



## MINISTRY OF FINANCE AND DEVELOPMENT PLANNING

### LOAN BURSARY FUND (NATIONAL MANPOWER DEVELOPMENT SECRETARIAT) SERVICE CHARTER

NO	SERVICES/ GOODS	REQUIREMENTS TO OBTAIN SERVICES/ GOODS	COST	TIMELINE
<b>1 Application for Loan Bursaries</b>				
<b>1.1. Application in the Local Tertiary Education Institutions (TEIs)</b>				
	Application to a sponsored institution	<ul style="list-style-type: none"><li>• Student submit application for a sponsored programme at the sponsored institution</li><li>• The institution submit admission list with Academic Calendar to NMDS</li></ul>	Determined by institution	Determined by institution
	Application for people with disability to a sponsored institution	<ul style="list-style-type: none"><li>• Application letter from applicant.</li><li>• Motivational letter from the relevant association for people with disability.</li><li>• Admission letter from the Institution applicant has been admitted to.</li></ul>	None	2 months prior opening of institution
			None	At the time when the respective institution submits admission list



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<b>1.2. Application in the Regional and International Institutions</b>				
Application for loan bursary	<p><b><u>Regional Institutions</u></b></p> <ul style="list-style-type: none"> <li>• Completed Application form,</li> <li>• Proof of application to a sponsored programme and institution,</li> <li>• Original and certified academic certificates and transcripts,</li> <li>• National Identity Document (ID)</li> <li>• Original and certified birth certificate</li> <li>• Updated NMDS loan bursary statement from NMDS Loan Bursary and proof of payment</li> <li>• Qualification evaluation for foreign and unknown qualifications by Council on Higher Education (CHE)</li> <li>• Curriculum Vitae</li> </ul>	None	1 day	
	<p><b><u>International Institutions (Donor sponsorship)</u></b></p> <p>AS per Donors requirements inclusive of:</p> <ul style="list-style-type: none"> <li>• Original and certified academic certificates and transcripts,</li> <li>• National Identity Document (ID)</li> <li>• Updated NMDS loan bursary statement from NMDS Loan Bursary and proof of payment</li> <li>• Qualification evaluation for foreign and unknown qualifications by Council on Higher Education (CHE)</li> <li>• Curriculum Vitae</li> </ul>	None	1 day	



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<b>2 Acceptance and Contracting for awarded loan bursary</b>				
	Acceptance and Contracting for awarded loan bursary	<ul style="list-style-type: none"> <li>• Online registration and application at <a href="http://www.scholarships.manp.gov.ls">www.scholarships.manp.gov.ls</a></li> <li>• Admission letter signed by the Registrar for a sponsored programme awarded bursary</li> <li>• Original and certified academic certificates and transcripts</li> <li>• National Identity documents (ID)</li> <li>• Qualification evaluation for foreign and unknown qualifications by Council on Higher Education (CHE)</li> <li>• Updated NMDS loan bursary statement from NMDS Loan Bursary and proof of payment</li> <li>• Confirmation of permanent residence by village Chief</li> <li>• Original and certified birth certificate</li> <li>• Marriage certificate (Where applicable)</li> <li>• Change of Name gazette (where applicable)</li> <li>• Confirmation of bank account of applicant with full banking details (full names and account number)</li> <li>• Curriculum Vitae</li> <li>• Study leave or resignation letter for working applicants</li> <li>• Guarantor (Immediate family, spouse and legal guardian)</li> <li>• Guarantor's valid National Identification document</li> </ul>	None	1 day



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		<ul style="list-style-type: none"> <li>• Letter from village Chief confirming applicant's relationship with the guarantor</li> </ul>		
	Renewal	<ul style="list-style-type: none"> <li>• The Institution submit official Academic Results with Academic Calendar to NMDS</li> <li>• Completed renewal form</li> <li>• Student submit Certified and original Official Academic Results</li> <li>• Confirmation of bank account of applicant with full banking details (full names and account number)</li> <li>• Loan Bursary Contract</li> <li>• Updated NMDS loan bursary statement from NMDS Loan Bursary and proof of payment</li> <li>• Progress report (postgraduate)</li> </ul>	None	2 months prior opening of Institution  3 days
	Reinstatement	<ul style="list-style-type: none"> <li>• Application form for reinstatement</li> <li>• Official academic results of failed and passed years</li> <li>• Confirmation of bank account of applicant with full banking details (full names and account number)</li> <li>• Loan Bursary Contract</li> <li>• Updated NMDS loan bursary statement from NMDS Loan Bursary and proof of payment</li> <li>• Reconfirmation of study leave or resignation letter for working applicants</li> <li>• Official medical fitness letter (where applicable)</li> </ul>	None	5 days



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	Projects, Industrial Training, & medical equipment	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Loan bursary contract</li> <li>• Employers attachment letter</li> <li>• Confirmation of research/project proposal approval cosigned by Supervisor and Head of Department</li> </ul>	Free	2 weeks
	Replacement of lost contract	<ul style="list-style-type: none"> <li>• Proof of payment from the bank</li> <li>• Affidavit</li> <li>• Completed form for contract replacement</li> </ul>	M500.00	1 day
	Refund Overpayments	<ul style="list-style-type: none"> <li>• Completed claim form</li> <li>• Original proof of payment (all pay slips or cash deposit receipts)</li> <li>• Confirmation of bank account of applicant with full banking details (full names and account number)</li> <li>• Transcripts</li> <li>• Copy of Loan Bursary Contract</li> <li>• Current loan bursary statement</li> </ul>	None	2 weeks
	Tuition & Accommodation fee refund	<ul style="list-style-type: none"> <li>• Refund Application form</li> <li>• Original proof of payment</li> <li>• Confirmation slip of bank account of the payee</li> <li>• Original statement from institution reflecting payment</li> </ul>	None	2 weeks