



DEPARTMENT OF TERTIARY EDUCATION FINANCING

PUBLIC NOTICE

DOCUMENT VERSION 1: 15 April, 2021

CALL FOR APPLICATIONS FOR CONSIDERATION FOR 2021-2022 GOVERNMENT SPONSORSHIP

RE-SPONSORSHIP

The Department of Tertiary Education Financing under the Ministry of Tertiary Education, Research, and Science & Technology invites applications from qualified citizens of Botswana for Tertiary Education Government Sponsorship for **2021/2022 Intake**. All applicants are therefore advised to adhere to terms and conditions for applying for Re-sponsorship as stated in this notice to ensure compliance to set requirements. **Applicants are expected to have an email account/address in order to apply for sponsorship.**

The Department has developed and deployed online or e-services module for use in processing applications for Tertiary Education Government Sponsorship. In this regard, applicants will submit their tertiary education financing application for the 2021/22 cycle on-line.

All applicants who fall under the **Orphans and Vulnerable Children (OVC)** and **Remote Area Communities (RAC)** and **Special Educational Needs (SEN)** categories should apply through the respective administrative offices managing the programmes and subsequently log onto the system to complete their application process.

The **OVC** and **RAC** should apply through the **Social Workers' office** in the **Department of Social Protection** under the Ministry of Local Government and Rural Development.

Those with **Special Educational Needs (SEN)** should apply through the **Department of Special Support Services under the Ministry of Basic Education.**

APPLICATION PERIOD:

The on-line applications for Re-Sponsorship will be open from Tuesday 01st June, 2021 to 16th July 2021 on DTEF website tef.gov.bw, updates will also be posted on DTEF Facebook page: 'Department of Tertiary Education Financing'. Any applications received after the deadline will not be considered. The applicant is expected to upload supporting documents, therefore keep ready scanned copies of such supporting documents in pdf, jpeg, png or jpg format for uploading.

ELIGIBILITY CRITERIA:

Applicants should:

- Be a citizen of Botswana
- Be able to complete the programme of study before turning thirty five (35) years of age
- Not have benefitted from Re-sponsorship before.
- Satisfy all other major eligibility requirements as outlined in the table below for 2021/2022 target groups

APPLICATION PROCEDURES:

STEP 1: Online Tertiary Education Sponsorship Log-in.

Visit the official website of the Online Tertiary Education Sponsorship and Click on **Sign Up**, top right, this allows you to create a user account to use to interact with DTEF. Capture your details as per the form displayed. Enter a valid email address. At the end, click **Create New Account**, a notification email will be sent to you through the email address you provided to confirm that you created the account.

STEP 2: Verify your email

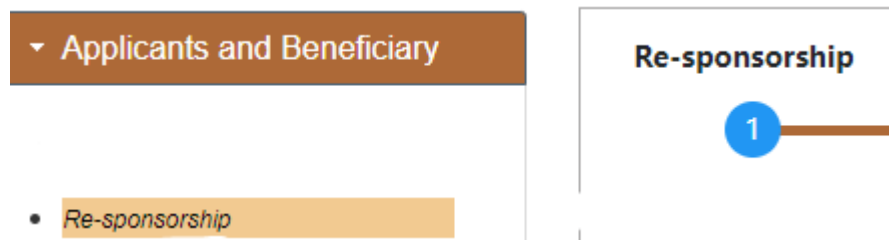
Login on to your email and retrieve email from DTEF and follow the given steps. This prompts you to create a password, after which, login with this password.

STEP 3: Apply

After logging in, click **Apply for Sponsorship**

STEP 4: Choosing the Application Type.

Ensure that the form displays **Re-Sponsorship**, as shown below:



STEP 5: **Filling the application form & Attaching supporting documents**

Enter all relevant details carefully. Ensure that you choose the relevant Category of Sponsorship from the options provided. Upload the relevant supporting documents in pdf, jpeg, png or jpg format at the **Attachment** section.

Click **Next>** button to move to the next page, and **<Previous** button to access the previous page.

Click **Save Draft** button to save your application in draft mode. You can continue with your application or logout and retrieve it at a later stage, provided the submission deadline has not passed. Ensure that you submit your application once you are satisfied with what you have filled

Note that the **Reset** button clears (deletes) all that you have captured before and allows you to start the application afresh. This applies only to applications that have not been submitted, including the ones in Saved as 'Drafts'.

STEP 6: **Signing of Application form/Declaration.**

After filling and uploading all supporting documents, sign the application form, on the **Student Declaration** section by **clicking** on the given box, which will result in a Tick ☒. By signing the form, you will be accepting all the terms and conditions of the application requirements.

STEP 7: **Review of the Application**

Please take a look at your application before the final submission by clicking **Review**.

STEP 8: **Submission of the Application.**

Click the **Submit** for your application to be considered.

STEP 9: **Confirmation of Submission.**

After successful submission of the application form, you will get a confirmation message, acknowledgement receipt of your application through your email address.

STEP 10: Viewing & Printing the Form.

You can view and/or print out the submitted Application Form and the Acknowledgement receipt after submitting an application *for your own records*.

STEP 11: Check status of Application

You can view your submitted application's status **at any time** after successful submission by logging on the website by choosing Submissions.

