

BERGRIVIER MUNICIPALITY



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DIRECTORATE:	Corporate Services
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1. PREAMBLE

Bergrivier Municipality is committed to embarking on a process of education, training and development for employees and disadvantaged youth and in meeting the legislative requirements of the Skills Development Act and other relevant legislations.

2. DEFINITIONS

In this policy, unless the context indicates otherwise:

<i>“Agreement/Contract”</i>	means a prescribed agreement between the bursary holder and the Municipality with conditions to adhere to;
<i>“Bursary”</i>	means the bursary granted to a Bursary Holder for study purposes;
<i>“Bursary Holder”</i>	means a person studying with financial assistance;
<i>“Bursary Scheme”</i>	means the scheme approved by Council to provide a bursary for study purposes and for which the Municipality can provide such funds as it may decide;
<i>“Council”</i>	means the Council of Bergrivier Municipality and includes any political structure, political office-bearer or Employee of the Municipality lawfully acting in its stead;
<i>“Director”</i>	means an Employee of the Council who, in terms of a Council resolution or an Act, is directly responsible to the Municipal Manager for the administration of a directorate, department, section or branch of the Council’s service, or is acting in such capacity;
<i>“Employee”</i>	means a person studying with financial assistance and who works for, or renders a service to, the Municipality regardless of the form of his/her employment contract, and in respect of which any factor enumerated in section 200A(1) of the Labour Relations Act applies;
<i>“Employer”</i>	means the Bergrivier Municipality;
<i>“Expertise”</i>	means having special skills to perform certain tasks or expert knowledge of a particular subject;
<i>“Institution”</i>	means a recognised university or university of technology or college or technikon or other tertiary institution;
<i>“Line Manager”</i>	refers to a person with direct authority and/or responsibility over subordinates in their respective directorates, departments, divisions and sections;

<i>“LGSETA”</i>	means the Local Government Sector Education and Training Authority;
<i>“Municipal Manager”</i>	means a person appointed by the Municipal Council as the Municipal Manager for the municipality and includes a person acting in his/her stead or in terms of a power delegated in writing to him/her by the Municipal Manager;
<i>“Municipality”</i>	means the Bergrivier Municipality, a municipality established in terms of section 12 of the Municipal Structures Act, 1998 (Act 117 of 1998), as amended;
<i>“SAQA”</i>	means the South African Qualifications Authority and is the body responsible for overseeing the development and implementation of the National Qualifications Framework;
<i>“Skills and Knowledge”</i>	means the ability to perform required tasks and the theoretical and practical understanding of a particular job and its relation with other jobs.

All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

3. INTRODUCTION

- 3.1 This policy sets out the parameters in accordance with which the Municipality may grant financial assistance to employees and beneficiaries who wish to acquire the necessary qualifications, to perform specific occupational tasks, general administrative tasks, and technical tasks to ensure effective service delivery.
- 3.2 Human Resources Management involves a dynamic partnership between management and staff, which in addition to management’s commitment to staff development, also requires that management impress upon employees what it expects in return, in the form of improved work performance, for those whom time and financial resources have been invested.
- 3.3 The return on investment needs to be demonstrated by the employees through a consistently high work performance and meaningful contribution to the realisation of the goals of the Employer.
- 3.4 It should be pointed out that each application for study assistance shall be judged on its own merit and due consideration shall be given to those applicants who wish to study in those fields where difficulty is being experienced in the recruitment of suitably qualified staff. Therefore, persons who wish to study shall give careful consideration to the field of study, their capabilities, aptitude, and talents when deciding on a course of study. Applicants who do not qualify for bursaries, shall be encouraged to proceed with their intended studies at their own costs in order to equip themselves for their existing and future careers.

- 3.5 This policy sets out the parameters in accordance with which the Council may grant financial assistance to beneficiaries, in accordance with available funding.

4. LEGAL FRAMEWORK

- 4.1 In the process of the development of this policy the following Acts, Collective Agreements and Government Notices, Internal Council resolutions and policies were consulted:
- 4.1.1 The Constitution of the Republic of South Africa;
 - 4.1.2 Labour Relations Act, 1995;
 - 4.1.3 Basic Conditions of Employment Act, 1997;
 - 4.1.4 Municipal Finance Management Act, 2003;
 - 4.1.5 Municipal Systems Act, 2000;
 - 4.1.6 Skills Development Act, 1998;
 - 4.1.7 Skills Development Levy Act, 1999;
 - 4.1.8 All relevant Collective Agreements made in the SALGBC; and
 - 4.1.9 Local Government: Municipal Staff Regulations and Guidelines for Implementation of Regulations (Regulation 890 & 891 of 20 September 2021).

