



Reference: 20201102-9221
File no: 12/2/8/12
12/2/8/16
12/2/8/40
Enquiries: LB Shasha
IM Swartz

Financial Accounting Minute: 0005/2020

To: Chief Directors, Directors, Deputy Directors: Corporate Services, Circuit Managers, Principals, Hostel Superintendents, and Chairpersons of governing bodies of ordinary public schools and hostels (excluding colleges of education)

Subject: Submission of application forms for hostel boarding subsidies for 2021 by 30 November 2020

1. Applications for learner hostel boarding, private boarding or private transport subsidies have in the past not been submitted on time as per legislation, which has led to delays in transfer payments in lieu of the subsidies.
2. Principals are requested to ensure that all learners are informed of the subsidy application process, to guide parents with the application process and to ensure the correct and accurate completion of subsidy application forms as per Circular 0143/1998, dated 06 November 1998 (please see Annexure A).
3. All completed 2021 applications, with the necessary supporting documents, must be approved by the principal and recommended by the circuit manager, should all the requirements be met.
4. Completed 2021 applications with supporting documents that have been recommended by the circuit manager must reach the Directorate: Financial Accounting by **30 November 2020** for approval.
5. The advance payable to hostels within the first week of the first term will amount to only 80% of the subsidy amount that learners qualify for, based on the completed applications (received on time) in respect of the 2021 school year that have been

subjected to the means test as per Institutional Management and Governance Planning Minute: 0001/2018, dated 09 March 2018 (please see Annexure B).

6. Incomplete applications and/or applications with insufficient supporting documents will not be processed and will be sent back to the relevant district or school with an explanation of the shortcomings. The Directorate: Financial Accounting encourages principals and circuit managers to avoid submitting incomplete applications and/or applications with insufficient supporting documents as this will result in subsidy payments not being paid out.
7. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2020-11-11