of Account holder: .....</p> <p>Name of bank: .....</p> <p>Account number: .....</p> <p>Branch code:.....</p>	

(Bank in question must affix its stamp here to confirm the banking details of the institution/person)

**X. Assistance in respect of the settling of a fee debt:**

If assistance is needed in respect of the settling of a fee debt, complete the following:

1. Amount of the outstanding fee debt: .....
- (Proof of the fee debt and the amount thereof must be attached.)
2. In respect of which year is the amount due: .....
3. For which qualification is the amount due: .....
4. Details of the Institution:

- (a) Name of Institution: .....
- (b) Address of Institution: .....

(Indicate the physical address, in other words, where the institution is situated.)

5. The person whose fee debt needs to be settled will be allowed to register with the College in the next academic semester or year after the settlement: Yes/No.

(Proof of this statement must be attached.)

6. Banking details of the Institution in which bank account the money is to be paid:

- Name of Account holder: .....
- Name of bank: .....
- Account number: .....
- Branch code: .....

(Bank in question must affix its stamp here to confirm the banking details of the institution/person)

Signature of applicant or the person completing the form  
on behalf of the person who needs assistance

Date:

**C.3 ASSISTANCE IN RESPECT OF HIGHER EDUCATION (Reg 7)**

**I. Assistance in respect of fees:**

If assistance is needed in respect of fees, complete the following:

1. Year in respect of which assistance is needed: .....
2. Details of Institution:
- (a) Name of Institution: .....
- (b) Address of Institution: .....

(Indicate the physical address, in other words, where the Institution is situated.)

3. Are the studies in respect of which assistance is needed, to be done on a full-time or part-time basis or through distance learning?                      \*Full-time                      /Part-time                      /Distance Learning

4. Total amount of fees payable to college: .....

(Attach proof of registration at Institution and of the amount payable to the Institution. Indicate whether the amount payable is per academic year or subject or module.)

5. Banking details of the Institution in whose bank account the money is to be paid:

- Name of Account holder: .....
- Name of bank: .....
- Branch code: .....

Account number: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**II. Assistance in respect of accommodation:**

If assistance is needed in respect of **accommodation**, complete the following:

1. Boarding home Details:

Name of hostel / boarding home: .....

Address of hostel / boarding home: .....

*(Indicate the physical address, in other words, where the hostel / boarding home is situated.)*

2. Amount of boarding fees per academic year which has to be paid.....  
*(Attach proof of the amount payable and that the person who needs assistance, is hiring accommodation.)*

3. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**III. Assistance in respect of transport:**

If assistance is needed in respect of **transport**, complete the following:

1. Method of transport to be used by the person who needs assistance: .....

2. Particulars of institution / person providing transport:  
 .....

3. Distance between place of residence of the person who needs assistance and college where programme is offered: .....

4. Amount which has to be paid for transport for the year: .....

*(Attach proof of the amount and of the fact that the person who needs assistance, makes use of this method of transport.)*

5. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**IV. Assistance in respect of textbooks:**

If assistance is needed in respect of **textbooks**, complete the following:

1. Amount needed to purchase text books: .....

2. Particulars of the text books to be purchased:  
 .....  
 .....  
 .....



*(Indicate the name of the author, the title of the book and the price of each book.)*

3. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**V. Assistance in respect of meals:**

If assistance is needed in respect of meals, complete the following:

1. The cost of accommodation includes the cost for meals: Yes/No
2. For how many months in the year is the allowance needed: .....
3. How often should the allowance be paid: .....
4. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**VI. Assistance in respect of a device:**

If assistance is needed in respect of a device, complete the following:

1. Amount needed to purchase a device: .....
2. Particulars of the device to be purchased:  
 .....  
 .....

*(Indicate the name, make, model and price of the device.)*

3. Module and Diploma/Degree/Programme registered for:  
 .....

*(If you require assistance of more than R10 285,00 to purchase a device that is mandatory for your programme, learning or training, please ensure that the motivation for the device by the head of the Institution on a letter head of the Institution is attached.)*

4. Name and Address of Institution registered with: .....
5. Banking details of the Institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

**VII. Assistance in respect of the settling of a debt:**

If assistance is needed in respect of the settling of a debt, complete the following:

1. Amount of the outstanding debt: .....  
*(Proof of the debt and the amount thereof must be attached.)*
2. In respect of which year is the amount due: .....
3. For which qualification is the amount due: .....
4. Details of the Institution:  
 (a) Name of Institution: .....  
 (b) Address of Institution: .....

