

EPHRAIM MOGALE LOCAL MUNICIPALITY



BURSARY POLICY FOR MEMBERS OF THE PUBLIC

DOCUMENT APPROVAL

RESPONSIBLE PERSON:	NAME	SIGNATURE	DATE
	Mahebelo MM		08/06/15

DATE APPROVED: _____

EPHRAIM MOGALE LOCAL MUNICIPALITY



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1. INTRODUCTION

As part of its social responsibility towards the community that it services, the *Municipality* will annually make available bursaries to members of the public who are South African citizens and residing within the council area of jurisdiction.

The Bursaries Scheme shall be administered by the Corporate Services Department.

1.1 The *Municipality* shall pay the amount of the bursary directly to the educational institution concerned.

1.2 The bursary shall only be awarded for undergraduate studies at South African University, University of Technologies and FET Colleges on a full time basis.

1.3 *Bursary beneficiary continuing with their studies shall only be awarded bursaries if they have achieved an average of EIGHTY PERCENTUM (80%) of the course registered for within an academic year.*

1.4 Applicants will only be awarded bursaries, if they have successfully passed their courses for which given a bursary.

1.5 *In instances where a bursary holder fails a course (module) covered by the bursary, the Municipality will not pay for the course (module) that the bursary holder has failed.*

2. OBJECTIVE

The objective of this policy is to increase the skills base within the Municipal area of jurisdiction, by awarding bursaries to competent, disadvantaged students in order to improve the standard of living of the beneficiaries and their competitiveness thereby contributing towards the improvement of the South African economy.

3. ELIGIBILITY

The bursary scheme is aimed at:

3.1 Assisting financially needy students within the Municipal area of Ephraim Mogale Local Municipality.

- 3.2 Assisting undergraduate students at a South African Universities and Further Education and Training Colleges on a full time basis.

4. STUDIES FOR WHICH BURSARIES WILL BE GRANTED

- 4.1 The bursaries will be given to students pursuing their studies in the following fields:
- 4.1.1 Agriculture
 - 4.1.2 Tourism
 - 4.1.3 Finance (Commerce)
 - 4.1.4 Engineering (civil, electrical and mechanical)
 - 4.1.5 Town Planning
 - 4.1.6 Records Management
 - 4.1.7 Information Communication Technology

5. CRITERIA FOR AWARDING BURSARIES

The following criteria will be used as a guideline in the awarding of bursaries;

- 5.1.1 The financial position of the applicant's parents / guardian of up to R33840.00 per annum as combined income.
- 5.1.2 Previous academic result of the applicants.
- 5.1.3 Proof of enrolment or acceptance at an educational institution.
- 5.1.4 Results for the previous academic year must be submitted by the bursary beneficiary upon submission of the application.
- 5.1.5 In instances where the applicant is under the custodian of a guardian an affidavit clearly indicating the where about of the parent must be submitted.
- 5.1.6 Points will be allocated for each of the criteria according to the formula in Annexure A.

6. CONDITIONS FOR THE ALLOCATION OF BURSARY

- 6.1 The bursary will be allocated to the successful applicant to a maximum of R55 000.00 per academic year.

- 6.2 The *Municipality* may review the amount based on the availability of the budget.
- 6.3 The *Municipality* shall pay the registration, tuition and accommodation fees directly to the educational institution or in line with the institutional policy upon submission of documents confirming payable registration, tuition and accommodation fees.
- 6.4 The bursary will only be awarded for undergraduate studies at a South African University, or Further Education and Training Institutions on a full time basis.
- 6.5. Bursary beneficiary continuing with their studies shall only be awarded bursaries if they have achieved an average of EIGHTY PERCENTUM (80%) of the course registered for within an academic year.
- 6.6 Applicants will only be awarded bursaries, if they have successfully passed their courses for which given a bursary.
- 6.7 Municipality shall finance successful applicants who are enrolling with institutions registered with the Department of High Education and SETA.
- 6.8 The Municipality does not create any expectations of employment after the completion of studies.

7. ANNUAL NOTICE

- 7.1 A notice will be placed annually in the municipal website, municipal notice board, and at Satellite Offices during the month of August / September calling prospective applicants to make applications.
- 7.2 Advertisement notice must be published not later than end of September of each year.