STEP 12: Accepting & Signing of Sponsorship Agreement

Once your application has been processed, you will receive email notification from DTEF informing you on the outcome of your application. If offered sponsorship, you will receive a Sponsorship Offer; upon accepting this offer, all the terms and conditions of the Sponsorship will be presented to you. Upon agreeing to these terms and conditions of the DTEF **Sponsorship Agreement**, DTEF will send your sponsorship letter to your email address which you can now print and proceed to undertake registration at your preferred institution.

REQUIRED APPLICATION DOCUMENTS:

The following documents should be uploaded into the system:

- i. Certified copy of recent comprehensive official academic record or transcript
- ii. Certified copy of valid National Identity Card (Omang)
- iii. Copy of Admission/Re-admission letter from the institution of your choice stating the following:
 - Program of study showing the duration & the level of study
 - Commencement and expected completion date of the program
 - Indicating any changes in the curriculum (i.e. subjects' replacements)
- iv. The Supporting letter from your Faculty confirming the modules that one will be undertaking or retaking during the Re-Sponsorship year and the expected completion of study
- v. Most recent medical report for applicants under category five (5). The report should have been prepared in less than a month.
- vi. An official confirmation of change of surnames if surnames in the academic certificate, Omang and the previous sponsorship letter are not the same.

PRIORITY TARGET GROUPS APPROVED FOR RE-SPONSORSHIP:

Consideration for 2021/2022 Re-Sponsorship is **STRICTLY** limited to the following four (4) Target Groups of students.

TARGET GROUPS	DESCRIPTION OF GROUP	MAJOR ELIGIBILITY REQUIREMENTS FOR APPLICANTS
GROUP 1	Students who were not able to complete their final year in May/June/July 2020 and December 2020	<p>Should have confirmation from institution of not been able to complete final year in July 2020, or December 2020</p> <p>Should not have benefitted retake sponsorship before</p> <p>Should strictly need only one (1) semester to complete the programme</p>
GROUP 2	Students who are currently in their final year of study and will require an extension of sponsorship to complete.	<p>Should have confirmation from the institution of not been able to complete their studies in June 2021</p> <p>Should not have benefitted re-sponsorship before.</p> <p>Should strictly need only one (1) semester to complete the programme</p>
GROUP 3:	Students registered under the Orphaned & Vulnerable Children (OVC)/Rural area communities (RAC) & Special Education (SEN) Learners Special Dispensation	<p>Should have confirmation of being covered by the Government affirmative action policy.</p> <p>The student must not have exhausted their two chances of re-sponsorship</p> <p>There should be evidence that the applicants had written examinations prior to their termination on academic grounds.</p> <p>In case of change of programme, those who spent only one (1) academic year or less on</p>

		government sponsorship may be considered
GROUP 4:	Proceeding students i.e. those students who were terminated due to poor academic performance but have sponsored themselves to pass all the failed modules/ subjects or have passed relevant year after change of course	<p>Should be left with one (1) academic year or less to complete the programme</p> <p>Should have confirmation of previously studying on self-sponsorship & have passed ALL previously failed modules and should be proceeding to the next level</p> <p>Should have confirmation that he/she does not have any outstanding tuition fees with the institution</p> <p>Where the student changed programmes, he/she must be left with one (1) academic year or less to complete the programme</p>
GROUP 5:	Those students who were offered Re-sponsorship in the academic year 2020/2021 but could not utilize their sponsorship due to various reasons	<p>Should have copy of deferment letter from DTEF</p> <p>Should have copy of clearance letter from the institution stating that they never registered in the previous academic year</p>
GROUP 6:	Students who were terminated from sponsorship due to medical reasons	<p>Copy of initial Deferment/termination letter from DTEF</p> <p>Copy of initial Deferment/Withdrawal letter from the institution</p> <p>Copy of recent detailed Medical Report and Fitness Certificate if deferment of sponsorship was due to medical reasons</p> <p><i>The report and certificate should not be more than one (1) month old</i></p> <p>The student must not have exhausted their two chances of re-sponsorship</p>

PLEASE NOTE THAT:

- i. All copies of academic transcript and certificate have to be certified.
- ii. The Department reserves the right to request for additional information in order to

facilitate processing of re-sponsorship application

- iii. Applicants are reminded that admission at tertiary institution is **NOT** a guarantee for Re-sponsorship.
- iv. Applicants who have previously benefitted from Re-sponsorship shall **NOT** be considered.
- v. Applications with missing supporting documents will render an application incomplete

APPLICATION INQUIRIES:

For any information, applicants are advised to contact the Department through a toll free line **0800 6000 600** from **0730hrs to 1630hrs** on **weekdays only**.

Further you may contact DTEF through the **Contact Us** form provided on the website's **HOME** page whenever you have problems when applying.

NOTE THAT:

- Hand delivered applications will not be accepted
- Admission at tertiary Institution is not a guarantee for sponsorship.
- The online system allows you to save your application in Draft mode and revisit at a later stage provided it is before submission deadline.
- Failure to submit all supporting documents will render your application incomplete.
- Only applications on the above listed areas categories of sponsorship will be considered for sponsorship.
- Appeals to the Ministry against the decision of the Director DTEF regarding non approval of sponsorship application will only be considered up to the 31st August 2021 and within 15 days of having received the response.