

### 2022 Annual HESFF Conference and 1<sup>st</sup> AGM of the Non-profit Company

13 & 14 October 2022

Premier Hotel Roodevalley Lodge, Kameeldrift, Pretoria, Gauteng

**“The impact of the Covid-19 pandemic in 2020/21 on HEI’s with specific reference to student funding and administration”**

The Higher Education Student Finance Forum will again be holding its annual conference on 13 & 14 October 2022 whereas this year’s conference will focus on the impact that the Covid-19 pandemic had on the finances of HEI’s with specific reference to student finances. The event includes the 1<sup>st</sup> AGM of the new registered Non-profit Company, SA Student Finance Forum NPC, t/a HESFF. It is held at the Premier Hotel Roodevalley Lodge, Kameeldrift, Pretoria, Gauteng.

After 2 years of no conferences due to the Covid-19 pandemic, we are delighted and grateful to say that all limitations that were instituted by government over the more than two years to curb the pandemic, were lifted on 23 June 2022. It has indeed been a challenging two years for the country and higher education institutions. During this period, the previous main sponsor of the previously named Student Accounts Administrators Forum, for more than 20 years, Adapt IT Education Division, has decided to withdraw from SAAF as of the end of 2020. However, as per the decision at the previous SAAF AGM in 2019, the elected Board of Directors subsequently registered the Forum as a Non-profit Company (NPC) on 16 March 2021 as SA Student Finance Forum t/a HESFF. The Board contracted Peet du Plessis, a former employee of Adapt IT responsible for the organisation of SAAF, and a retiree of that company, to continue with the NPC’s operations.

#### Membership

In terms of the revised HESFF Constitution, Institutional Membership and Associate Membership is automatic on the registration and attendance of one or more delegates of that institution or organisation, of the annual conference and AGM. There is thus **no membership fee** payable by members.

HESFF (previously SAAF) was founded in 2002. For 2022 the Membership of SAAF constitutes as follows:

- Institutional membership:
  - Public Universities and Universities of Technology in South Africa 25 institutions
  - Universities and HEI’s from other African countries 6 institutions
  - Public TVET Colleges in South Africa 23 colleges
  - Private HEI’s in South Africa 5 institutions
- Associate membership 13 Companies / Organisations

**Note:** A list of members are available on request from the HESFF Coordinator at Peet du Plessis [stephandup1956@gmail.com](mailto:stephandup1956@gmail.com)

- Institutional membership is open to all public and private Universities and TVET Colleges and other higher education institutions and organizations, from inside as well as outside of South Africa.
- Associate membership is granted to companies in the Finance, Student Funding, Banking, Credit and Debt Collection sectors – in general all companies / organisations that provide financial services to higher education and their student communities.

#### Who should attend the 2019 Conference?

- The staff members from all universities and TVET Colleges, both public and private, involved with, or responsible for, the student accounts, student fees and debtors’ administration function as well as student financial aid administration, including third party service providers from the Finance, Student Funding, Banking, Credit Provision and Debt Collection sectors.



## Conference Programme

A **proposed programme** for the conference is planned as follows, but **members are still welcome to submit papers or to recommend speakers** on the topics in the program where speakers are still to be announced. Therefore, the following program is only a draft and will be subject to change.

