

## **HARDSHIP FUND MOTIVATIONAL LETTER STRUCTURE**

Your Hardship fund motivational letter should include the following:

### **PARAGRAPH ONE :**

1. INTRODUCTION – Full name, Student Number ,Degree, Year of Study and Home Address.

### **PARAGRAPH TWO :**

2. Financial Hurdles or challenges encountered by the student such as :

Parent or guardian's Retrenchment.

Bursary discontinuation.

Defunded by Nsfas

Reduction of parent/guardian's salary

Expenditure incurred as a result of the pandemic (medical bill/invoice of a family member)

### **PARAGRAPH THREE :**

3. Steps taken by the student to mitigate the financial burden incurred as a result of the pandemic OR steps taken by the student to settle their fees.

i.e : Applying for bursaries.

: Finding a Job.

: Attempt to appeal the NSFAS review process

### **PARAGRAPH FOUR :**

The plan for the 2021 i.e :

- The financial plan for the year

i.e : Getting a part-time Job.

: Applying for bursaries.

**N.B : WE ADVISE ALL APPLICANTS TO ATTACH SUPPORTING DOCUMENTS TO SUPPORT THEIR CASE**

Possible supporting documents to be attached :

- Parent or guardian's retrenchment letter
- Letter of funding discontinuation from bursary
- Affidavits
- Parent's proof of income