5. OBJECTIVES

- 5.1 This policy is a framework designed to afford the employees and community members within the jurisdiction of Bergrivier Municipality the opportunity to develop themselves in a formally structured way on the basis of identified requirements in the interest of Council, in order to be able to cope satisfactorily with the present and future allocated duties.
- 5.2 This policy applies to all employees of the Municipality and all deserving applicants from members of the community, according to the criteria as set out in this policy.

6. BURSARY FUND COMMITTEE

- 6.1 To ensure transparency and efficiency, a Municipal Bursary Fund Committee will be established.
- 6.2 The Committee will consist of two (2) Municipal Councillors designated by the Executive Mayor and two (2) Municipal Officials designated by the Municipal Manager.

- 6.3 The Municipal Bursary Fund Committee must:
- 6.3.1 Assess and evaluate the list of bursary applications approved by Council in terms of this Policy; and
 - 6.3.2 Make bursary award recommendations to the Executive Mayor for final approval,
 - 6.3.3 Request the SDF to evaluate the progress and performance of students and report quarterly to the Training Committee.

7. ALLOCATION OF BURSARIES

- 7.1 Bursary allocations shall be subject to the availability of funds.
- 7.2 The data of all the applications should be compiled in a spreadsheet by the Human Resources Officer: Training and Development as soon as possible after the close of applications and a report with the spreadsheet submitted to the Directors meeting for information.
- 7.3 Submit report and spreadsheet to Municipal Bursary Fund Committee.
- 7.4 The Municipal Bursary Fund Committee will assess and evaluate the list of bursary applications against the general conditions as listed below: ~~under point 8.1.~~
- 7.4.1 Internal bursaries: paragraph 8.1 & 8.2;
 - 7.4.2 External bursaries (own funds): paragraph 10.1 & 10.2; and
 - 7.4.3 External bursaries (donor funding): paragraph 11.1 & 11.2.
- 7.5 The Municipal Bursary Fund Committee will make recommendations to the Executive Mayor for approval.
- 7.6 Once the bursary recipients are selected the Human Resources Training and Development Officer must ensure that the bursary recipients enter into the Study Agreement (Memorandum of Agreement).
- 7.7 Bergrivier Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.

8. INTERNAL BURSARIES

The guidelines set out below are based on the principle regarding the granting of bursary assistance to serving employees. These guidelines are applicable to all employees and shall be adhered to in order to ensure consistency within the Municipality.

8.1 GENERAL CONDITIONS

- 8.1.1 An Employee of the Employer will be eligible to apply for a bursary if the following criteria are met:
 - 8.1.1.1 he / she is a full time Employee of the Employer;
 - 8.1.1.2 he / she has been in the continuous employ of the Employer for not less than 12 months;
 - 8.1.1.3 he / she enters into a bursary agreement with the Employer before he/she commences with the study;
 - 8.1.1.4 he / she meets the minimum registration requirements of the university, college or other tertiary institution (“institution”) at which he or she wishes to register;
 - 8.1.1.5 the field of study must be appropriate to the employee’s current job description, or must be appropriate to the development of other skills which are important to the Employer;
 - 8.1.1.6 the study programme is accredited by the South African Qualification Authority (SAQA); and
 - 8.1.1.7 an Employee will be eligible for assistance only once during a financial year.
- 8.1.2 Only applications from Employees for assistance for part-time studies will be considered. Applications for assistance for full-time studies will not be considered.
- 8.1.3 Studies may only be followed at an accredited College, Technikon or University situated within the Republic of South Africa as defined by relevant legislation.
- 8.1.4 The bursary only covers one academic year of the course of study for which the applicant has registered. Study costs for the remaining year(s) of study may be paid by the Employer after approval of an application for continuation of studies by the Employee. The previous academic year’s marks must accompany the new application. There is no obligation on the Employer to approve an application or re-application of the Employee and the approval of a bursary for one (1) year will not constitute an expectation to receive a bursary in consecutive years.

- 8.1.5 Where an employee fails one or more subjects, a bursary will not be granted for the subject(s) to be retaken and will be for the Employee's own account.
- 8.1.6 A bursary will not be granted in order to write supplementary examinations for subjects or entry examinations for the course of study.
- 8.1.7 The Employer reserves the right whether or not to allocate a bursary and amend the conditions of the bursary scheme.

