

DEPARTMENT OF TERTIARY EDUCATION FINANCING

Date: 21st May, 2024

PUBLIC NOTICE

CALL FOR APPLICATIONS FOR 2024-2025 LOCAL RE-SPONSORSHIP

The Department of Tertiary Education Financing under the Ministry of Education and Skills Development invites applications from qualified citizens of Botswana for Tertiary Education Government Sponsorship for 2024/2025 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.**

Qualifying students will submit their tertiary education financing application for the 2024/25 sponsorship 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 confirm their status with the respective administrative offices managing the programmes and subsequently log on to the system to apply for Re-sponsorship.

APPLICATION PERIOD:

The online applications will be open from **Wednesday 22nd May, 2024** to **Monday 24th June, 2024** on DTEF website <https://tef.gov.bw>, updates will also be posted on DTEF Facebook page: 'Department of Tertiary Education Financing'. The system shall not accept any application after the closing date. 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:

- i. Be a citizen of Botswana
- ii. Be able to complete the programme of study before turning thirty five (35) years of age
- iii. Not have benefitted from Re-sponsorship before
- iv. Satisfy all other major eligibility requirements as outlined in the table below for 2024/2025 target sponsorship groups

SPONSORSHIP WILL BE AVAILED ON FIRST COME FIRST SERVED SUBJECT TO BUDGET AVAILABILITY.

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
 - Changes in the curriculum (i.e. subjects' replacements), if any.
- 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 date of study
- v. An official confirmation of change of surnames, if surnames in the academic certificate, Omang and the previous sponsorship letter are not the same.

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.

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 will allow you to start the application afresh and clears all that you have captured before. This applies only to applications that have not been submitted, including the ones in Saved as '**Drafts**'.

Note that if you do not meet the minimum required cut off points, the system will not allow you to proceed to the next step. A notification email will be sent to you through the email address you provided to that effect.

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 **Submit** button 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 of 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 and then choosing Submissions.

STEP 12: Accepting & Signing of Sponsorship Agreement.

After successful completion of all sections of the application form and meeting the minimum required cut off points, and 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.

PRIORITY TARGET GROUPS APPROVED FOR RE-SPONSORSHIP:

Consideration for 2024/2025 Re-Sponsorship is **STRICTLY** limited to the following Target Groups of students.

TARGET GROUP	MAJOR ELIGIBILITY REQUIREMENTS FOR APPLICANTS
Students who were terminated from sponsorship due to poor academic performance at their 1st, 2nd, 3rd, 4th 5th year in the academic years 2018/2019 to 2022/2023	Should have confirmation letter from the institution that he/she failed to pass during their 1st, 2nd, 3rd, 4th & 5th year in the academic years 2018/2019 to 2022/2023

<p>Inclusive of students under the Orphaned & Vulnerable Children (OVC)/Rural Area Communities (RAC) & Learners with Special Educational Needs (SEN).</p> <p style="text-align: center;">AND</p> <p>The students who have been out of sponsorship for 5 years i.e. from academic year 2017/2018 & will be forfeiting accumulated credits OR credits expired</p>	<p>OVC applicants should not have utilised two chances of re-sponsorship.</p>
--	---

PLEASE NOTE THAT:

- i. Applicants who have previously benefitted from Re-sponsorship shall NOT be considered. Missing supporting documents will render an application incomplete and therefore will not be considered
- ii. The Department will **not** be liable for any outstanding tuition fees incurred during private sponsorship.
- iii. Hand delivered applications will not be accepted unless otherwise advised to do so.
- iv. Only applications on the above listed categories of sponsorship will be accepted.
- v. Appeals to the Permanent Secretary Ministry of Education and Skills Development against the decision of the Director DTEF regarding non approval of sponsorship application will only be considered up to **Wednesday 31st July, 2024** or within 14 working days of having received the response
- vi. The Department reserves the right to decide on the criteria that may be used to determine the number of beneficiaries in consideration of the available funds.

DISCLAIMER:

- i. Admission at Tertiary Institution does not guarantee award of Government sponsorship.
- ii. Meeting the minimum requirements does not guarantee sponsorship.
- iii. Submission of an application online does not guarantee an award of sponsorship
- iv.** Any false statement or declaration made to acquire sponsorship/loan will result in invalidation of the application and may result in revocation or prosecution.

APPLICATION INQUIRIES:

For any information, applicants are advised to contact the Department from 0730hrs to 1630hrs on weekdays only through the under-listed lines:

- Call Centre: **3719364/3719439/3719441/3719473.**
- Publicity office: **3719319/3719320/3719321/3719322.**