

Circular 15/2022

TO: NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
NURSING EDUCATION INSTITUTIONS
ALL STAKEHOLDERS

**SUBJECT: PAYMENTS MADE BY THE NURSING EDUCATION INSTITUTIONS FOR SERVICES
RENDERED BY THE SOUTH AFRICAN NURSING COUNCIL**

1. PURPOSE

- 1.1. To share information with the National Department of Health, Provincial Departments of Health, Nursing Education Institutions (NEIs) and other relevant stakeholders on the following:
 - 1.1.1 The concerns that the South African Nursing Council (SANC) is currently experiencing regarding the payments that are made by the Nursing Education Institutions without including their SANC Nursing Education Institution (NEI) number together with the payment code as a beneficiary/recipient reference number for the service(s) they are paying for.
 - 1.1.2 The correct process to be followed by the Nursing Education Institutions (NEIs) when making payment(s) to the South African Nursing Council.

2. BACKGROUND

- 2.1. Regulation No. R.170 of 8 March 2013 outlines Fees and Fines payable to the South African Nursing Council. The SANC has experienced a lot of challenges about identification and allocation of Fees and Fines deposited by the NEIs.
- 2.2. When a payment is made by an NEI without using the correct beneficiary/recipient reference number, it results in the payment being either incorrectly allocated or not being allocated at all in situations where the payment reference number has not been included. This causes delays in processing the request that the NEI may need from the SANC. Unfortunately, once the payment has been allocated it cannot be reallocated.



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- 2.3. The payment process outlined below must always be followed by the NEIs and Nurse Practitioners to ensure that service delivery is not negatively affected and the NEIs or Nurse Practitioners are able to run their businesses without any interruptions.

3. PROCESS TO BE FOLLOWED BY THE NEIs WHEN MAKING PAYMENTS

3.1 Methods of payment of Fees and Fines

Fees and Fines may be paid to the Council using the following methods:

- (a) Credit card or debit card in person at the offices of the Council;
- (b) Cash deposited into the Council's bank account;
- (c) Internet transfer or other electronic banking means, provided that the payment is made into the Council's bank account; or
- (d) Any other method made available by the Council from time to time.

- 3.2 In respect of any payment mentioned in sub-regulation 1 of the Fees and Fines Regulations, the correct Council account number of the person for whom or organisation for which the payment is made, must be supplied together with the transaction type code for the required service(s).

- 3.3 The Council publishes a list of the valid transaction type codes mentioned in **sub-regulation 2 of the Fees and Fines Regulations** on its website, which may be revised from time to time according to the Council's requirements.

- 3.4 In the case of a bank deposit, the account number and transaction type code mentioned in **sub-regulation 2 of the Fees and Fines Regulations** must be written in the place marked "Reference" on the deposit slip. In the case of Internet or other electronic payment systems, the reference number and transaction type code must be provided in the information which will appear on the Council's bank statement.

- 3.5 Notwithstanding anything to the contrary contained in the Fees and Fines Regulations, organisations wishing to make a single bulk payment must first contact the Council regarding the necessary arrangements to ensure that the payment is correctly allocated to the organisation.

- 3.6 Payments made in terms of paragraphs (b) and (c) of **sub-regulation 1 of the Fees and Fines Regulations** will be considered to have been paid on time only if the item appears on the Council's bank statement with a transaction date before or on the due date for payment. **No exceptions** will be considered where transactions are dated after the due date. A person paying by Internet or other electronic banking must take into account the banking rules pertaining to the transaction date that will apply to such payment.

4. PAYMENT TYPE CODES FOR NURSING EDUCATION INSTITUTIONS

- 4.1 The SANC uses the Reference Deposit Account for payment of Fees and Fines payable by our stakeholders. The reference consists of two parts:

- 4.1.1 **Your Nursing Education Institution number** – which is used to identify who the payment is from.
- 4.1.2 **A payment type code** (7 CAPITAL LETTERS) written immediately after the NEI Number – which is used for identifying what the payment is for.
- 4.2 The following line is an example of what a correct beneficiary/recipient reference should look like when the NEI makes a payment for examination fees:

S000EXAMFEE

(THIS IS ONLY AN EXAMPLE, THE NEI NUMBER QUOTED HERE IS FICTITIOUS AND SHOULD NOT BE USED)

In the example above, ‘**S000**’ is the NEI number and ‘**EXAMFEE**’ is the payment type code.

PLEASE NOTE that the above reference is only an example, and you should not use the above details for making any payment. You must use your own NEI number and choose the appropriate payment type code.

- 4.3 The Head of the NEI must ensure that payment of fees by their Provincial Department of Health or Head Office is made separately for each NEI/Campus and for each specific service.
- 4.4 The NEIs are humbly requested to ensure that correct payment reference numbers are used with all the payments that are made to the Council in order to avoid service delivery delays.
- 4.5 **Listed in the table below are all the payment type codes that are in use at the SANC:**

4.5.1 PAYMENT TYPE CODES TO BE USED BY THE INSTITUTIONS, ORGANISATIONS OR COMPANIES

Section of the Regulations	Payment Type Code	Payment purpose for which the code is used
2(1)(a)	ACFLEEN	Accreditation Fees – Nursing Education Institution
	ACFRENE	Accreditation Fees – Reaccreditation of a Nursing Education Institution
2(1)(b)	ACFNEPR	Accreditation Fees – Nursing Education Programme
2(1)(c)	ANLFEEES	Annual Fees on behalf of your employees
2(1)(d)	ANNFNEI	Annual Nursing Education Institution Fee
2(1)(e) 2(1)(h) 2(1)(i)	APFAPCE	Application Fees
2(1)(j)	AUDVFEE	Audit Visit Fees
2(1)(m)	EXAMFEE	Examination Fees (candidates)

Section of the Regulations	Payment Type Code	Payment purpose for which the code is used
2(1)(o)	FVFCLNC	Focus Visit Fees (clinical facilities)
2(1)(p)	FVFENEI	Focus Visit Fees (nursing education institution)
2(1)(q)	LATEFEE	Late Entry Fees (exam candidates)
2(1)(s)	ADDQUAL	Registration Fees (additional qualifications)
2(1)(u)	REGFLEN	Registration Fees (learners)
2(1)(v)	REGFPRA	Registration Fees (practitioners)
	OTHRFEE	Other fees or payments (not mentioned above)

5. IMPLICATIONS OF INCORRECTLY REFERENCED/NON-REFERENCED PAYMENTS MADE BY NURSING EDUCATION INSTITUTIONS

- 5.1 Payments that cannot be correctly allocated because of failure to comply with sub-regulations 1, 2, 3 or 4 of the Fees and Fines Regulations will be regarded as not received in time if there is a deadline by which the payment is due.
- 5.2 Taking into consideration Section 5.1 above, any Nursing Education Institution which fails to use a correct payment reference number must make another payment with the correct payment reference number and request a refund for incorrectly referenced payment. This has a negative impact on service delivery, and it must be avoided at all costs.

For further information in respect of this Circular, you are advised to contact Mr B Manganyi, Acting Manager: Revenue Collections and Sales at bmanganyi@sanc.co.za or Tel: 012 420 1081.



MS J NXUMALO
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2022-12-12
DATE