



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

DRAFT
EXTERNAL STUDY BURSARY POLICY

Policy Number: External Study Bursary Policy	Approved by Council:
Resolution No:	Review Date:

PURPOSE OF THE POLICY

The Bursary policy provides guidelines for the implementation and effective management in the awarding of the bursary and the learning process accessed through the Municipal Bursary.

1. PREAMBLE

- 1.1. The Victor Khanye Local Municipality is committed to increasing the level of investment in education and training in the labour market within the Municipal area of its jurisdiction.
- 1.2. The Municipality also seeks to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through the creation of education opportunities for its residents.
- 1.3. The studies to be funded, the number of beneficiaries and the cost of bursaries will be determined annually by giving due consideration of changing circumstances, availability of funds and the needs of the Municipality every year.
- 1.4. The external bursary policy focuses on the recruitment and financing of deserving young people to obtain qualifications which are identified as critical and scarce within the Municipal area of jurisdiction.
- 1.5. The pursuit of further education ensures continued supply of learned human capital that will enhance and sustain service delivery by the Municipality.
- 1.6. Increasing the level of education and training, growth and development and enhance human resources development within the Victor Khanye Local Municipal area.
- 1.7. The discretionary donation shall be granted by Council to students who show exceptional academic excellence.

2. OBJECTIVES

- 2.1 To give financial assistance to the needy students of this Municipality who pursues qualifications which ensure a supply of scarce skills for the Municipality.
- 2.2 To ensure that the Municipality recruit and attract potential individuals with scarce skills in anticipation of the current and future Municipal needs.
- 2.3 To promote an integrated strategic approach in addressing education, training and skills development.
- 2.4 To increase the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.
- 2.4 To cultivate a culture of lifelong learning.

3. SCOPE OF APPLICATION

3.1 The policy is applicable to all recipients of Bursary funded by the Municipality through its External Bursary Scheme.

4. STATUTORY AND REGULATORY FRAMEWORK

4.1 The policy derives its mandate from the following:

- a) Constitution of the Republic of South Africa
- b) Skills Development Act
- c) Skills Development Levies Act
- d) South African Qualifications Authority Act (including National Qualifications Framework)
- e) Employment Equity Act
- f) National Skills Development Strategy
- g) Municipal Financial Management Act
- h) Municipal Systems Act
- i) JIPSA and AsgiSA

5. DEFINITIONS

The following are definitions of the terms applicable:

5.1. "Municipality"	Means Victor Khanye Local Municipality in the Nkangala District, Mpumalanga Province; South Africa
5.2. "Bursar/Student"	Means a person to whom a study bursary/aid is granted.
5.3. "Bursary"	Means the financial assistance provided by the Municipality to enable the bursar to study at the recognized accredited higher institution of learning.
5.4. "Parties"	Means the Bursar and his/her legal guardian/parent and the Municipality.
5.5. "Year"	Refers to an academic year of the higher institution of learning.

5.6. "Full-time Student"	Bursar at the higher institution of learning on a full-time basis.
5.7. "Academic year"	The year on which the Bursar commences with his/her studies.
5.8. "Expected Commencement date of Service"	The date within three months after completion of study.
5.9. "Normal Duration of Study"	A defined period of study as determined by the higher institution of learning.
5.10. "Duration of Bursary"	The number of years which the Bursar has been granted the bursary.
5.11. "Commencement Date of Agreement"	The date on which this agreement is signed by the last signing party.
5.12. "Satisfactory progress"	An achievement that allows the bursar to register for the next academic level.
5.13. "Bursary Agreement"	Means this signed agreement.
5.14. "Mentor"	Means an official appointed to manage the student throughout the study period.

6. BURSARY CONDITIONS

The conditions stipulated hereunder shall apply with regard to awarding and payments of bursary transactions to all applicants.

- 6.1 A partnership is formed when the Municipality grants a bursary to the student and the student enters into a contract to that effect with the Municipality. Each party must keep to the terms and conditions of the contract.
- 6.2 Payment of bursary which is due for study fees will be made directly to the relevant institution after receiving specified account/invoices.
- 6.3 The Municipality's bursary scheme will be focused on the needs of the Municipality in terms of scarce and critical skills identified in the Local Government Sector, e.g. Mining, agriculture, water care, etc.
- 6.4 A Bursary holder will not be permitted to change from one service provider (Institution) to another without prior recommendation by the relevant mentor and written approval from the Municipal Manager.