<b>Thursday, 13 October 2022</b>	
<b>08:15 – 09:00</b>	<b>Registration</b>
09:00 – 09:20	Conference announcements: Peet du Plessis, Conference facilitator
09:20 – 09:40	A word of welcome by the Chairperson of the Board, Mr Mzwakhe Matukane, University of Johannesburg
Session 1: 09:40 – 10:40	Keynote address: <i>Financial sustainability – a South African universities context</i> Speaker: Mr Vincent Motholo, Chief Financial Officer: University of Cape Town
<b>10:45 – 11:15</b>	<b>Refreshments</b>
Session 2: Presentation 11:15 – 12:10	Update from DHET on the fee regulatory framework Speaker: Invitation to DHET (to be confirmed)
Session 3: Presentation 12:10 – 13:05	<i>Working from home and the effects on the workforce. Dealing with the challenges and how to stay motivated and keep focussed on service delivery.</i> Guest speaker: Mr Yusuf Mahomedy, CA(SA), CEO, Business Mentor and Speaker
13:05 – 14:15	Lunch
Session 4: Presentation 14:15 – 15:00	Presentation: <i>"Having a sound Digital Payments Strategy for your institution"</i> Presenter: Real Pay Executive (to be confirmed)
<b>15:00 – 15:20</b>	<b>Refreshments</b>
Session 5: Presentation 15:20 – 16:10	Presentation: <i>"Growing third stream income - innovation in fundraising"</i> Presenter: Cara-Jean Petersen: Student Advancement Manager, Feenix
Session 6: Think tank 16:10 – 16:30	Due to the pressure on government subsidies and student funding, HEI's must increase their third-stream income. This will be an open floor discussion – "think tank", during which delegates will share their ideas on generation of third-stream income
Session 7: Team building 16:30 – 17:15	Quiz on "Proudly South African" Delegates will participate individually in a Power Point quiz that will test general knowledge on South Africa and South African Music – Prizes for various category winners at the dinner function
19:00 – 23:00	Informal fun dinner & dance at Roodevalley Lodge with DeeJay <b>Theme: Proudly South African</b> Dress code: Wear anything that represents our country, South Africa. It can be SA sport, SA cultures, traditional SA, etc.
<b>Friday, 14 October 2022</b>	
Breakfast and hotel check-outs 07:30 – 08:45	Delegates are given the opportunity to check-out at the hotel reception after breakfast as their normal check-out time is at 10:00
08:45 – 09:15 Promotional	Exhibitors' presentations <ul style="list-style-type: none"> <li>Real Pay</li> <li>FNB Public Sector Banking</li> </ul>
Session 8: 09:15 – 10:20 Break-away groups	Break-away groups: Discussion topics ( <b>Note:</b> HESFF Members are invited to still submit additional topics for this session) <ul style="list-style-type: none"> <li>Most, if not all of us had to work remotely during Covid 19. This became a new norm, how did we adapt to it, how were we able to continue rendering a service despite this challenge, how it changed our policies, technology etc.</li> <li>The high unemployment rate under the youth forces them to apply at universities and TVET colleges, in the hope for NSFAS funding, which in turn leads to the huge shortfall at NSFAS.</li> <li>How the Covid-19 pandemic caused financial stress on the economy and HEI's.</li> <li>Overreliance on state fiscus wherein some institutions are mostly generating revenue from NSFAS, government departments, including national and provincial, SETAs and subsidy. What is the impact thereof on, and sustainability of, HEI's?</li> <li>The In Duplum Rule for outstanding student debt</li> <li>TVET Colleges break-away group – Ms Mercia Leeson, HESFF Director to facilitate discussions on "AG Audit Management" and "Best practices on NSFAS and student debt"</li> </ul>
<b>10:20 – 10:40</b>	<b>Refreshments</b>
Session 9: 10:40 – 11:10	Break-away groups' feedback to the plenary and open floor discussions on the feedback.
Session 10: 11:10 – 11:40	Promotional: Fundi Capital. Gold Exhibitor
Session 12: 11:40 – 12:45 AGM	1 <sup>st</sup> Annual General Meeting of HESFF as NPC Chair: Mr Mzwakhe Matukane, UJ <b>Important Note:</b> Members of HESFF are hereby notified to submit points for the AGM agenda to the Coordinator, Mr Peet du Plessis at <a href="mailto:stephandup1956@gmail.com">stephandup1956@gmail.com</a> <b>The agenda closes on Monday, 26 September 2022.</b> The agenda will be circulated by e-mail 7 days before the AGM.
Session 13:	Motivational



12:45 – 13:10	Speaker to be invited
13:10	Evaluation and <b>lucky draw – You must be present to win this lucrative prize!</b>
13:10 – 14:15	Lunch

## **Conference arrangements**

**Venue: The Premier Hotel Roodevalley Lodge, in Kameeldrift, just outside Pretoria**

<https://www.premierhotels.co.za/hotels/gauteng/roodevalley/>

[The venue is +- 1 hour's drive from the OR Tambo International Airport, as well as from Lanseria Airport. Directions will be supplied to delegates two weeks prior to the workshop]

**Registration Fee:** > Conference attendance on Thursday & Friday, 13 & 14 October 2022

**R 4 300.00 per delegate**

(No VAT applies as the SA Student Finance Forum NPC is not a registered VAT Vendor)

The conference fee includes refreshments, lunches, and the dinner function on Thursday evening, **but excludes the cost of travelling, overnight accommodation, dinner on Wednesday evening and breakfasts.**

**Payment:** All delegates' institutions will be invoiced on receipt of the completed registration form and the amount is **payable on or before 13 October 2022**. The registration fees can be paid electronically by EFT directly into the account of:

Account name: HESFF  
Bank: Absa  
Account: Current  
Number: 4102568811  
Branch code: 632005

[Please note that we do not have a credit card payment facility at the workshop]

## **Overnight accommodation:**

Delegates who need overnight accommodation must please do their own reservations. The account of the accommodation is **not included** in the conference registration fee and must be settled by delegates directly with their place of accommodation.

