

CONFIDENTIAL



**correctional services**

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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**FACILITIES FUND CIRCULAR 1 OF 2020**

<b>DATE</b>	<b>26 March 2020</b>	<b>FILE</b>	<b>5/9/1</b>
<b>TO</b>	<b>Head Office Regional Offices Management Areas Correctional Centres Community Corrections</b>		
<b>FROM</b>	<b>Director : Facilities Fund</b>		
<b>ENQUIRIES</b>	<b>Ms AM Simmons</b>		

<b>SUBJECT</b>	<b>TEMPORARY SUSPENSION OF NORMAL STUDY LOAN APPLICATION PROCESS : 27 MARCH 2020 – 16 APRIL 2020</b>
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1. Due to the national lockdown announced by the President of the Republic of South Africa, the normal and current processes followed when applying for study loan will be suspended with effect from 27 March 2020.
2. Members of Facilities Fund are requested to send their study loans applications via email address while ensuring that all other requirements are complied with. The additional requirement will be that in this case the application form **MUST** be certified a true copy of the original form completed before it is scanned and sent through. All the other important documents like registration confirmation with appropriate and full surname and initials as appearing on ID or salary advice, copy of ID and copy of salary advice must also be included and readable. Where a member applied for study materials (books) as well a copy of either bank statement showing bank account **MUST** be included. **PLEASE MAKE SURE YOU INCLUDE YOUR CORRECT E-MAIL ADDRESS FOR FEEDBACK.**
3. The following will render the application non-compliant and will automatically be dis-approved:
  - 3.1 Uncertified application form;
  - 3.2 Unsigned application form;

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- 3.3 Application form without ID copy, or salary advice copy as well as application without a copy of bank statement or bank note confirming the account number where request for books is included;
- 3.4 Where the member's initials in the ID/payslip do not correspond with those on the registration confirmation letter from the institution of higher learning.
4. Due to the lockdown applications, where amount requested in the application exceed the available loan amount for the financial year, i.e. where the member is currently repaying previous loan, the office will immediately effect adjustments to the available amount without engaging the applicant. This will be done to expedite the process due to the current situation. Therefore it is advisable that applicants first check their balances on their payslips so they can be able to apply for correct amounts unless their applications are their first ever and they do not have currently paying stop order for study loan. There will be only one payment session done during the lockdown and will be 8 – 9 April 2020.
5. All applications must be sent to: [Madeleen.Simmons@dcs.gov.za](mailto:Madeleen.Simmons@dcs.gov.za) and "cc" [Jacqueline.Maja@dcs.gov.za](mailto:Jacqueline.Maja@dcs.gov.za)
6. Your cooperation is requested and appreciated in advance.



**MJ NKHABU**

**DIRECTOR: FACILITIES FUND**

**DATE: 26/03/2020**