- 6.5 The bursar is obliged to utilize the bursary only for the approved study direction, no changes will be permitted.
- 6.7 After the first year of study no further payments for the following years of study will be made without the submission of final examination results for the previous year of study.
- 6.8 The Municipality may at any time withdraw or suspend financial assistance to the bursary holder in its sole discretion if the bursary holder is not making satisfactory academic progress.
- 6.9 Bursary holders are obliged to serve on completion of their studies for the period equal to the duration of their study, failing which the bursary holder shall pay back all expenses incurred plus interest.
- 6.10 Bursary allocation will happen subject to the availability of funds approved annually on the Municipality's operational budget.
- 6.11 No monies will be paid out for failed or repeated subjects.
- 6.12 Study progress of the bursar shall be closely monitored through quarterly visit by the Mentor and progress reports from the bursar.
- 6.13 In the event of death or the bursary holder being incapacitated by any mental or physical disability, any liability for the refund of any money that may be owed to the Municipality, the Bursary Committee shall communicate this to the Accounting Officer to obtain authority from council to write off the debt.

7. REQUIREMENTS

- 7.1. Admission to the Bursary scheme will only be considered in accordance with the bursary allocation criteria provided in this policy.
- 7.2. Availability of bursaries will be advertised in the local newspapers, Municipal notice boards and Youth Development Centers not later than August each year.
- 7.3. Applications for bursaries must be submitted on the prescribed application form for consideration and must reach Victor Khanye Local Municipality on or before the closing date as stipulated in the advert as mentioned in clause 7.2 (Supra).
- 7.4. Applicants will be informed in writing, not later than November annually, of the outcomes of the application.
- 7.5. A proof of exceptional academic excellence must be submitted.
- 7.6. A student must register at the reputable institution registered with the council for tertiary institution and department of education.

7.7. Selected bursary candidates will be expected to enter into a legitimate written contract with the Municipality.

7.8. The following documents must be submitted:

- ❖ Complete application form
- ❖ Motivational letter
- ❖ Certified copy of ID and Matric/Grade 12 Certificate
- ❖ Proof of residential address
- ❖ Latest academic record if already studying
- ❖ Proof of ID copies of parents/Guardian
- ❖ Proof of Parent/Guardian income (if unemployed attach affidavit)
- ❖ A letter of acceptance or provisional acceptance from the institution through which you wish to enroll

8. CRITERIA FOR AWARDING BURSARIES

8.1. ACADEMIC MERIT

- 8.1.1 The academic merit consideration will be based on the grade 12 results of the applicant.
- 8.1.2 Applicants must gain an overall rating of points which shall be determined by the selection committee in line with the rating system applicable in relevant tertiary institution for admission in order to qualify for a bursary.
- 8.1.3 The following rating systems will be used in determining the points gained:

The National Senior Certificate (NSC) is the current school-leaving qualification.

NSC Scale of achievement	NSC %	Wits' Admission point system (APS)	Wits' APS %	Wits' APS for Maths & English	Wits' APS for Life orientation	Wits' APS for other subjects
		8	90 – 100	8 + 2 = 10	4	8
7	80 – 90	7	80 – 89	7 + 2 = 9	3	7
6	70 – 79	6	70 – 79	6 + 2 = 8	2	6
5	60 – 69	5	60 – 69	5 + 2 = 7	1	5
4	50 – 59	4	50 – 59	4	0	4
3	40 – 49	3	40 – 49	3	0	3
2	30 -39	0	30 -39	0	0	0
1	0 – 29	0	0 – 29	0	0	0

a) The system of symbols applies to applicants who matriculated before 2008.

MATRIC SYMBOLS	ENGLISH (HG)	MATHS (HG)	OTHER SUBJECTS (HG)	OTHER SUBJECTS (SG)
A =	8	8	6	4
B =	7	7	5	3
C =	6	6	4	2
D =	3	5	3	1
E =	2	4	2	
F =	1	1	1	

8.2. FIELD OF STUDY

- 8.2.1 The field of study chosen for funding shall be determined by the Municipality in terms of its skills needs and the scarce and critical skills of the Local Government Sector and the current economic realities of Delmas, e.g, mine engineering, extract metallurgy, agriculture, etc.