*(Indicate the physical address, in other words, where the Institution is situated.)*

5. The person whose debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.  
*(Proof of this statement must be attached.)*

6. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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**VIII. Assistance in respect of an assistive device:**  
If assistance is needed in respect of an assistive device, complete the following:

1. Amount needed to purchase an assistive device: .....

*(Attach proof of the amount and of the fact that the assistive device is needed)*

2. Particulars of the assistive device to be purchased:  
.....  
.....  
.....

*(Indicate the name, make, model and price of the assistive device.)*

3. Module and Diploma/Degree/Programme registered for and which requires the above assistive device:  
.....

4. Name and Address of Institution registered with: .....

5. Banking details of the person/ institution in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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**IX. Assistance in respect of human support:**  
If assistance is needed in respect of human support, complete the following:

1. Amount needed for human support: .....

2. Details of the human support needed: .....

3. Particulars of the person providing human support: .....

4. The person providing human support will be staying with the student: Yes/No.

5. For how many months in the year is the allowance needed: .....

6. Banking details of the person/institution in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code:.....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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**X. Assistance in respect of the settling of a fee debt:**  
If assistance is needed in respect of the settling of a fee debt, complete the following:

1. Amount of the outstanding fee debt: .....

*(Proof of the fee debt and the amount thereof must be attached.)*

2. In respect of which academic year is the amount due: .....

3. For which qualification is the amount due: .....

4. Details of the Institution:

(a) Name of Institution: .....

(b) Address of Institution: .....  
*(Indicate the physical address, in other words, where the institution is situated.)*

5. The person whose fee debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.  
*(Proof of this statement must be attached.)*

6. Banking details of the Institution in which bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*

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Signature of applicant or the person completing the form  
 on behalf of the person who needs assistance

Date: .....

**C.4 ASSISTANCE IN RESPECT OF SKILLS DEVELOPMENT (Reg 8)**

**C.4.1 ASSISTANCE IN RESPECT OF LEARNERSHIP OR APPRENTICESHIP**  
*Note that a person whose application for assistance has been approved will only receive the allowance of R 2570,00 per month (Reg 8(1)(c)) during the work experience component of the learnership or apprenticeship for which he or she is registered and if he or she complies with the conditions of the learnership agreement entered into with the employer in terms of the Skills Development Act.*

**I. Assistance in respect of fees:**  
 If assistance is needed in respect of **fees**, complete the following:

1. Year in respect of which assistance is needed: .....

2. Details of learnership or apprenticeship for which assistance is needed:  
 .....

3. Details of Institution:

(a) Name of Institution: .....

(b) Address of Institution: .....  
 .....  
*(Indicate the physical address, in other words, where the Institution is situated)*

4. Total amount of fees payable to Institution: .....  
*(Attach proof of registration at college and of the amount payable to the Institution. Indicate whether the amount payable is per academic year or subject or module)*

5. Banking details of the Institution in whose bank account the money is to be paid:

Name of Account holder: .....

Name of bank: .....

Account number: .....

Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the institution/person)*



Name of Account holder: ..... Name of bank: ..... Account number: ..... Branch code: .....	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</i> </div>
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**V. Assistance in respect of the settling of a debt:**  
 If assistance is needed in respect of the settling of a debt, complete the following:

1. Amount of the outstanding debt: .....  
*(Proof of the debt and the amount thereof must be attached.)*
2. In respect of which year is the amount due: .....
3. For which qualification is the amount due: .....
4. Details of the Institution:
  - (a) Name of Institution: .....
  - (b) Address of Institution: .....  
*(Indicate the physical address, in other words, where the institution is situated.)*
5. The person whose debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.  
*(Proof of this statement must be attached.)*
6. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: ..... Name of bank: ..... Account number: ..... Branch code: .....	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</i> </div>
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**VI. Assistance in respect of an assistive device:**  
 If assistance is needed in respect of an assistive device, complete the following:

1. Amount needed to purchase an assistive device: .....  
*(Attach proof of the amount and of the fact that the assistive device is needed)*
2. Particulars of the assistive device to be purchased:  
 .....  
 .....
3. Module and Diploma/Degree/Programme registered for and which requires the above assistive device:  
 .....
4. Name and Address of college registered with: .....
5. Banking details of the person/ institution in whose bank account the money is to be paid:

Name of Account holder: ..... Name of bank: ..... Account number: ..... Branch code: .....	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</i> </div>
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**VII. Assistance in respect of human support:**  
 If assistance is needed in respect of human support, complete the following:

1. Amount needed for human support: .....
2. Details of the human support needed: .....
3. Particulars of the person providing human support: .....
4. The person providing human support will be staying with the student: Yes/No.
5. For how many months in the year is the allowance needed: .....

