

**2023 Annual SASFF Conference and 2<sup>nd</sup> AGM****7 & 8 September 2023****Coastlands Umhlanga Hotel, Umhlanga Rocks, KZN****“Analysing the current operational challenges that student finance administrators are facing”.**

Dear SA student Finance Forum Member, Associate Member and Prospective Member

The SA Student Finance Forum will again be holding its annual conference on Thurs. and Fri. **7 & 8 September 2023**. This year's conference will focus on the many operational challenges that student finance administrators are currently facing in terms of the politicizing of student funding, systems, collection of debt and managing responsibilities, with the main objective of the conference to share ideas and find solutions to manage and deal with these challenges. It is held at the Coastlands Umhlanga Hotel, Umhlanga Rocks, Kwazulu-Natal.

**Membership**

In terms of the SASFF 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.

For 2023 the Membership of SASFF 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 19 Companies / Organisations

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

- 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 2023 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.

**Invitation to present a paper:**

- This conference is aimed at you, the student finance administrator, to come and share your institutions' best practices. As you will notice in the draft program below, there are at least two vacant sessions reserved for members to present a paper. This presents an opportunity to you to submit a proposal to present a paper, individually or jointly with another colleague, whereas the registration fee of the main presenter is waived.





## 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, 7 September 2023</b>	
<b>08:00 – 09:00</b>	<b>Registration</b>
09:00 – 09:20	Conference announcements: Peet du Plessis, Conference facilitator
09:20 – 09:45	A word of welcome by the Chairperson of the Board, Mr Mzwakhe Matukane, University of Johannesburg
Session 1: 09:45 – 10:30	Keynote address: Invitation still in progress Speaker: To be announced
<b>10:30 – 10:50</b>	<b>Refreshments</b>
Session 2: Paper 10:50 – 11:45	Topic: <i>Debt Recovery Strategies for Student Finance in a Changing Economy</i> Presenter: Mr. Marius Smith, Chief Operating Officer, Nimble Credit Solutions
Session 3: Paper 11:45 – 12:40	Topic: <i>Latest trends on systems enhancements for Student Finance practitioners</i> Presenter: Ms Sive Sigcau, Team Leader: SD & Bursaries, University of Johannesburg
Session 4: 12:40 – 13:00 Open floor	Publication: “Best Practice Guide for Student Accounts Administration in Higher Education Institutions” – SAAF 3 <sup>rd</sup> Edition, 2018 The way forward with the publication
<b>13:00 – 14:10</b>	<b>Lunch</b>
Session 5: Presentation 14:10 – 15:00	Topic: Implementing an income verification tool at University of Pretoria – aimed at students seeking funding, including the implications of the POPI Act. Speaker: Ms Gugu Ihenacho, Senior Assistant Director: Financial Aid, University of Pretoria
<b>15:00 – 15:20</b>	<b>Refreshments</b>
Session 6: Paper 15:20 – 16:10	To be announced when more submissions are received
Session 7: Team building 16:10 – 17:00	Teamwork Fun Event – “ <b>Make a video clip</b> ” – Delegates from various institutions are allocated to teams for this event to promote interaction between colleagues of other institutions, and to win the prizes.
19:00 – 23:00	Informal fun dinner & dance at The Coastlands Umhlanga Hotel in the African Sky rooftop venue with DeeJay <b>Theme: “My favourite TV Show / Movie”</b> Dress code: Dress like a character(s) from your favourite TV show or movie – prizes to be won 😊 (Dressing up is not compulsory – otherwise smart casual)
<b>Friday, 8 September 2023</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	Silver Exhibitors' presentations • Nimble Credit Solutions
Session 8: 09:15 – 10:30 Break-away groups	Break-away groups: Discussion topics ( <b>Note:</b> SASFF Members are invited to still submit additional topics for this session) <ul style="list-style-type: none"> <li>• Impact of the Influence of Politics in Funding of Higher Education.</li> <li>• Student loans – a realistic financial instrument to fund South African students.</li> <li>• State of the national student financial aid scheme and its impact on student debt</li> <li>• Financial impact on graduating students - solutions and different methods</li> <li>• <b>TVET Colleges break-away group</b> – Ms Mercia Leeson, SASFF Director will facilitate discussions on “Preparations for AGSA Audit 2023 - Best practices”</li> </ul>
<b>10:30 – 10:50</b>	<b>Refreshments</b>
Session 9: 10:50 – 11:30	Break-away groups' feedback to the plenary and open floor discussions on the feedback.
Session 10: 11:10 – 11:40	Promotional: Gold Exhibitor TBC
Session 12: 11:40 – 12:30 AGM	2 <sup>nd</sup> Annual General Meeting of SASFF (NPC) Chair: Mr Mzwakhe Matukane, UJ <b>Important Note:</b> Members of SASFF 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, 28 August 2023.</b> The agenda will be published on the conference website 7 days before the AGM
Session 13: Motivational 12:30 – 13:10	Motivational speaker TBC
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 Coastlands Umhlanga Hotel**, 329 Umhlanga Rocks Drive, Umhlanga