### ➤ **The Premier Hotel Roodevalley Lodge**

The Hotel has approximately 80 Standard and De Lux bedrooms for accommodation at a reasonable rate. It is therefore **of the utmost importance to make your reservations as soon as possible**. Please contact [rec.roodevalley@premierhotels.co.za](mailto:rec.roodevalley@premierhotels.co.za) or call them at +27 (0)12 845 5000 for accommodation reservations and clearly indicate that it is for the HESFF Conference arranged by Peet du Plessis to qualify for the negotiated discounted rates below.

**Special rates:** Single accommodation: R 1 150.00 per person per night for bed & breakfast

Double sharing accommodation: R 1 335.00 per room per night b & b.

[This rate includes 15% VAT, but exclude the tourism levy of 1%]

**Note:** If you arrive on the Wednesday before the conference, ensure that you book for dinner, bed, and breakfast for that day, as the dinner on Wednesday evening is for the delegate's account. The Thursday evening's dinner function is included in the conference registration fee.

**Shuttle service from the airport:** The Roodevalley Lodge has outsourced shuttle services to and from OR Tambo International Airport and Lanseria Airport to **Ulysses Tours & Transfers**. Please contact them on **+27 (0)12 653 0018** or email to [manager@ulysses.co.za](mailto:manager@ulysses.co.za) to make a booking. Web address: [www.ulysses.co.za](http://www.ulysses.co.za). As the entire event takes place at the venue, delegates do not need to hire a car that will be a lot more expensive than the shuttle service.

**Conference Registration:** A registration form is attached hereto.

**The closing date for registration is Wednesday, 05 October 2022.**

Delegates should e-mail their registration forms to Peet du Plessis at [stephandup1956@gmail.com](mailto:stephandup1956@gmail.com)

For any further enquiries, please contact **Peet** at: Tel: +27 (0)82 651 6364

**Important:** Delegates must please ensure that they receive **acknowledgement of receipt by e-mail** after submission of the registration forms. If the registration forms are not received before the closing date, it might not be possible to accommodate such delegates at the conference.



# HESFF

## 2022 CONFERENCE REGISTRATION FORM

### Conference particulars:

**Date:** Thursday - Friday, 13 & 14 October 2022  
**Venue:** Premier Hotel Roodevalley Lodge, Kameeldrift, Pretoria  
**CLOSING DATE FOR REGISTRATIONS:** **Wednesday, 05 October 2022**

### Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)		Surname	
Position				
Institution				
Institution address				
Tel no. (w):		Cell no:		E-mail:
<b>Special dietary requirements</b> (only mark if any): <input type="checkbox"/> strictly halaal [Note: A surcharge of R600.00 will apply as such meals need to be ordered from certified halaal suppliers] <input type="checkbox"/> no pork or beef (not strictly halaal) <input type="checkbox"/> vegetarian				

### Terms and conditions of registration:

1. I, the undersigned, hereby request to be registered for the HESFF Conference as follows: **Mark Y(es) or N(o)**

Registration for <b>Thursday and Friday, 13 &amp; 14 October 2022:</b> R 4 300.00 (No VAT applies))	
Attending the <b>Thursday evening dinner</b> (included in the registration fees)	

2. The personal details supplied above, are the correct details of the delegate that will be attending the conference. If another person is to attend as a substitute, HESFF must be informed accordingly in writing by e-mail at least 5 working days before the conference.
3. **Billing of fees.** Please indicate the method of payment below, as **delegates will not be allowed to attend the conference if a PO or Proof of Payment is not received before the time.**

On receipt of a Purchase Order from my institution, please issue a VAT invoice to my institution for the applicable conference fees	Order no:
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**OR**

Direct deposit / EFT to: <b>HESFF</b> : Account name: <b>HESFF</b> Bank: <b>Absa</b> Account: <b>Current</b> Number: <b>4102568811</b> Branch code: <b>632005</b> Kindly e-mail <b>proof of payment with invoice number as reference to <a href="mailto:stephandup1956@gmail.com">stephandup1956@gmail.com</a></b>	Amount: R
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4. If this registration is cancelled in writing or by e-mail, **within less than 5 working days and before 2 working days** of the conference commencement date, **50% of the full registration fee** will be payable to the HESFF. Telephonic cancellations are not acceptable.
5. Please note that if a registered delegate does not attend the conference **without written notice of cancellation** of this registration as specified in point 4 above, he/she will be liable for **the full registration fee.**
6. The conference fee includes tea and coffee, lunches, and the dinner function on Thursday evening. Transport to the venue and any overnight accommodation is for the delegate's account.

<b>Delegate signature:</b>	<b>Date:</b>	
<b>Authorized by (name):</b> (If applicable)	<b>Signature:</b>	<b>Date:</b>

**Submission details:** Please e-mail this registration form to [stephandup1956@gmail.com](mailto:stephandup1956@gmail.com) before the closing date of: **05 October 2022**