9. SELECTION

- 9.1 All Applications will be considered by the Selection Committee which will be constituted by the Municipal Manager.
- 9.2 The Bursary Committee shall make recommendations to the Municipal Manager for final approval.
- 9.3 The committee shall also identify a number of standby candidate(s) in case a selected student does not/cannot take up the offer of an award.
- 9.4 The selection of the Bursary candidates shall consider the geographical representation of the Municipality and equity issues.
- 9.5 A list of all successful candidates shall be made public, circulated to all High Schools, Youth Development Centers and Circuit office.

10. MENTORSHIP

- 10.1 All bursars will be allocated mentor(s) after the finalization of the Bursary agreement between the Bursar and the Municipality.
- 10.2 The mentor will be appointed by the Municipal Manager in writing, preferably the Human Resources Manager/Skills Development Facilitator or Youth Development Manager.
- 10.3 The allocated mentor(s) shall compile the academic and student coping reports on a quarterly basis and recommend necessary interventions to the Municipal Manager.
- 10.4 Two annual contact meetings shall be held with all Bursars in order to conduct interviews for the compilation of reports to assess progress, coping capabilities and possible interventions.

11. FINANCING OF THE BURSARY

- 11.1 The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with its quest to address scarce and critical skills within the Sector and according to the Municipality's needs.
- 11.2 The Executive Mayor may also source donations from private sector and/or any organizations, to contribute towards the budgeted funds by the Council.
- 11.3 Payment of Bursary will only cover the following:

- a) **Tuition Fee – 100%**
- b) **Accommodation and meals – 100%**
- c) **Prescribe book fees – 100%;** Quotation and proof of purchase (invoice) of books from the credible bookshop must be provided, coupled with the prescribed books from the institution before any payment can be made. Only authentic invoices with clear references will be accepted as proof of purchase.

11.4 A monthly allowance of R 1'000.00 shall be paid to a bursary holder in case he/she's registered on an indigent register.

12. IMPLEMENTATION AND MONITORING

- ❖ This policy will be implemented effectively once recommended by the Local Labour Forum and approved by Council.
- ❖ Bursary monitoring meetings will be conducted once per semester and minutes will be taken, issues relating to orientation, induction and bursary administration processes will be discussed. Specialists in various careers funded by the VKLM Bursary Scheme will be invited to motivate the students.

13. COMMUNICATION

This policy will be communicated to all young people of Victor Khanye Local Municipality using the full range of communication methods available to the municipality.

14. REVIEW

14.1 This policy shall be subjected to a review process every year by the presentation of the changes thereto to Council for approval and adoption.



EXTERNAL BURSARY APPLICATION FORM

- FULL TIME STUDIES –

VICTOR KHANYE LOCAL MUNICIPALITY

PLEASE NOTE THE FOLLOWING:

- ❖ CLOSING DATE FOR BURSARY APPLICATION :
- ❖ INCOMPLETE OR LATE APPLICATION WILL NOT BE CONSIDERED
- ❖ USE BLOCK LETTERS TO COMPLETE THE FORM
- ❖ FORWARD YOUR APPLICATION TO:

Physical Address

Postal Address

VICTOR KHANYE LOCAL MUNICIPALITY

VICTOR KHANYE LOCAL MUNICIPALITY

CNR SAMUEL & VAN DER WALT STREET

DIRECTORATE CORPORATE SERVICES

DELMAS

P O BOX 6

2210

DELMAS

2210

HOW DID YOU LEARN ABOUT THE VICTOR KHANYE BURSARY SCHEME?

News paper	Community meeting	Friend	Internet	Career Awareness	Other, specify
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B. PARTICULARS OF A DEGREE/DIPLOMA FOR WHICH YOU WISH TO STUDY

1. Student Number (if available):

2. At which University/Institution are you/do you intend studying?

.....

3. Degree/Diploma e.g. BSc. Mining:

4. Main Subjects:

5. Mark the academic year of study for which you apply

1	2	3	4	5	6
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C. OTHER BURSARIES OR SPONSORS

6. Are you at present studying with a bursary?

Yes	No
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If yes, name of the Bursary.....

Annual value of the Bursary.....

Father's occupation.....

Mother's occupation.....

Guardians occupation.....

Mark your Father's Monthly income group (R)

< 2 500	2 501 – 5 000	> 5 000
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Mark your Mother's Monthly income group (R)

< 2 500	2 501 – 5 000	> 5 000
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Mark your Guardian's Monthly income group (R)

< 2 500	2 501 – 5 000	> 5 000
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**Attach a proof of income
or
Sworn affidavit**

7. How many other dependents are still at home?

8. No. of dependents at tertiary institution

9. No. of dependence still at school

10. Do you have or have received a study loan

Yes	No
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If Yes, name of the loan.....

