



**DISCRETIONARY GRANT FUNDING
WINDOW GUIDELINES**

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**HIGHER EDUCATION STUDENTS
OUTSTANDING STUDY DEBT
SETTLEMENTS**

BANKSETA FUNDING WINDOW GUIDELINES

1. Purpose

This document has been developed to guide the application process for BANKSETA Discretionary Grant Funding. It considers the SETA Grant Regulations and the BANKSETA Discretionary Grant Policy. This document provides guidelines for the opening of funding windows, inviting applications, evaluation of applications, allocation of funds and payment of funds. This document aims to ensure a consistent, fair, and transparent process.

2. Objective

The objective of this funding window is to invite public higher education institutions to apply for funding from the SETA to settle outstanding debt for students who have successfully completed their academic programmes. Priority will be given to students who have successfully completed qualifications that are aligned to BANKSETA SSP.

3. Invitation Process

- BANKSETA will publish all funding window invitations on the BANKSETA website www.bankseta.org.za
- Each funding window will remain open for at least 6 weeks
- No late application will be accepted.

4. Criteria

Stakeholder & Application Eligibility Criteria	Evaluation Criteria	Allocation Criteria
Stakeholder must be a: ▪ Public University or ▪ University of Technology, The application is for: ▪ Category 1: Settle the debts of students who successfully completed their full qualification in the 2025 academic year but will not receive certificates due to outstanding study debt at the University or, ▪ Category 2: Settle the debts of students who	All applications must meet the evaluation criteria as indicated below to qualify for funding. Any application not adhering to the below will be declined. ▪ Application forms must be completed in full and correctly. ▪ Learner list must be completed in full and correctly. ▪ Qualifications include National Diplomas, Degrees and Post Graduate Qualifications ▪ Application must be in support of skills identified in the BANKSETA Sector Skills Plan (SSP), see attached	BANKSETA will allocate available funds considering the following: • Category 1 will be prioritised • An equitable provincial spread and spread over multiple universities and universities of technology – i.e. approve available funds for all qualifying applicants in a fair manner • Female students and students with disabilities will be prioritized

Stakeholder & Application Eligibility Criteria	Evaluation Criteria	Allocation Criteria
successfully completed their full qualification in a previous academic year but did not receive certificates due to outstanding study debt at the University ▪ Category 3: Settle fees of students who have completed a previous academic year successfully i.e. 1st year, 2nd year, 3rd year.	<u>Annexure 1: Sectorial Priority Occupations and Annexure 2: Emerging Occupations extracted from the BANKSETA SSP 2025/26.</u>	

5. Submission Process

- Stakeholders must note that for this funding window they will be required to apply via email only.
- Applications form must be completed in full and duly signed. Failure to do so will result in disqualification of the applications during the evaluation process.
- Learner lists must be completed in full and correctly using the BANKSETA template. Failure to do so will result in disqualification of the applications during the evaluation process.
- Signed application form and learner list must be emailed to (hefw-sd-2025@bankseta.org.za) by **19 December 2025 at 16h00**.
- No late applications will be accepted.

6. Evaluation and Allocation Process

- The evaluation panel will be appointed by the CEO.
- All members will be required to sign a declaration of interest.
- The evaluation panel and decision will be recorded for audit purposes.
- BANKSETA reserves the right to approve / decline applications, without any preference given to any applicant, and to apply discretion to equitably distribute funding per category, based on the availability of funds.
- Feedback on the status of the application will be provided to all applicants whose application was received before the deadline.

