



# THUTHUKA FUNDING APPLICATION

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V1: 23 May 2024



EXPERT LEARNING WITH A PERSONAL TOUCH

### Version Control

Version ref.	Date issued	Issues updated
Version 1	23 May 2024	The application process was issued in its entirety



### ITC SAICA THUTHUKA FUNDING APPLICATION

We are excited to announce that FASSET, through SAICA's Thuthuka Bursary Fund, has committed to funding qualifying candidates for the **Endunamoo x Thuthuka ITC Intensive Board Course** commencing on 1 June 2024 and concluding on 23 June 2024. As a result, for one to qualify for the ITC Thuthuka Funding, one must be enrolled into the **Endunamoo x Thuthuka ITC Intensive Board Course** and have paid or credited the deposit fee amount of R850 and met Thuthuka's stipulated funding criteria. The following requirements apply:

1. Must be a South African citizen
2. Demographic: African or Coloured
3. Wrote SAICA ITC2024 January Examination
4. Achieved at least 150 marks
5. Inclusion of UNISA Supp candidates

If you meet the above requirements, refer to the three-step Thuthuka funding application process and completion below.

**You are required to have applied by Monday, 3 June 2024 to be eligible for the participation of the programme. The application process is captured below.**



## STEP 1: APPLICATION PROCESS AND REQUIRED DOCUMENTS

1. If you are a new candidate, create an online profile via <https://portal.endunamoo.co.za/register/>. You will receive an activation email in your private email account to activate your online profile. Thereafter, you will need to activate your online profile and login to your profile.
2. If you are an existing Endunamoo candidate, you will need to also login and then follow the below menu options.
3. Navigate to the 'Add A Course' on top navigation menu and select the ITC Thuthuka Course 2024.
4. Select Payfast / Yoco and pay the deposit amount due of R850. Thereafter, your account will be automatically activated. If you are a registered candidate, you will need to enter the coupon code 'Thuthuka2024' to have the registration fee fully accredited against your account. **[Please note: If you choose a payment method other than PayFast / Yoco, an admin fee of R150 will be applicable as this process requires administrative staff to process. This means you will need to pay a deposit of R1 000 prior to having your account activated].**
5. Upon activation of your account, you will receive a welcome letter with the *Thuthuka Learner Agreement* and *Unemployment Declaration* form.
6. Once done with the registration process, a system generated invoice will be generated and made available under *My Account >> My Registrations >> Orders*.
7. After downloading the invoice and having the *Thuthuka Learner Agreement* and *Unemployment Declaration* form, you need to carefully study these two documents and complete them as prescribed, ensuring that each page of the learner agreement is initialled. You will need two witnesses as part of signing the Thuthuka Learner Agreement.
  - a. The Thuthuka Learner Agreement outlines the terms of your funding, which include binding the Thuthuka Bursary Fund to pay your tuition fees for the **Endunamoo x Thuthuka ITC Intensive Board Course** and binds you to diligently completing the programme and providing all the necessary documentation required to validate your identity and ensure the processing of your information for the purpose of applying for funding.
  - b. The Unemployment Declaration Form confirms that you are either unemployed, or you are still a trainee accountant, doing articles or on an intern / learnership at a firm or company reliant on a stipend or minimum wage. If any of the above or both are true, you are unemployed for the purpose of the Thuthuka funding application and are therefore eligible for Thuthuka funding. If neither is true, you will need to confirm with Lorraine Phiri from SAICA to confirm whether you are eligible for funding.



8. After successfully completing the above steps, including the signing of both the Thuthuka Learner Agreement and Unemployment Declaration form, please prepare the required documents as follows:
- Signed and completed Thuthuka Learner Agreement
  - Signed and completed Unemployment Declaration form
  - Certified ID copy - clear copy (less than 3 months old)
  - Certified copies of learners qualifications [Certified copies of degree and CTA certificates]
  - ITC January 2024 Exam Results – without the password
  - Endunamoo invoice
  - Proof of residence (less than 3 months old)
  - Learner disability where applicable
  - Leave confirmation from employer

To save your ITC January 2024 exam results without a password, you might need to take a screenshot of the document and paste it in word, and then PDF the new word document. Ensure that the contents of the letter are visible, especially your names, SAICA ID number as well as other personal details.

9. You will need to combine / merge all the above documents into a single document prior to loading as part of your application. You are advised to follow the instructions on this [link](#) to successfully merge or combine your document.
10. Once combined into a single document, you will need to save the above documents in PDF form in this name format: **ID\_Surname\_Name, i.e., 9503151039088\_Mashamba\_Lufuno**



## STEP 2: COMPLETING THE APPLICATION FORM

11. Now that the documents are in good order, please proceed to complete the **Know Me Better** form which is available under *My Forms >> Endunamoo >> Know Me Better*. The form collects key information required by the Thuthuka Bursary Fund as well as us in delivering a personalised service offering to you.
12. If you have previously completed the **Know Me Better** form and would like to apply for the Thuthuka funding, you will need to proceed to *My Forms >> Endunamoo >> KMB Profile Update* and update your preference for Thuthuka application.
13. Once the form is completed / updated, you will need to proceed to apply for Thuthuka under *My Forms >> ITC >> ITC Thuthuka Application*. You will be given several questions which you need to review, respond to and upload your combined PDF application. You will also be required to upload a banking confirmation letter should you ever be entitled to a refund.
14. Your application will be reviewed, processed and an outcome provided. The review process takes approximately 10 working days.

## STEP 3: PROCESSING OF FUNDING APPLICATION

1. Your application, which is the information in the form, and submitted required documents will be reviewed by the ITC Thuthuka Team. **No late applications received after Monday, 3 June 2024 will be accepted.**
2. Emails communicating the outcome of the funding application will be sent throughout the period from **4 June 2024 until 17 June 2024**, where additional documents may be requested from you.
3. **You are kindly requested to refrain from following up on your application prior to 17 June 2024 and should anything not be in good order, you will be advised accordingly.**
4. If you had previously paid a deposit and your application is approved, your refund will be processed by 31 July 2024. It is not necessary to lodge a refund request as we will have your details and your statement will confirm whether there is an amount due to you.
5. Thuthuka **may** request additional information from applicants from time to time. You will be requested to supply this additional information within 48 hours after receiving the request to ensure compliance with the funding conditions.

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