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Enquiries: LB Shasha
IM Swartz

Financial Accounting Minute: 0006/2021

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

Subject: Reminder of due date for the submission of application forms for hostel boarding, private boarding and private transport subsidies for 2022

1. Principals are requested to ensure that all learners are informed of the subsidy application process, to guide parents/guardians 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 (attached as Annexure A).
2. Parents/guardians of learners who intend to attend ordinary public school hostels during 2022 must be encouraged to submit their applications for the 2022 academic year as soon as possible.
3. Schools are required to gather applications for existing learners, with supporting documentation, early enough for them to reach Head Office (for the office of the Director: Financial Accounting) via the circuit manager of the relevant district office for recommendation before the due date.
4. All relevant stakeholders are hereby reminded to submit learner hostel boarding, private boarding and private transport subsidy applications to the Directorate: Financial Accounting by **30 November 2021**.
5. Completed application forms, with supporting documentation, for learners newly enrolled at a hostel (ordinary public school hostel/private hostel) must be submitted

to the district office for recommendation as soon as the learner has approved accommodation in an ordinary public school hostel or private hostel for the 2022 school year.

6. All subsidy payments are based on successful applications accompanied by the relevant supporting documentation. Principals and circuit managers are requested to ensure that only fully completed applications that meet the requirements set out in Circular 0143/1998 are submitted.
7. A checklist is attached to assist district officials with verification before recommendation. Incomplete applications and/or applications with insufficient supporting documentation will not be processed. An official from the Directorate: Financial Accounting will contact the relevant school and/or district office with an explanation of the shortcomings. This will unfortunately delay payments to the school/hostel.
8. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2021-11-12