7. Approval, Appeal and Change Request Process

- The evaluation documentation will be submitted for Probity Review. The probity review report will be submitted for review to the CEO. Once the CEO has reviewed, the report and supporting evidence as required will be submitted to the Finance and Remuneration Committee for recommendation to the BANKSETA Board. Final approval will be done by the BANKSETA Board. The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy.
- Should an (unsuccessful) applicant want to appeal the decision, this must be done in writing and **within one month** of receiving the evaluation outcome. Should there be grounds for an appeal this will be submitted to the CEO office to reconsider. After reconsideration, the BANKSETA decision is final.
- Change requests must be submitted to the BANKSETA within one month of signing the Memorandum of Agreement (MoA), with motivation for the change. The approval of the change request is at the discretion of the CEO provided that the approved amount is not exceeded and that the change is still in line with the guidelines.

8. Contracting, Commitment Schedule and Project system update

- BANKSETA will sign a Memorandum of Agreement (MoA) with the successful applicant for any application that is approved.
- The approval notification to the applicant will include a deadline date for the return of signed MoAs to the BANKSETA so that funds are not left uncommitted for long periods of time.
- The project manager will monitor all the received MoAs and any MoA not signed and returned to BANKSETA by the agreed date will be cancelled.

9. Invoicing / Funds Disbursement Process

- Upon approval of the application, the Applicant, and BANKSETA will sign a Memorandum of Agreement (MoA) to formalize the application and to agree to the disbursement schedule (in line with the specific application)
- The invoice to the BANKSETA must be accompanied by official proof of banking details as well as proof of registration with the Central Supplier Database (CSD).
- Invoices will be paid provided all project requirements are met and supporting documentation are provided.
- Successful applicants and payments are subject to a monitoring and/or review process.
- Applicants are reminded that all supporting documentation related to their funding should be submitted **within one month of signing the MoA but no later than 15 March 2026**.

10. Disclaimer, Termination and Breach

- In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.

- The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period by a designated BANKSETA representative. Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.
- The BANKSETA may withhold grants or recover any grants paid to an applicant if it is found that the grants allocated are not being used for the purpose for which the grant was intended.
- Non-compliance will lead to summary termination of the agreement, and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.

11. Confidentiality of information

In compliance with the requirements of the Protection of Personal Information Act (POPI), BANKSETA wishes to inform all its stakeholders that in applying for funding, invoicing the BANKSETA and providing supporting information for such invoices, the below standards will apply:

- BANKSETA undertakes to keep all information obtained or received by it for purposes of funding applications, funding agreements, invoicing and performance information disclosed or provided by the employers in confidence and in a safe and secure manner.
- Information shall be revealed only to the representatives, agents, and employees whose knowledge of the information is required for the purpose related to administering the funding applications, funding agreements, invoices and supporting documentation.

The purpose related to administering the funding applications, funding agreements, invoices and supporting documentation includes the following:

- reporting skills development initiatives to the Department of Higher Education and Training.
- reporting enrolments and achievements of programmes to the South African Qualifications Authority.
- reporting on quality assurance functions to the Quality Council of Trades and Occupations.
- evaluating and processing applications for access to funding.
- compiling statistics and other research reports.
- providing personalised communications.
- providing information for internal and external auditing purposes
- complying with the law; and/or
- for a purpose that is ancillary to the above.

Information related to Memoranda of Agreement will be kept for 5 years after the stated end

date. After 5 years it will be destroyed.

If BANKSETA is required by legal process to disclose any of the information, it shall provide the employer with prompt notice of such requirement so that the employer may seek a protective order or agree to the provision of information. If a protective order or other remedy to ensure that only information covered by such other or other remedy is obtained, the BANKSETA shall use all reasonable efforts to ensure that only the information covered by such order or other remedy is disclosed. Whether or not a protective order or other remedy is obtained, or the employer party agrees to the provision of information, BANKSETA shall take all the reasonable steps to ensure that only the portion of the information which it is legally required to disclose, is disclosed.

APPROVAL:

	DESIGNATION	NAME	SIGNATURE	DATE
REQUESTED BY	Manager: WIL Development	Similo Dlamini		28 October 2025
RECOMMENDED	GM	Christine Jonck		3 November 2025
APPROVED BY	Acting-CEO	Beaula Dziruni		4 November 2025