



UMTSHEZI

MUNICIPALITYS'

STUDENTS

STUDY

BURSARY

POLICY

Res. 489.10.14

STUDY BURSARY POLICY

1. PREAMBLE

- The uMtshezi Municipality has at their disposal a study bursary fund wherein the Council annually budgets for funds in regard to bursaries for applicants.
- The numbers of bursaries to be awarded will **BE DETERMINED** by the availability of funds every year.
- The donation bursary shall be granted to the indigent family children who show exceptional academics excellence, (MFMA secular 8, 2004) and children who comes from the middle class earning families.
- The study bursary is granted to pay R3000.00 of the bursary holders study fees whereby it includes registration.
- However, in the case of indigent family children, a bursary may be granted to obtain any qualification of interest to the individual. Upon completion of the studies provided the municipality has a vacancy, the student may be required to work for the municipality for a period of not less than one (1) year as an apprentice, intern etc. Any appointment shall be governed according to the contract to be concluded with the municipality.
- The **BURSARY COMMITTEE** shall comprise of the Portfolio Councillor, The Mayor, Municipal Manager, Manager Corporate Service, Human Resources Manager, with the representatives of the Trade Unions as observers.

2. AIMS AND OBJECTIVES

It is Council Social responsibility in a long term to invest in the community of uMtshezi by providing funds for training and education in various occupational directions such as the technical, professional and administrative occupations.

3. DEFINITIONS

In this policy a word or phrase to which a meaning has been assigned in **Section 1.0 on definitions** has that meaning, unless the context otherwise indicates.

4. REQUIREMENTS

- A person, who wishes to be considered for the granting of a bursary, must apply in writing on the official application form available at the Human Resources Department **before 31 December every year.**
- Applicants who come from indigent families and proof thereof must be obtained from the budget office.
- Children must show a proof of exceptional academic excellence.
- Students must submit a letter of provisional registration form a reputable institution registered with the council for tertiary institutions and the department of education.

5. CRITERIA.

- The study bursaries shall be awarded to all the children in terms of clauses 1.2, 1.3 and 3.1 who possess minimum University or Technikon or any other credible Tertiary institutions' admissions.
 - The awarding of study bursaries will be equal to all deserving students.
- a. The children whose parents are earning less than R10 000 per annum jointly will receive first preference especially from the previously disadvantaged community.
 - b. The bursaries can **BE GRANTED** if the applicant whose parents have no fixed income with the applicant being the third child studying simultaneously at a University or Technikon or any other reputed tertiary institution.
 - c. To **PROVE** the income of the parents it is required that a salary receiver must submit a certified copy of his/her salary advice/receipt of the employer, in case of a business income a certified certificate by a registered Chartered Accountant must **BE SUBMITTED**. These certificates must be verified as correct by the concerned parents.

I. CONDITIONS

- i. If a bursary holder fails a specific study year, he/she will be allowed to repeat the specific study year in the following calendar year on his/her own cost. After successful completion of the mentioned study year, the bursary will then continue again until the approved study course is completed. If the bursary holder fails the study year he/she repeated on his/her own cost, or any other study year of the course, the bursary will be terminated and
 - a. Clause 5.5 will be activated immediately.
 - b. A bursary holder must submit to Council his/her semester and year results as soon as possible for control and filing purpose in the Council's records.
 - c. The bursary will be paid directly to the university or Technikon or any other recognized tertiary institution on receipt of the official financial statement of the following academic year.
 - d. If a Council's study bursary holder is taken over a bursary holder of another institution, in other words if all expenses as specified by Council is provided by another institution the Council suspend the bursary. It is however still required from the bursary holder to submit his/her academic examination results to Council, failing to do so the stipulations of clauses 5.5 will come into effect.

5.12.7. TERMINATION OF BURSARY

The bursary shall be terminated in the following circumstances:

- The bursary holder does not successfully complete the course within the prescribed period.
- The bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of death and illness) accompanied by a medical doctor's certificate.
- The bursary holder fails a study year.

5.12.8 CONCURRENT BURSARIES

The Council withhold the right to bring into calculation any bursaries that are awarded to the bursary holder (except unspecified awards) into the granting of funds for each academic year. Bursary holders must therefore annually submit a sworn statement in regards of awards and the value that will be received from any other source before any payment is done.

It is not the intention of council to grant a bursary to a student who receives a 100% bursary grant or loan from another institution.

Council shall cover only shortfall were the bursary granted by another institution is not enough.

5.12.9 SUBMISSION OF APPLICATIONS

- That the closing date for the bursary applications for the following academic year shall be 31 December of every year.
- That on the closing date if all the required documents that are needed by the Bursary Committee are not available the applicant shall BE DISQUALIFIED.
- That a notice shall be given every year in the local newspaper inviting submission of bursary applications from the interested people.
- The final decision will BE TAKEN by the Bursary Committee and be forwarded to Council for cognisance.

5.12.10 BURSARY CONTRACT

Successful Bursars shall be required to enter into a bursary contract with the municipal council.

5.12.11 CONSISTENCY WITH BURSARY BY-LAWS

The provision in the Bursary by Laws takes precedence over stipulation of this policy. The employee is required to work the equivalent years for which the bursary was awarded to the municipal council. Provided there are funds and space available