<p>6. Banking details of the person/institution in whose bank account the money is to be paid:  Name of Account holder: .....  Name of bank: .....  Account number: .....  Branch code:.....</p>		<p>(Bank in question must affix its stamp here to confirm the banking details of the institution/person)</p>
<p><b>VIII. Assistance in respect of the settling of a fee debt:</b>  If assistance is needed in respect of the settling of a fee debt, complete the following:  1. Amount of the outstanding fee debt: .....  <i>(Proof of the fee debt and the amount thereof must be attached.)</i>  2. In respect of which year is the amount due: .....  3. For which qualification is the amount due: .....  4. Details of the Institution:  (a) Name of Institution: .....  (b) Address of Institution: .....  <i>(Indicate the physical address, in other words, where the institution is situated.)</i>  5. The person whose fee debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.  <i>(Proof of this statement must be attached.)</i>  6. Banking details of the Institution in which bank account the money is to be paid:  Name of Account holder: .....  Name of bank: .....  Account number: .....  Branch code: .....</p>		
<p>_____  Signature of applicant or the person completing the form  on behalf of the person who needs assistance</p> <p>Date:</p>		

#### D. PARTICULARS OF COMPOSITION OF HOUSEHOLD

**A household** consists of the spouse, children, grandchildren, parents and grandparents of a victim.

1. Number of members in household:
2. Number of members in household who are working:
3. Number of members in household who are over the age of 65 years:
4. Number of members in household who are receiving social assistance in terms of the Social Assistance Act:
5. Number of members in household who are physically or mentally disabled as contemplated in section 21 of the Social Assistance Act:
6. Number of members in household who are working in order to contribute to the income of the household and are under the age of 21 years:.....

*(Attach proof in support of the information provided above.)*

<b>E. PARTICULARS OF INCOME OF MEMBERS OF HOUSEHOLD</b>	
<p><i>Note that it is not necessary to complete this part if assistance in terms of these Regulations has previously been provided to the person who needs assistance. If the space provided on this page is not enough, complete particulars on a separate page/s and attach additional page/s to this form.</i></p>	
<p>Particulars of income of member(s) of household: (Indicate whether it is a pension, salary, commission or seasonal and if it is seasonal, give details thereof.)</p>	
Member 1:	Full names and Surname: ID no. Gross annual income: Nature of the income: Relationship with victim:
Member 2:	Full names and Surname: ID no. Gross annual income: Nature of the income: Relationship with victim:
Member 3:	Full names and Surname: ID no. Gross annual income: Nature of the income: Relationship with victim:
Member 4:	Full names and Surname: ID no. Gross annual income: Nature of the income: Relationship with victim:

<b>F. CERTIFICATION</b>
<p>I, .....,            hereby certify that the information which I have provided above is correct and to the best of my knowledge true. I hereby give permission to the Department of Justice and Constitutional Development to verify the correctness of any of my statements. I know that I can be prosecuted if I knowingly give false information.</p> <p>_____            Signature of applicant or the person completing the form            on behalf of the person who needs assistance</p> <p>Date:</p>

**NOTE**

**The application form must, after completion, be submitted to the dedicated official –**

- (a) electronically to the following addresses: **LMmbadi@justice.gov.za**; or
- (b) by facsimile to **086 641 5744**; or **086 732 2625**; or
- (c) by registered post to the following address: The Head: TRC Unit, The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.



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## FORM 2

## CERTIFICATE BY DEDICATED OFFICIAL

[Regulation 16(3)(a)]

## PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995 (ACT 34 OF 1995)

(This form must be completed by the dedicated official (an official in the TRC Unit) when verifying whether the person who needs assistance is a victim or a relative or dependant of a victim)

\* Mark appropriate block with an X

A. PARTICULARS OF PERSON WHO NEEDS ASSISTANCE IN TERMS OF REGULATION 21	
Name of person who needs assistance:	
ID number/Date of birth:	
Date of application received:	

B. VERIFICATION BY DEDICATED OFFICIAL		
The person mentioned in Part A is a –		
(a) VICTIM:	* Yes / No	
	TRC reference check	* Yes / No
	TRC reference number of victim	
	Additional documents / information received	* Yes / No
	If Yes, specify	

Or

(b) RELATIVE OF A VICTIM	* Yes / No
His or her relationship with the victim is as follows:	
.....	
.....	

Or

(c) DEPENDANT OF A VICTIM:	* Yes / No
The basis of his or her dependency on the victim is as follows:	
.....	
.....	

