



Department of Student Affairs

Student Financial Aid

University of Cape Town, Private Bag X3, Rondebosch, 7701, South Africa
 Level 3, Kramer Building, UCT Middle Campus, Rondebosch
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SFA Change in Circumstances Appeal Form

Date of Appeal: _____ Academic Year of Study: _____

Student number: _____ PeopleSoft No: _____

Surname, Name: _____

Name of Current Degree /Diploma: _____ Year of Study: _____

Cell Phone Number: _____

UCT email address will be used as first preference

Type of Appeal: Please tick the relevant box

A Re-assessment of financial aid application **E** Access to Book Allowance

(Proof of income of both parents must be attached)

B Move into residence

C Move into Lodgings **F** Change to programme of study

D Access to Home Allowance

All academic appeals must please have the Faculty Confirmation Completed

Faculty Confirmation:

No of credits that the student will carry over: _____

Academic year of study which the student will enter into: _____

Expected year of Graduation: _____

Name and Surname of Curriculum advisor: _____

Signature of Advisor: _____

Important: Academic Changes

1. Attach a written motivation to substantiate your appeal
2. Ensure that the Faculty /Curriculum Advisor has completed their section.
3. These documents may include;
 - Proof of change in family's financial situation, e.g. death/retrenchment/dismissal of breadwinner
 - In the case of an academic appeal, the following must be attached:
 - i. Medical or Psychological reports that outline the extent of the family or personal situations
 - ii. Faculty report for change to programme

Please ensure that you attach supporting documents to supplement your appeal. The onus is on you to ensure that all necessary information is provided to enable a decision to be taken regarding your appeal

Declaration

I/We declare all information to be true and that supporting documentation has been provided and further agrees that our employment and income information may be verified by UCT.

I/We understand that there is no guarantee on the outcome of this Appeal.

Student Name and Surname: _____

Signature: _____ Date _____

Parent Initials & Surname: Mother _____ Father _____ Date _____

Signature: Mother _____ Father _____ Date _____

FOR OFFICE USE:

NSFAS Funded? Y N Documents Attached? Y N

AYOS YOS Current GPA Cumulative GPA % Passed

Summer/Winter Term Passed? Y N EFC Gross Income

Fee Account Status Payments Made Sponsor payments

FINANCIAL AID ADVISOR (Name & Signature) _____ DATE _____

Outcome of Appeal: Successful Yes/No

Y

N

Conditions(if any) _____

FINANCIAL RE-ASSESSMENT REQUEST:

For a re-assessment of funding, the following documents must be submitted with the appeal:

Certified copies of birth certificates or ID's of all members of the family

Certified copy of death certified if applicable

Proof of legal guardianship if applicable

Copy of parents full divorce agreement if applicable.

IF PARENTS ARE EMPLOYED by a company:

Attach salary/wage slips of both parents.

IF PARENTS / GUARDIAN / SPOUSE ARE AN INFORMAL TRADER / HAWKER: The following documents are required

Proof of Income

Bond statement and Council rates account OR

a copy of the Lease agreement if renting accommodation.

IF PARENTS ARE EARNING COMMISSION: The following documents are required

A copy of their IT34 A in respect of the Financial Year which ended February 2019.

IF PARENTS/ GUARDIAN/ SPOUSE OWN OR ARE MEMBERS A CC / PTY (LTD) AND / OR SOLE PROPRIETOR: The following documents are required. Complete Financial statements signed by members and person(s) drawing up the statements which should include,

An Income Statement, Balance Sheet, Cash Flow statement, Notes, IT14 - Tax return for the business (last 2 years)

A copy of their IT34 A in respect of the Financial Year which ended February 2019

The Statement of Personal Assets and Liabilities (last 2 years)

Personal Bond statement.

IF PARENTS/ GUARDIAN/ SPOUSE ARE UNEMPLOYED: The following documents must be provided

Official letter from the Department of Labour proving unemployed status

Bond statement and Council rates account OR a copy of the Lease agreement if renting accommodation

Proof of how the family is being supported financially

If parent/guardian receives income such as pension/grant/maintenance/rental/interest from investment, please submit proof thereof.

IF THERE IS MORE THAN ONE STUDENT STUDYING AT A TERTIARY INSTITUTION: Attach proof of sibling registration at another tertiary institution.

The following sections must be completed in full:

1. Student application information

Surname	
Name	
Identity number(attach copy)	
Student number	
Cell phone number	
Alternative number	
Qualification (name in full)	
Email address	

2. Personal information of Parents/Spouse/Legal Guardians where applicable:

Proof of Current Income MUST be provided in respect of both parents

Parents/Spouse/Legal Guardians must sign consent giving the University permission to verify employment information with a third party such as a credit bureau.

The information received will be used to verify employment, marital status and any other information material to the financial information provided in this application.

Surname of Mother/Spouse/Legal Guardian	
Name	
Marital Status	
Identity number (attach a copy)	
Occupation	
Current Monthly Income	R

Surname of Father/Spouse/Legal Guardian	
Name	
Marital Status	
Identity number (attach a copy)	
Occupation	
Current Monthly Income	

3. Family Composition

Name & Surname	ID Number	Relationship	Present Activity

Email or drop at the office

Email: FinancialAid@uct.ac.za

Level 3, Kramer Building, UCT Middle Campus, Rondebosch