

PROCEDURE FOR APPLICATION: MEAL-A-DAY PROGRAMME 2021

1. OBJECTIVE OF THE PROGRAMME

Assistance to NWU registered students who are financially disadvantaged and have no food allowance.

2. PROCEDURE

2.1. Phase 1: Application

Obtain application form. Complete and attach required documents to your application form and email to the Social worker on your campus.

Potchefstroom Campus: Email the Social Worker for the application form.

Vanderbijlpark Campus: Obtain application form from Student Counselling and Development Office.

Mahikeng Campus: Obtain application form from Student Counselling and Development Office.

2.2. Phase 2: Appointment

Book an appointment with your Social Worker on eFundi as soon as possible. Bring your application documents on the date of appointment or email in advance.

2.3. Phase 3: Assessment by the Social Worker

Social Worker will conduct an interview to determine and verify information and need.

2.4. Phase 4: Consent

If additional intervention is required, the Social Worker will obtain informed consent as to proceed with necessary referral processes.

2.5. Phase 5: Approval

Approval will occur as soon as the assessment is complete.

2.6. Phase 6: Distribution of Hampers

Immediate distribution in crisis situations and monthly on dates communicated. Distribution dates will depend on availability of food.

3. CONTACT DETAILS FOR SOCIAL WORKERS AT STUDENT COUNSELLING AND DEVELOPMENT

Mahikeng Campus	Vanderbijlpark Campus	Potchefstroom Campus
Mr. Donald Molema Building: B6 (Clinic), Office G07 Contact Nr: 018 389 2965 / 018 389 2965 Email: MC.SCD@nwu.ac.za	Ms. Maggie Matsaneng Building: 13, Office 331 Email: scdvc@nwu.ac.za	Mrs. Petro Boshoff Building: E14 (Thuso) Contact nr: 018 299 1919 Email: SCDpotch@nwu.ac.za
Higher Health 24/7 Psychological Emergencies Helpline Toll-free: 0800 36 36 36 SMS: 43336		

4. EFUNDI BOOKINGS

Link to eFundi: <http://scd-nwu-ac-za.web.nwu.ac.za>



How to book an appointment at Student Counselling and Development (SCD) on eFundi

STEP 01 Log into eFundi
Log into eFundi with your student number and password (<http://scd-nwu-ac-za.web.nwu.ac.za>).

STEP 02 Register
If you have registered on SCD eFundi before: Click on one of the tabs at the top of the page where you registered at and follow step 3.

If you have not registered on SCD eFundi before:

- Click on Student Counselling and Development on the left corner
- Choose the campus you are registered at
- Log in
- Complete the information
- Follow step 3

STEP 03 Click on 'Book a session'

STEP 04 Select session you want to book by clicking on the event title

- Click on View and select 'Events available for sign-up'.
- Expand all recurring events.
- Select/Click on the event title of the session you want to book.

STEP 05 Read through session information and Sign up

- Read through the information and take note of the instructions given in the 'description'.
- Select 'sign-up' below the Action column at the bottom of the page.

STEP 06 Download pdf, complete and email it to the address provided
Read through the information, complete the attached fill in pdf and email it to the person you made a booking with.

STEP 07 Indicate preferred method of communication in 'Add a comment' section then click on 'Finish'

- Complete the sign-up by indicating your preferred method (zoom, email, skype, call, etc.) at the 'add a comment section'.
- Select finish.

IMPORTANT INFORMATION:

Ensure you have emailed the attached documentation to the staff member you made booking with (refer to 'description' for deadline).

1. Please cancel the session if you are not able to attend.

2. Click here to view the video: <https://drive.google.com/file/d/18PheR-7CSaF6AWaviJW5pWRPUcF8YQpW/view?usp=sharing>.

For queries contact your respective campus:

Potchefstroom SCDpotch@nwu.ac.za	Mahikeng MC-SCD@nwu.ac.za	Vanderbijlpark 016 910 3195
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Student Counselling and Development (@NWU_SCD)