



# THUTHUKA FUNDING APPLICATION

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V1.2: 14 June 2024



EXPERT LEARNING WITH A PERSONAL TOUCH

### Version Control

Version ref.	Date issued	Issues updated
Version 1.2	14 June 2024	Incorporated the query logging process to ensure you receive an excellent service from our dedicated Thuthuka team
Version 1	13 June 2024	The application process was issued in its entirety

### PLEASE NOTE

Please note that we have constituted a dedicated and highly trained Thuthuka support team that specialises in Thuthuka related queries and ensuring that your application is processed and approved in the shortest amount of time possible.

The dedicated Thuthuka team does not have access to email and engage with you either via our Query system accessible via [this link](#) or a dedicated WhatsApp channel. All queries are sequentially logged and monitored for training and quality purposes to ensure we meet our service commitment to you.

To reach out to this dedicated Thuthuka team, you need to use the tool available via [this link](#). We kindly ask that you provide as much detail as possible to allow us to resolve your query in the shortest possible time and to help us deliver outstanding service to you. We ask that you refrain from sending emails to our admin email caretaking emails to ensure that your query reaches our dedicated team.

We would further ask for your feedback on the quality of our service that you will receive from our team via [this form](#).

Thank you for your understanding and cooperation.



## APC SAICA THUTHUKA FUNDING APPLICATION

We are excited to announce that FASSET, through SAICA's Thuthuka Bursary Fund, has committed to partially funding qualifying candidates for the Endunamoo APC Professional Programme. As a result, for one to qualify for the APC Thuthuka Funding, one must be enrolled into either the APC Repeaters Course or the EPC Case Study Package.

Candidates enrolled for the APC Repeaters Course will be partially funded and will need to contribute **R11 000** towards their tuition. Whereas candidates that enrol for the EPC Case Study Package will only need to contribute **R2 500** towards the tuition fee for this offering.

Please be advised that for the 2024 academic year, there will be **no new registrations for the APC Professional Programme**. However, candidates enrolled into the EPC Case Study can replicate the entire experience as candidates enrolled in the APC Professional Programme through the value add on options (see the registration page for more details).

Instead, all new registrations will be **exclusively directed to the EPC Case Study Package**. The EPC Case Study Package includes the opportunity to sit for EPC's three case study assessments within the professional programme, have these assessments marked and detailed feedback given as well as the opportunity to attend the related feedback sessions. In addition, candidates enrolled into the EPC Case Study Package are eligible to attend the business acumen webinars and wellness sessions. However, candidates enrolled into the EPC Case Study Package are not eligible for the award of the EPC Certificate even if they demonstrate professional competence in every case study assessment. As a result, the EPC Case Study Package is offered to candidates with a valid professional programme provider certificate, i.e. a certificate that allows them to sit for the APC December 2024.

Candidates applying for the funding need to meet Thuthuka's stipulated funding criteria. The following requirements apply:

1. Must be a South African citizen
2. Demographic: African or Coloured
3. Wrote SAICA APC2023 Assessment

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

If you are already registered with EPC, then you are NOT required to re-register. You will need to start your Thuthuka funding application from point 6 below and a credit will be applied against your account if you are successful.

**You are required to have registered and applied by Monday, 24 June 2024 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. Navigate to the 'Add A Course' on top navigation menu and select the Case Study Package >> EPC Case Study Package (Thuthuka - RSA Only) under Payment Terms.
3. Select your preferred payment and pay the **non-refundable** deposit amount due of R1 000.
  - a. If you use Payfast / Yoco, your account will be automatically activated.
  - b. If you use EFT, you will need to upload your proof of payment using the 'Upload POP' tool under Payments. EFT payments are processed within three working days. Under no circumstances will email request for activation be processed.
  - c. You will be required to settle the balance of R1 500 (non-refundable) by 31 July 2024, prior to receiving your results for the EPC Baseline Case Study assessment.
4. Upon activation of your account, you will receive a welcome letter with the *Thuthuka Learner Agreement* and *Unemployment Declaration* form. Alternatively, this can be downloaded from our portal or main website (<https://endunamoo.co.za/epc-case-study-package/#epccs-thuthuka>).
5. Once done with the registration process, a system generated invoice will be generated and made available under *My Account >> My Registrations >> Orders*.
6. If you are an existing Endunamoo candidate, there is no need to register again. Please follow these steps to proceed with your application: 1). Download the Thuthuka Learner Agreement and Unemployment Declaration Form from the Portal under *My Courses >> APC Professional Programme >> Thuthuka*. 2). Your invoice, received upon completing your initial registration, is 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 Professional Course and binds you to diligently complete the programme and provide 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 Arnold 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:
  - a. Signed and completed Thuthuka Learner Agreement **(initialled on each page)**
  - b. Signed and completed Unemployment Declaration form **(fully completed)**
  - c. Certified ID copy – clear copy **(no more than 3 months old)**
  - d. Proof of highest qualification – without the password
  - e. APC 2023 Results letter – without the password
  - f. Endunamoo invoice
  - g. Proof of residence (less than 3 months old)
  - h. Learner disability where applicable

To save your APC 2023 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 >> APC >> APC 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 20 working days**.

## STEP 3: PROCESSING OF FUNDING APPLICATION

15. Your application, which is the information in the form, and submitted required documents will be reviewed by the APC Thuthuka Team. **No late applications received after Friday, 21 June 2024 will be accepted.**
16. Emails communicating the outcome of the funding application will be sent throughout the period from **24 June 2024 until 31 July 2024**, where additional documents may be requested from you.
17. Should you wish to follow up on the status of your query, please use the Thuthuka Query form available via [this link](#).
18. If you have an outstanding balance after processing the Thuthuka credit and payments made to date against your tuition fee account, you will be required to settle the balance outstanding by **31 July 2024**. **Credit may be utilised towards additional services such as hoodies, unlimited consultations and online access to the Development and Demonstration Phase.**
19. If, however, your account is in credit, your refund will be processed by **30 September 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.
20. 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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