C. REMARKS BY DEDICATED OFFICIAL

D. PARTICULARS OF DEDICATED OFFICIAL
Name and surname: .....
ID number: .....
Signature of dedicated official
Date of certificate:

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FORM 3

## FURTHER ASSISTANCE

[Regulation 15(2)(a)]

## PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995 (ACT 34 OF 1995)

*(This form must be completed by the student who has already received assistance in terms of the Regulations for a previous year, and wants to receive further assistance.)*

A. PARTICULARS OF APPLICANT (PERSON WHO NEEDS FURTHER ASSISTANCE)			
1. Title:	(Mr, Miss, Mrs, Dr)		
2. Surname:			
3. First Names:			
4. ID number:		5. Date of birth:	
6. Gender:	*Male / Female		
7. Highest level of Education:			
8. Contact details:	* Home address / Home address of other person (if applicable): <i>(State below the address where you live and to which mail may be sent. If you do not have an address, state the address of another person who can be contacted, e.g. place of worship, school, community leader, etc.)</i>		
	* Postal address / Postal address of other person (if applicable):		
Telephone Numbers:	Home: ( )	Work: ( )	Cell no:

B. PARTICULARS OF FINANCIAL ASSISTANCE/AID/CONCESSIONS RECEIVED BY THE PERSON WHO NEEDS FURTHER ASSISTANCE
<i>Complete this part only if the person who needs further assistance has received any form of assistance from the State, including NSFAS or an institution contemplated in the Skills Development Act or his / her employer, for the year for which assistance is now applied for: For example, a bursary or any discount or has been exempted from paying fees. Indicate here the form of assistance and the amount received.</i>
1. Name of the institution / person who granted / is to grant the aid / assistance: .....
2. The year for which aid / assistance was received or is to be received: .....
3. Nature and amount of the assistance / aid received or is to be received: ..... .....
4. Conditions attached to the aid / assistance: ..... .....
<b>(Attach documents to support the above information.)</b>

C. PARTICULARS OF FURTHER ASSISTANCE NEEDED
<b>I. General particulars:</b>
1. Year in respect of which assistance is needed: .....
2. Details of higher education and training institution where student will be studying:
(a) Name of institution: .....
(b) Address of institution: .....

.....  
*(Indicate the physical address, in other words, where the Institution is situated.)*  
 3. Qualification/Programme registered for:  
 .....

4. Names of subjects to be registered for:  
 .....  
 .....

5. Which of these subjects has the student not passed previously and how many attempts has the student made in respect thereof? .....

6. Has the student passed 50% of the courses prescribed for the year prior to the year for which he/she needs assistance: **YES** / **NO**

7. Are the studies in respect of which assistance is needed, is to be done on a full-time or **part-time** basis, or through **distance learning**: .....

8. Total amount of fees payable to college/university: .....  
*(Please attach proof of the above information.)*

---

**II. Assistance in respect of accommodation:**  
 If assistance is needed in respect of **accommodation**, complete the following:

1. Boarding home Details:  
 Name of hostel / boarding home: .....  
 Address of hostel / boarding home: .....

.....  
*(Indicate the physical address, in other words, where the hostel / boarding home is situated.)*

2. Amount of boarding fees per academic year which has to be paid:  
 .....

*(Attach proof of the amount payable and that the person who needs assistance, is hiring accommodation.)*

3. Does the cost of accommodation includes the cost for meals: Yes/No

4. Banking details of the institution / person in whose bank account the money is to be paid:

Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

*(Bank in question must affix its stamp here to confirm the banking details of the the institution/person)*

---

**III. Assistance in respect of a device:**  
 If assistance is needed in respect of a **device**, complete the following:

1. Has the student previously received assistance in respect of a device: Yes/No  
*(A devise which has been lost or damaged cannot be replaced – see Regulation 8A (5) and (6)).*

2. Amount needed to purchase a device: .....

3. Particulars of the device to be purchased:  
 .....  
 .....

*(Indicate the name, make, model and price of the device.)*

4. Module and Diploma/Degree/Programme registered for:  
 .....

*(If you require assistance of more than R10 258,00 to purchase a device that is mandatory for your programme, learning or training, please ensure that the motivation for the device by the head of the Institution on a letter head of the Institution is attached.)*

5. Name and Address of college registered with: .....

6. Banking details of the college / person in whose bank account the money is to be paid:

Name of Account holder: ..... Name of bank: ..... Account number: ..... Branch code: .....	<div style="border: 1px solid black; padding: 5px;">                     (Bank in question must affix its stamp here to confirm the banking details of the institution/person)                 </div>
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**IV. Assistance in respect of the settling of a debt:**

If assistance is needed in respect of the **settling of a debt**, complete the following:

1. Amount of the outstanding debt: .....  
*(Proof of the debt and the amount thereof must be attached.)*
2. In respect of which year is the amount due: .....
3. For which qualification is the amount due: .....
4. Details of the Institution:
  - (a) Name of Institution: .....
  - (b) Address of Institution: .....  
*(Indicate the physical address, in other words, where the institution is situated.)*
5. The person whose debt needs to be settled will be allowed to register with the college in the next academic semester or year after the settlement: Yes/No.  
*(Proof of this statement must be attached.)*
6. Banking details of the institution / person in whose bank account the money is to be paid:  
 Name of Account holder: .....  
 Name of bank: .....  
 Account number: .....  
 Branch code: .....