For what purpose?

When did you get it?

If you completed your Grade 12/Matric and currently not enrolled at an educational institution, please indicate what you are doing at present.

D. DETAILS ABOUT PARENT/ GUARDIAN/NEXT OF KIN

1. Title

Male	Female
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2. Initials..... Surname.....

3. Full Name (s)

4. Identity Number

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5. Relationship

Mother

Father

Other, Specify

.....

6. Residential Address

Postal Address

.....

.....

.....

.....

.....

.....

.....

.....

Postcode.....

Postcodes.....

7. Cell No:

8. Email.....

9. Tel. No (h):

10. Fax. No:

E. DOCUMENTATION

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- CERTIFIED COPIES OF YOUR IDENTITY DOCUMENT
- MATRIC/GRADE 12 CERTIFICATE OR PROGRESS REPORT
- CERTIFIED COPIES OF PARENTS/GUARDIAN IDENTITY DOCUMENT
- PROOF OF RESIDENTIAL ADDRESS
- LATEST ACADEMIC RECORD IF ALREADY STUDYING (AT THE HIGHER INSTITUTION)
- ACCEPTANCE LETTER (PROVISIONAL ACCEPTANCE LETTER) FROM THE INSTITUTION THROUGH WHICH YOU WISH TO ENROLL
- PROOF OF PARENT/GUARDIAN INCOME (IF UNEMPLOYED ATTACH SWORN AFFIDAVIT)

F. DECLARATION

I certify that the information given above is true and correct and that I have read and understood the conditions governing the granting of the Bursary Scheme. In the event of a bursary being awarded to me, I am prepared to enter into the prerequisite contractual agreement with the Victor Khanye Local Municipality.

.....
Signature of Applicant

.....
Signature of Parent/Guardian

.....
Date

.....
Date

DRAFT

1. UNDERTAKING

- (a) Whereas I, undersigned.....(full name) hereinafter called "the student), born on.....(ddmmyy) am accepting a bursary from the Victor Khanye local municipality (hereinafter called "the Municipality) to undertake on full-time basis.....(name of course/study/degree) hereinafter called " the Course" which extends over a prescribed minimum period or remaining period of.....year(s).....months, at.....(state institution), and
- (b) Whereas the Municipality will annually grant me a bursary as determined by the Municipality, for the prescribed minimum duration/remaining duration of the Course; and
- (c) Whereas the Municipality will from state moneys on my behalf pay, within the limits of the bursary awarded for the prescribed minimum duration/remaining duration of the registration, tuition and examination fees that are levied by the training institution in respect of the Course. The Municipality shall also pay for residential fees inclusive of accommodation, meals and study material as prescribed by the institution.

2. Therefore I undertake

- (a) To commence the course with effect from..... (Academic year), to take the course full-time and to complete it successfully within the aforementioned period;
- (b) To furnish the Municipality with satisfactory proof of enrollment for the course at the commencement of each year of study;
- (c) To furnish the Municipality with official proof of examination results immediately after the results of any annual/bi-annual/supplementary examinations have been made known by the examination authority;
- (d) I shall be obliged to repeat and complete successfully at my own expense any subject which is outstanding/failed.

AND WHEREAS the Bursar indicated the intention to engage in studies to obtain a degree/diploma (delete that which is not applicable) in.....(name of study field) subject to the terms and conditions contained in this Agreement,

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

2. OBLIGATIONS OF THE VICTOR KHANYE LOCAL MUNICIPALITY

- 2.1 The Municipality grants the bursary to prospective students in terms of this agreement for the specific purpose of obtaining a.....(Degree/Diploma) in the study course at.....(state institution) for the year.....(state year of study e.g. 1st or 2nd).
- 2.2 The Bursary award shall consist of the amount, determine by the Municipality, corresponding to the registration, class and examination fees of the.....(state institution) in respect of the study course, as well as reasonable costs in respect of tuition, accommodation, meals and study books for the academic year herein after referred to as the "*allowances*"
- 2.2 The Bursary shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of the Municipality. Each renewal shall be subject, *inter alia*, to receipt by the Municipality of satisfactory reports from the relevant institution in respect to the bursar's academic report and conduct.
- 2.3 The allowances shall be paid to and/or on behalf of the Bursar as deemed fit by the Municipality.
- 2.4 The bursary is subject to review at the discretion of the Municipality and at all times subject to the availability of funds of the Municipality set aside for the purposes of awarding bursaries.
- 2.5 Should the bursar fail to honor this agreement, the Municipality shall demand immediate repayment of bursary debt in full, plus compound interest calculated from the first year of bursary award, at the annual interest prime rate.
- 2.6 Nothing contained in this agreement shall oblige the Municipality or place any liability upon the Municipality to provide or secure employment for the Bursar during the course of this agreement or subsequent to the Bursary having obtained the prerequisite qualification in terms of the study course, nor to provide experiential training for the Bursar.