<https://www.coastlands.co.za/umhlanga/>

[The venue is +/- 30 minutes' drive from the King Shaka International Airport, Directions will be supplied to delegates two weeks prior to the workshop]

**Registration Fee:** > Conference attendance on Thursday & Friday, 7 & 8 September 2023

**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 7 September 2023**. The registration fees can be paid electronically by EFT directly into the account of:

Account name: SASFF  
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 Coastlands Umhlanga Hotel**

The Hotel has ample bedrooms for accommodation at a reasonable rate. It is therefore **of the utmost importance to make your reservations as soon as possible**. Please contact [frontoffice@coastlandsumhlanga.co.za](mailto:frontoffice@coastlandsumhlanga.co.za) or [reservations@coastlandsumhlanga.co.za](mailto:reservations@coastlandsumhlanga.co.za) or call them at +27 (0)31 514 6500 for accommodation reservations and clearly indicate that it is for the SASFF Conference arranged by Peet du Plessis, using block ID **320441** to qualify for the negotiated discounted rates below.

**Special rates:** Single accommodation: R 1 680.00 per person per night for bed & breakfast

Double sharing accommodation: R 1 840.00 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 Coastlands Umhlanga Hotel has outsourced shuttle services to and from King Shaka International Airport to **Lotus Tours**. Please contact them on **083 739 4273** or **064 089 4812** or email to [res@lotustours.co.za](mailto:res@lotustours.co.za) to make a booking. 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 (pg. 4).

**The closing date for registration is Wednesday, 30 August 2023.**

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

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.



## 2023 SASFF CONFERENCE REGISTRATION FORM

### Conference particulars:

**Date:** Thursday - Friday, 7 & 8 September 2023

**Venue:** Coastlands Umhlanga Hotel, 329 Umhlanga Rocks Drive, Umhlanga, KZN

**CLOSING DATE FOR REGISTRATIONS:** **Wednesday, 30 August 2023**

### 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"/> <u>strictly halaal</u> <b>[Note: A surcharge of R600.00 will apply as such meals need to be ordered from certified halaal suppliers]</b> <input type="checkbox"/> <u>no pork or beef (not strictly halaal)</u> <input type="checkbox"/> <u>vegetarian</u> <input type="checkbox"/> <u>vegan</u>			

### Terms and conditions of registration:

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

Registration for <b>Thursday and Friday, 7 &amp; 8 September 2023:</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, SASFF 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>SASFF</b> : Account name: <b>SASFF</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</b> <a href="mailto:stephandup1956@gmail.com">stephandup1956@gmail.com</a> OR <a href="mailto:info@sasff.co.za">info@sasff.co.za</a>	Amount: R
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4. If this registration is cancelled in writing or by e-mail, **within less than 5 working days (after 17:00 on Wed. 30 Aug.) and before 2 working days (12:00 on Mon. 4 Sep.)** 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**. This also applies if a cancellation is received **within less than 2 days (after 12:00 on Mon. 4 Sep.)** before the conference commencement date.
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</b> (name): (If applicable)	<b>Signature:</b>	<b>Date:</b>

**Submission details:** Please e-mail this registration form to [stephandup1956@gmail.com](mailto:stephandup1956@gmail.com) or [info@sasff.co.za](mailto:info@sasff.co.za) **before the closing date of: 30 August 2023**