(Bank in question must affix its stamp here to confirm the banking details of the institution/person)

**V. Assistance in respect of an assistive device:**

If assistance is needed in respect of an **assistive device**, complete the following:

1. Did the student previously receive assistance in respect of an assistive device: Yes/No
- 2.(a) Does the student need the assistive device to be replaced because it was stolen or damaged: Yes/No
- (b) If yes, particulars relating to the theft or damage to the first assistive device must be provided:  
 .....  
 .....  
 .....  
*(See Regulation 10(7)(a), (b) and (c))*
3. Amount needed to purchase an assistive device: .....  
*(Attach proof of the amount and of the fact that the assistive device is needed)*
4. Particulars of the assistive device to be purchased:  
 .....  
 .....  
*(Indicate the name, make, model and price of the assistive device.)*
5. Module and Diploma/Degree/Programme registered for and which requires the above assistive device: .....
6. Name and Address of Institution registered with: .....
7. Banking details of the person/ institution in whose bank account the money is to be paid:  
 Name of Account holder: .....

Name of bank: ..... Account number: ..... Branch code: .....	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     (Bank in question must affix its stamp here to confirm the banking details of the the institution/person)                 </div>
<p><b>VI. Assistance in respect of human support:</b>                  If assistance is needed in respect of human support, complete the following:</p> <ol style="list-style-type: none"> <li>1. Amount needed for human support: .....</li> <li>2. Details of the human support needed: .....</li> <li>3. Particulars of the person providing human support: .....</li> <li>4. The person providing human support will be staying with the student: Yes/No.</li> <li>5. For how many months in the year is the allowance needed:.....</li> <li>6. Banking details of the person/institution in whose bank account the money is to be paid:                      Name of Account holder: .....                      Name of bank: .....                      Account number: .....                      Branch code: .....</li> </ol>	
<div style="text-align: right; margin-right: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content;">                             (Bank in question must affix its stamp here to confirm the banking details of the the institution/person)                         </div> </div>	
<p><b>VII. Assistance in respect of the settling of a fee debt:</b>                  If assistance is needed in respect of the <b>settling of a fee debt</b>, complete the following:</p> <ol style="list-style-type: none"> <li>1. Amount of the outstanding fee debt: .....                      (<i>Proof of the fee debt and the amount thereof must be attached.</i>)</li> <li>2. In respect of which year is the amount due: .....</li> <li>3. For which qualification is the amount due: .....</li> <li>4. Details of the Institution:                      (a) Name of Institution: .....                      (b) Address of Institution: .....                      (<i>Indicate the physical address, in other words, where the institution is situated.</i>)</li> <li>5. The person whose fee debt needs to be settled will be allowed to register with the Institution in the next academic semester or year after the settlement: Yes/No.                      (<i>Proof of this statement must be attached.</i>)</li> <li>6. Banking details of the Institution in which bank account the money is to be paid:                      Name of Account holder: .....                      Name of bank: .....                      Account number: .....                      Branch code: .....</li> </ol>	
<div style="text-align: right; margin-right: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content;">                             (Bank in question must affix its stamp here to confirm the banking details of the the institution/person)                         </div> </div>	
<p>_____                  Signature of the student completing the form and who needs assistance.</p> <p>Date:</p>	

**ANNEXURE B**

[Regulation 10(4)(b)]

**PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995 (ACT 34 OF 1995)**

<b>DISABILITY</b>	<b>ASSISTIVE DEVICE</b>
<b>Hearing (Deaf, hard of hearing, hearing deaf and hearing impaired)</b>	<ol style="list-style-type: none"> <li>1. FM Amplification System</li> <li>2. Induction Loop System</li> <li>3. Personal Sound Amplification Device</li> <li>4. Conversation Software for Communication with Video, Text and Voice</li> <li>5. Remote Interpreting</li> <li>6. Live Captioning</li> <li>7. Video Closed Captioning</li> <li>8. Wearable Warning System</li> <li>9. Hearing aid and ear mould: <ul style="list-style-type: none"> <li>• Body aids complete with cord and receiver</li> <li>• Behind-the-ear (BTE) analogue hearing aid for mild hearing loss</li> <li>• BTE analogue hearing aid for severe hearing loss</li> <li>• BTE analogue hearing aid for profound hearing loss</li> <li>• Canal (in-the-ear-ITE) hearing aid (mild to severe hearing loss – analogue)</li> <li>• Ear level (BTE/ITE) programme-able digital hearing aid</li> <li>• Tape &amp; Recorder</li> <li>• Assistive listening device (ALD)</li> <li>• FM (frequency modulated system – receiver and transmitter)</li> <li>• Sound field amplification system</li> <li>• Batteries for hearing aid</li> </ul> </li> </ol>
<b>Vision (Blind, Low Vision, Deaf Blind)</b>	<ol style="list-style-type: none"> <li>1. Desktop Electronic Magnifier</li> <li>2. Portable Electronic Magnifier</li> <li>3. Handheld Electronic Magnifier</li> <li>4. Mouse-type Magnifier</li> <li>5. Electronic Handheld Monocular</li> <li>6. Optical Magnifier</li> <li>7. Keyboard Literacy Software</li> <li>8. Screen Magnification Software</li> <li>9. Large-Print Keyboard</li> <li>10. Large Display Calculator</li> <li>11. Screen Reading Software</li> <li>12. Refreshable Braille Display</li> <li>13. Braille Reader and Note taker</li> <li>14. Braille Personal Digital Assistant</li> <li>15. Optical Character Recognition (OCR) Software and Hardware</li> <li>16. Simple Computing Environment</li> <li>17. Manual Braille Writer</li> <li>18. Low and Medium Volume Braille Printer</li> <li>19. High Volume Braille Printer</li> <li>20. Braille Translation Software</li> <li>21. Mathematics Software</li> <li>22. Tactile Graphics Producing Software</li> </ol>

	<p>23. Tactile Duplicator  24. Tactile Touchpad and Audio Software  25. Specialised e-Reader  26. Multimedia Player  27. DAISY Reading Software  28. Digital Voice Recorder  29. Talking Calculator  30. Audio Labelling Device  31. Navigational Aid for the Visually Impaired  32. Cane Mountable Electronic Travel Aid  33. Handheld Talking GPS  34. Perkins Braille  35. Tape recorder  36. Digital recorder tapes  37. Personal computer  38. Travelling alarm clock  39. Spectacles</p>
<p><b>Mobility/Motor (physical function e.g. impaired upper limb or lower limb functionality, quadriplegia, paraplegia)</b></p>	<p>1. Speech Recognition Software  2. Mechanical Switch  3. Proximity Switch  4. Infrared Switch  5. Switch Interface Box  6. Switch Skills Software  7. Wireless Transmitter for Switch  8. Wireless Receiver  9. Alternative Mouse – Joystick  10. Alternative Mouse – Rollerball  11. Alternative Mouse – Head / Limb Mouse  12. Alternative Mouse – Eye Tracker  13. Eye Gaze Learning Software  14. Eye Gaze User's Capability Software  15. Alternative Large-Key Keyboard  16. Alternative Keyboard Keyguard  17. Left-Handed Keyboard  18. Single Handed Keyboard  19. Head Pointer  20. Typing Stick  21. Toy / Appliance Control  22. Wheel chair <ul style="list-style-type: none"> <li>● manual wheel chair</li> <li>● adjustable posture support chair</li> <li>● motorized chair with base seating system and lap belts</li> <li>● seating cushions</li> <li>● tension adjustable backrest</li> <li>● backrest with adjustable lateral supports</li> <li>● custom backrest</li> <li>● tray table</li> <li>● head rest</li> <li>● moulded headrest</li> <li>● adjustable headrest</li> <li>● custom headrest</li> <li>● chin control mount</li> <li>● chin control – joystick</li> <li>● chin control – ball</li> <li>● text-to-speech computer software</li> <li>● height adjustable table</li> </ul> 23. Computer (Tetra &amp; Quadriplegic)  24. Recorder (Tetra &amp; Quadriplegic)</p>

