



6. Where can I obtain the necessary information to apply for the bursary?

Documents (including the Policy and Regulations) can be downloaded from our [website at www.ssc.org.na](http://www.ssc.org.na)
Hard copies of these documents can be collected from the Social Security Commission Head Office at this address:

Cnr. A. Kloppers & J. Haupt Streets
Khomasdal
Windhoek

The same documents can also be obtained from any SSC branches or satellite offices across the country.

Any applications received after the deadline (as advertised) will not be considered. No documents will be returned. If you do not receive feedback within three (3) months after the closing date, consider your application unsuccessful (No rejection letters will be sent to applicants and no appeals will be considered).

NB: Only hand delivered applications are accepted and No Emailed or online applications will be considered.

The SSC-DF will deal directly with students and not through any agents/middlemen. An agreement will be entered into between the applicant or his/her guardian and the Commission. Transport allowances shall be paid directly to students during official and semester/term holidays to and from their homes. The rates will be determined by the SSC-DF. Kindly take note that the SSC-DF will not pay students taxi fares to commute between institutions of higher learning and places of residence.

NB: The Social Security Commission reserves the right to terminate any agreement at any point should there be any irregularity or dishonesty detected in the initial submission of the application, and to recover any amounts spent on such a student from him/her or parent/guardian.

For further information, kindly contact:

Ms. Lorraine Nganate
Head: Training and Study Support: Development Fund
Private Bag 13223, Windhoek, NAMIBIA
Tel: (+264 61) 280 7263
Fax: (+264 61) 250 057
E-mail: Lorraine.Nganate@ssc.org.na

Or

Mr. Duscan Kasika
Head: Monitoring & Evaluation: Development Fund
Tel: (+264 61) 280 7095
Fax: (+264 61) 250 057
E-mail: Duscan.kasika@ssc.org.na

Hand-delivered applications must reach the SSC-DF in a sealed envelope clearly marked "SSC-DF Bursary Scheme", at the following address:

Manager: Development Fund
Private Bag 13223, Windhoek, NAMIBIA
Cnr. A. Kloppers & J. Haupt Street, Khomasdal



**SOCIAL SECURITY COMMISSION
DEVELOPMENT FUND (SSC-DF)**

**APPLICATION GUIDELINES
FOR BURSARIES**

The SSC-DF is established by Section 37 of the Social Security Act, 1994 (Act No. 34 of 1994). Its main objects are to:

- a) Conduct training schemes and employment schemes approved by the President of the Republic of Namibia for the benefit of socio-economically disadvantaged persons who are unemployed;
- b) To grant bursaries, loans and other forms of financial aid to students enrolled at any recognized technical or academic institutions of higher education.

Accordingly, the SSC-DF provides bursaries to academically deserving Namibians from socio-economically disadvantaged backgrounds who are unemployed.

1. Who is eligible for a bursary?

- (a) SSC-DF considers students with interests in pursuing Undergraduate qualifications on a full time basis at any recognized and reputable institutions of higher education.
- (b) Applicants must be Namibians with an aggregate of at least 65% in their latest qualifications (only applicable to those already at institutions of higher learning).
- (c) SSC-DF considers students with an aggregate of 70% in August 2019 exams or at least 27 points in five subjects including English, in Grade 12 final examination.
- (d) Applicants must be studying or planning to study fulltime towards such a qualification. The bursary does not apply to part time or distance studies.
- (e) Only children of parent(s) whose combined income does not exceed N\$150,000 per annum may be considered. Other socio-economic circumstances may also be considered (e.g. orphans, children of unemployed parents, or children of pensioners, etc.) Failure to submit proof of parents combined income will lead to automatic disqualification.
- (f) SSC-DF consider students without post grade 12 qualifications who want to attain their first Diploma or a first Degree at any recognized and reputable institution of higher education within the **SADC region**.

2. Which fields of study are considered?

- a) Agriculture
- b) Artisan related fields including manufacturing
- c) Social Work
- d) Engineering
- e) **Courses leading to qualification as Vocational Instructors (only applicable to courses in (b) above.**
- f) Fisheries & Marine resources
- g) Medical related fields NB: applicants who intend to or are studying towards allied health professions are highly encouraged to apply and will be given preference. These are studies leading to qualifications such as occupational therapists, prosthetics practitioners, speech therapists, physiotherapist, audiologists, orthopedic technologists/technicians and medical rehabilitation workers)

The SSC-DF reserves the right to review these fields on an annual basis to reduce or expand its coverage of fields of study.

NB: Students can either apply for a bursary or a study loan, but not both at the same time. Prior to completing an application form, applicants are advised to pay attention to the selected fields of study funded under the two (2) different schemes. Completing a wrong application form will result in automatic disqualification.

3. Payment of funds

All funds are paid directly to the institutions of higher learning (and not to the students). The applicable study materials are purchased directly by the SSC-DF from the suppliers. Meals and accommodation fees for boarding students are also paid directly to the institutions of higher learning.

The only amounts paid to students are accommodation and meal fees for non-boarding students and such rates are determined by SSC-DF.

The payment of fees are made on a semester basis and all subsequent payments are subject to satisfactory academic progress of the preceding semester.

NB: SSC-DF does not pay for failed modules or subjects, thus students are required to pay for repeats with own funding.

4. Which institutions of higher learning are considered?

The SSC-DF considers students studying at or accepted by recognized and reputable institutions of higher learning in the SADC region.

5. Which documents must accompany my application?

Every student applying for a study loan must, in addition to the application form, submit certified copies of the following documents:

- a. A fully and legibly completed Form 09 (an Application Form), signed under oath and which can be obtained at the addresses above.
- b) Proof of application/admission or registration issued by the institution of higher learning although not a requirement that might **disqualify the applicant**.
- c) A motivation letter from a community leader (or church, school principal, constituency Councilor/Governor, or social worker) who knows the student and parents well in support of the applicant's economic and/or social background (Student standard of living). Please ask the community leaders to issue the motivation letters in English.
- d) Proof of Namibian citizenship or permanent residence, preferably an Identity Document (ID), or a full birth certificate. Failure to submit such leads to disqualification.
- e) Where a student has a disability, proof thereof must be submitted from a medical doctor.
- f) Declarations from the police confirming parents are unemployed or pensioners. (Copies of pensioners' cards to be attached).
- g) Pensioners or orphans that are receiving monthly allowance from institutions like GIPF, Sanlam, etc., must submit evidence.
- h) Parents that are self-employed must submit their six (6) months bank statements.
- i) Proof of parents' income, if employed, such as recent pay slips must be submitted. Failure to submit proof of parents' combined income will lead to automatic disqualification.