3. OBLIGATIONS OF THE BURSAR

- 3.1 The Bursar shall not, without first having obtained written permission from the Municipality, be entitled to deviate from the aforementioned study course or to change institution.

- 3.2 The Bursar shall provide the Municipality with statements of account from the institution, the postal address of the institution and any change in his/her contact numbers.
- 3.3 In the event of the Bursar residing in a private residence during his/her studies at the institution that is not the home of any direct relatives of the Bursar, the Bursar must submit proof of his/her residence contract to the Municipality.
- 3.4 After the successful attainment of the relevant qualification, he/she will submit a copy of his/her qualification to the Municipality.
- 3.5 The Bursar shall travel to and from his/her place of residence to the institution at his/her own expenses.
- 3.6 Cost associated with aegrotat or supplementary exams will not be paid for by the Municipality but will be for the account of the Bursar.
- 3.7 Under no circumstances will the allowance cover costs or fees not normally associated with academic progress in the study course, such as fines, interest or penalties.

4. ADDITIONAL SPONSORSHIP/BURSARY

- 4.1 In the event that the Bursar is granted additional sponsorships, the Bursar must inform the Municipality about the value of the other sponsorships/bursary. The Municipality will determine the amount it will contribute to the Bursars depending on the level of study.

5. SUSPENSION OF THE BURSARY

- 5.1 In the event of the Bursar not being successful in the field of study, the Municipality shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the level of study in question has been successfully completed by the Bursar at his/her own expense. Nothing contained in this clause shall prevent the Municipality from waiving its right to invoke the provisions contained in this clause in circumstances deemed appropriate by the Municipality.

6. TERMINATION OF THE BURSARY CONTRACT

- 6.1 The Municipality may terminate the bursary anytime should the Bursar:
 - a. Fail to observe any one or more of the terms and conditions of this agreement
 - b. Be guilty of misconduct in terms of the rules of the institution or not be making satisfactory progress in his/her studies

- c. Discontinued his/her studies for the study course or another course embarked on without the prior written consent of the Municipality as stated

7. NOTICES AND *DOMICILIA CITANDI ET EXECUTANDI*

- 7.1 Any notice, request, consent, or other communication made between the parties pursuant to the agreement shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3
- 7.2 A party may change its address for receipt of communications by giving the other party five (5) days advance notice of such changes.
- 7.3 The parties select as their respective *domicilia citandi et executandi* the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this agreement, the following:

7.3.1 The Victor Khanye Local Municipality

<i>Physical</i>	<i>Postal</i>
VICTOR KHANYE LOCAL MUNICIPALITY	DIRECTORATE CORPORATE SERVICES
CNR SAMUEL & VAN DER WALT STREET	P O BOX 6
DELMAS	DELMAS
2210	2210

The Bursar

.....
.....
.....
.....
Postcode.....	Postcodes.....

7.4 Any notice addresses to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be deemed to have been given –

7.5.1 If posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof

7.5.2 If hand delivered, on the day of delivery

7.5.3 If sent by facsimile, on the date and time of sending of such facsimile, as evidence by a fax confirmation printout

Signed by the Bursar at on this
day of 20..... in the presence of the
undersigned witnesses.

As witnesses:

Bursar:

1.

2.

Duly assisted by me the parent/guardian of the Bursar:

.....
Parent/Guardian

.....
Initials and Surname of Parent/Guardian
in BLOCK LETTERS

Address of Parent/Guardian

.....
.....
.....

Postcode.....

I, Sign on behalf of the Municipality at

..... on this

Day of 20.....

Designation :

Signature :

In the presence of the undersigned witnesses:

1. Full Names :

Designation:

Signature :

2. Full Names :

Designation:

Signature :