	<p>25. Boots (footwear)  26. Commode  27. Walking stick  28. Crutches  29. Callipers  30. Ferrules  31. Walking frame  32. Writing splint  33. Ankle brace and splints  34. Foot and leg orthotics  35. Literacy Software for Reading and Writing Support  36. Maths Development Software  37. Text-to-Speech Handheld Scanner  38. A selection of developmental resources to stimulate vision, touch, auditory skills, sense of smell  39. Digital voice recorders  40. Fluency device  41. Autistic augmentative and alternative communication device  42. AAC devices 7, including the following:</p> <ul style="list-style-type: none"> <li>• Dedicated computer system</li> <li>• software for non-dedicated computer</li> <li>• computer access devices, including specially designed keyboards and voice recognition systems</li> <li>• other peripherals that provide adapted access to computers</li> <li>• computer output devices adapted for monitors and printers</li> <li>• software systems specific to ACC systems</li> <li>• switching devices</li> <li>• non-electronic ACC devices and systems</li> </ul> <p>43. Device to measure the amount of time available or elapsed  44. Computerised wristwatch with functionality that goes beyond timekeeping  45. Picture Symbol Software  46. Social skills computer software  47. Social skills board games, activities and classroom resources</p>
<p><b>Neurological and neurodevelopmental impairments (e.g. cerebral palsy, autism, foetal alcohol syndrome, traumatic head injury, stroke, epilepsy, attention and hyperactivity disorder, dyslexia, down syndrome, dyscalculia, dysgraphia) and Behaviour and social skills (caused by e.g. abuse, neglect, trauma, malnutrition)</b></p>	<p>1. Literacy Software for Reading and Writing Support  2. Maths Development Software  3. Text-to-Speech Handheld Scanner  4. A selection of developmental resources to stimulate vision, touch, auditory skills, sense of smell  5. Digital voice recorders  6. Fluency device  7. Autistic augmentative and alternative communication device  8. AAC devices 7, including the following:</p> <ul style="list-style-type: none"> <li>• Dedicated computer system</li> <li>• software for non-dedicated computer</li> <li>• computer access devices, including specially designed keyboards and voice recognition systems</li> <li>• other peripherals that provide adapted access to computers</li> <li>• computer output devices adapted for monitors and</li> </ul>



	<p>printers</p> <ul style="list-style-type: none"> <li>• software systems specific to ACC systems</li> <li>• switching devices</li> <li>• non-electronic ACC devices and systems</li> </ul> <p>9. Device to measure the amount of time available or elapsed</p> <p>10. Computerised wristwatch with functionality that goes beyond timekeeping</p> <p>11. Picture Symbol Software</p> <p>12. Social skills computer software</p> <p>13. Social skills board games, activities and classroom resources</p>
<b>Cognition and learning – moderate, severe and profound intellectual disability</b>	<p>1. Colour-coded Mouse</p> <p>2. Mouse Skills Software</p> <p>3. Keyboard Skills Software</p> <p>4. Literacy, Numeracy, Science, Creativity Curriculum Activities Software</p> <p>5. Simulation Software for Maths, Science, Technology, Computing, Automotive Skills</p> <p>6. Literacy Development Software</p> <p>7. Mind Mapping Software</p> <p>8. Inclusive Interactive Music System</p> <p>9. Autistic augmentative and alternative communication device</p> <p>10. AAC devices 7, including the following:</p> <ul style="list-style-type: none"> <li>• Dedicated computer system</li> <li>• software for non-dedicated computer</li> <li>• computer access devices, including specially designed keyboards and voice recognition systems</li> <li>• other peripherals that provide adapted access to computers</li> <li>• computer output devices adapted for monitors and printers</li> <li>• software systems specific to ACC systems</li> <li>• switching devices</li> <li>• non-electronic ACC devices and systems</li> </ul>
<b>Communication – little or no functional speech</b>	<p>1. Portable Voice Amplifier</p> <p>2. Single Message Recordable Device</p> <p>3. Multi-Message Recordable Device</p> <p>4. Picture Symbol Software</p> <p>5. Dedicated Text-to-Speech Device</p> <p>6. Dynamic Communication Device</p> <p>7. Communication Software</p> <p>8. Synthesised Voices</p> <p>9. Literacy Software for Reading and Writing Support</p> <p>10. Maths Development Software</p> <p>11. Text-to-Speech Handheld Scanner</p> <p>12. A selection of developmental resources to stimulate vision, touch, auditory skills, sense of smell</p> <p>13. Digital voice recorders</p> <p>14. Fluency device</p> <p>15. Autistic augmentative and alternative communication device</p> <p>16. AAC devices 7, including the following:</p> <ul style="list-style-type: none"> <li>• Dedicated computer system</li> <li>• software for non-dedicated computer</li> </ul>

	<ul style="list-style-type: none"> <li>• computer access devices, including specially designed keyboards and voice recognition systems</li> <li>• other peripherals that provide adapted access to computers</li> <li>• computer output devices adapted for monitors and printers</li> <li>• software systems specific to ACC systems</li> <li>• switching devices</li> <li>• non-electronic ACC devices and systems</li> </ul> <p>17. Device to measure the amount of time available or elapsed</p> <p>18. Computerised wristwatch with functionality that goes beyond timekeeping</p> <p>19. Picture Symbol Software</p> <p>20. Social skills computer software</p> <p>21. Social skills board games, activities and classroom resources</p>
<p><b>Health (diabetes, chronic conditions, mental health e.g. depression, schizophrenia, bipolar disorder)</b></p>	<p>1. Sensory Development Resources</p> <p>2. Inclusive Interactive Music System</p>