8. HANDLING OF APPLICATIONS

- 8.1 All applicants for the bursary must apply by completing the official application form available in Human Resources division.
- 8.2 The closing date for submission of application forms shall be the 20th December of each year.

8.3 the following documents must be submitted with the application:

8.3.1 completed application form.

8.3.2 Documents confirming income of the parents or guardian, e.g. pay slip, affidavit in case of self employed parents and social grant receiving parents.

8.3.3 In instances where the applicant is under the custodian of a guardian an affidavit clearly indicating the where about of the parent must be submitted.

8.3.4 Certified I.D copies of the applicant and the parents or guardian.

8.3.5 June examination results of Grade 12.

8.3.6 final Grade 12 examination results must be submitted to the office of the Human Resource as soon as they are available, but before the 10 January of each year.

8.3.7 Proof of residential address.

8.3.8 A letter from Institution of higher learning - confirmation of acceptance.

9. SUBMISSION OF EXAMINATION RESULTS BY BURSARY HOLDERS

9.1 All bursary holders are required to submit their examination results on or before the 31st December of each year regardless of whether or not they are re-applying for a bursary. Failing which the application shall not be considered.

10. BURSARY SELECTION COMMITTEE

10.1 Training Committee shall serve as Bursary Selection Committee and shall include one Councilor to deal with the allocation of bursaries having considered the following:

10.1.1 financial position.

10.1.2 requested compulsory documents.

11. BURSARY AGREEMENT

11.1 All successful applicants for the bursary will be expected to sign an agreement with the Municipality for each academic year before payment can be made to the respective institutions.

13. POLICY AMENDMENT

13.1 The policy may be amended when the need arises but only once per annum. All inputs for amendment should be submitted to the Human Resource Division.



EPHRAIM MOGALE LOCAL MUNICIPALITY
BURSARY FORM FOR 2016 ACADEMIC YEAR

Financial position of Parents/Guardian		Academic Results			
Annual Income	Points	Matriculants			Tertiary Students
		Symbol %	Points		
			SG	HG	
Less than R20 000-00	50	A (80% +)	60	80	80% + 90= Points
R20 000-00 – R30 000-00	45	B (70% - 79%)	50	70	70% - 79% Points
R30 000-00 – R40 000-00	40	C (60% - 69%)	40	60	60% - 69% Points
R40 000-00 – R40 000-00	35	D (50% - 59%)	30	50	50% - 59% Points
R50 000-00 – R60 000-00	30	E (40% - 49%)	20	40	
R60 000-00 – R70 000-00	25				
R70 000-00 – R80 000-00	20				
R80 000-00 – R90 000-00	15				
R90 000-00 – R100 000-00	10				
R100 000-00 – R120 000-00	5				
More than R120 000-00	0				

Proof of enrolment/Acceptance at an educational institution = 10 Points



APPLICATION FOR COMMUNITY BURSARY

A. Personal Details

Surname: _____
First Names: _____
Identity Number: _____
Postal Address: _____
Residential Address: _____
Telephone: (Home) _____
Cellular Phone: _____

B. Academic History Schooling

Highest Standard Passed: _____
Year Completed: _____
Name of the school: _____

Subjects passed in the highest standard and symbols:

Subjects:	Symbols:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Study Plan

Proposed Qualification:

Name of Institution:

Duration of the course:

Subject/Modules of the course:

Please attach the course details from the institution.

Parent/Guardian

Name of Parents/Guardian

Name of the Employer

Annual Salary

Please submit a salary advice of not older than three months.

DECLARATION

I _____ (*Guardian in the case the bursar is less than 21 years of age*) the undersigned, hereby acknowledge that I am fully acquainted with and accept the terms and condition of the Municipal Bursary Policy.

I hereby irrevocably authorize you that on changing or discontinuing with my studies without prior arrangements with the Municipality or failure to abide by the rules of the fund to recover all amounts owed by me to the Municipality by way of a civil claim.

BURSAR/Guardian

DATE

1. _____
Witness

2. _____
Witness

Approved/ Not Approved

MUNICIPAL MANAGER

DATE

1. _____
Witness

2. _____
Witness