**ANNEXURE C**  
[Regulation 10(3)(a)]

**ASSESSMENT**

**PROMOTION OF NATIONAL UNITY AND RECONCILIATION ACT, 1995 (ACT 34 OF 1995)**

**READ THIS FIRST**

1. This application form must be completed if you have a disability and require assistance in respect of an assistive device.
2. Should the nature of your disability change over the term of study, and if this impacts directly on your ability to participate in your educational programme, then you will need to submit updated details and a full medical/rehabilitation report from a certified professional.
3. This application form must be completed by a registered medical doctor or other appropriately qualified professional and it is your responsibility to have this form completed as indicated.
4. Please ensure that this form is duly completed, signed and accompanied by all the required supporting documents, as missing or omitted information will delay the finalisation of the application or your application will not be considered.
5. This application form and supporting documentation will remain confidential.

**A. PARTICULARS OF APPLICANT**

1. Title:	(Mr, Miss, Mrs)		
2. Surname:			
3. First Names:			
4. ID number:		5. Date of birth:	
6. Gender:	*Male / Female		
7. Student number:			
8. Contact details:	* Home address / Home address of other person (if applicable): <i>(State below the address where you live and to which mail may be sent. If you do not have an address, state the address of another person who can be contacted, e.g. place of worship, school, community leader, etc.)</i>		
	* Postal address / Postal address of other person (if applicable):		
9. Telephone Numbers:	Home: ( )	Work: ( )	Cell no:
10. Please indicate your disability in the section below and give details of the disability			
<b>DISABILITY</b>	<b>INDICATE WTH x</b>	<b>DETAILS OF DISABILITY</b>	
Hearing (Deaf, hard of hearing, hearing deaf and hearing impaired)			

Vision (Blind, Low Vision, Deaf Blind)			
Mobility/Motor (physical function e.g. impaired upper limb or lower limb functionality, quadriplegia, paraplegia)			
Neurological and neurodevelopmental impairments (e.g. cerebral palsy, autism, foetal alcohol syndrome, traumatic head injury, stroke, epilepsy, attention and hyperactivity disorder, dyslexia, down syndrome, dyscalculia, dysgraphia) and Behaviour and social skills (caused by e.g. abuse, neglect, trauma, malnutrition)			
Cognition and learning – moderate, severe and profound intellectual disability			
Communication – little or no functional speech			
Health (diabetes, chronic conditions, mental health e.g. depression, schizophrenia, bipolar disorder)			
<p>11. Please provide further details if you have a disability not mentioned above <b>AND</b> provide a medical report from a registered medical doctor or other appropriately qualified professional regarding this disability:</p>			
<p>_____ Signature</p> <p>Date:</p>			

<b>B. PARTICULARS OF REGISTERED MEDICAL DOCTOR OR QUALIFIED PROFESSIONAL</b>	
1. Title:	(Dr, Mr, Miss, Mrs)
2. Surname:	
3. First Names:	
4. Speciality:	

5. Telephone Numbers:	Home: (    )	Work: (    )	Cell no:
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6. How long have you been the applicant’s doctor (or qualified professional person) ? .....

7. On which date did the applicant first consult you in connection with this disability.....

8. On which date did the applicant last consult you in connection with this disability.....

9. Please provide the diagnosis applicable to the applicant and how it disables the applicant: .....

10. Please indicate how the disability impacts on the teaching and learning process of the applicant: .....

11. Does the applicant use an assistive device: Yes/No

If yes, please –

(a) specify particulars of the assistive device: .....

(b) indicate why such device needs to be replaced: .....

12. Please indicate which assistive device is now required: .....

13. Please indicate whether the applicant will benefit from the assistive device that is now required: .....

14. Please indicate how the applicant will benefit from the assistive device: .....

15. Please indicate the relevance of the assistive device in relation to the particular qualification for which the applicant has registered: .....

16. Does the applicant require assistance in the form of human support? Yes/No

If yes, please –

(a) provide details of the form/s of human support needed: .....

(b) indicate whether the human support needed is required in order to study for the particular qualification for which the applicant has registered: .....

(c) indicate whether the person providing human support will be required to stay/live with the applicant: .....

17. Please provide any other information and/or comments in respect of the applicant’s disability that is relevant and may assist in assessing the applicant’s claim for assistance in respect of an assistive device .....

.....

**Declaration:** I hereby declare and warrant that the information given above is factual, true and correct and that no material information has been withheld nor any relevant circumstances omitted.

-----

Signature

Date.”.

(Doctor or qualified professional person must affix his/her stamp here to confirm their details)