8.2 CRITERIA FOR ALLOCATION OF STUDY AID

All applications must be assessed/prioritised according the following criteria, subject to the availability of funds:

➤ *Priority Number One*

Employees who must obtain a qualification in order to meet the requirements of the post they currently occupy.

➤ *Priority Number Two*

Employees who are current study aid holders and must still complete their studies.

➤ *Priority Number Three*

Employees who want to study towards their first qualification up to and including Grade 12.

➤ *Priority Number Four*

As determined in the Workplace Skills Plan.

➤ *Priority Number Five*

Employees who already have a tertiary qualification, but who are studying for self-development within the context of local government and public service in general.

8.3 APPLICATION FOR BURSARY

- 8.3.1 Applications for bursaries must be submitted on the prescribed form on or before 30 October of every year.
- 8.3.2 Each application must be accompanied by a statement/certificate/letter by the institution that the Employee complies with the entry requirements for the course concerned.
- 8.3.3 Each application shall be considered on an individual basis to ensure that the studies an Employee wishes to pursue are in the interest of the Employer.

- 8.3.4 No late applications or corrections on submitted applications will be accepted after the closing date.

8.4 FINANCIAL ASSISTANCE

- 8.4.1 If an application is approved, the Employee shall be required to sign an agreement with the Employer. No amount shall be paid under any bursary unless and until such agreement is signed. The Employer will pay for the cost of approved studies, or a proportion thereof as specified by the Municipal Bursary Fund Committee when approving the bursary.
- 8.4.2 There will be no repayment obligation if the Employee successfully passes the course, and if the Employee remains in the employment of the Employer for at least as long as the period of study after completion of the year of study in question.
- 8.4.3 Costs covered by a bursary may include registration fees, tuition fees, examination fees and the cost of prescribed textbooks, or a proportion of any of the foregoing costs, but shall not cover any other item. All other costs must be paid by the Employee.
- 8.4.4 Without derogating from the generality of 8.4.3, the bursary will not be provided for:
- 8.4.4.1 any fees which were not approved by the Municipal Bursary Fund Committee;
 - 8.4.4.2 any cost of repeating or re-writing examinations;
 - 8.4.4.3 any amount in respect of accommodation or travelling allowance in connection with the course; and
 - 8.4.4.4 any penalty fees or additional amounts charged by the institution, such as a penalty or any amount charged because the Employee has failed to obtain the qualification concerned within such period as may be set by the institution.
- 8.4.5 The Employer shall not make any payments to or on behalf of the Employee unless the Employee has submitted to the Human Resource Officer: Training & Development the relevant original documentation, invoices and or receipts from the institution.
- 8.4.6 All amounts payable under a bursary shall be paid directly to the institution concerned, within 30 days after the Employee submits documentary proof, by means of a statement, account or invoice on which the study fees are fully specified and defined.
- 8.4.7 If an Employee has paid the fees directly to the educational institution, he/she may claim reimbursement on submission of documentary proof of the payment of the said amount to the agreed institution, subject to it being within the approved bursary amount.

- 8.4.8 When an Employee is going to be absent from work due to study requirements it is the Employee's responsibility to ensure that all the strategic and operational functions of his/her work is properly dealt with and that his/her absence will not place undue burden on the work of the employer.

8.5 BURSARY CONDITIONS

- 8.5.1 The Employee shall not, without first having obtained written permission from the Municipal Bursary Fund Committee, be entitled to deviate from the study course he/she applied for or to change between institutions.
- 8.5.2 The full cost of the bursary taken and paid for by the Employer will be recovered from the salary of the Employee over a period not exceeding 12 months if the Employee does not provide certified proof that he/she has passed his / her subject(s) successfully within 10 working days after certified proof from the institution has been received by the Employee.
- 8.5.3 The repayment of the bursary granted to the Employee by the Employer will be waived upon proof of passing the particular course of study for which the study assistance was granted, and if the Employee remains in the employ of the Employer for at least as long as the period of study after completion of the year of study in question.
- 8.5.4 If the Employee leaves the employ of the Employer before the completion of the period referred to in 8.5.3, the amount paid as a bursary shall be recovered by the Employer from the Employee upon termination, except where termination (disability or retrenchment or death or dismissal arising from ill health or injury) is out of the control of the employee.
- 8.5.5 In the event of an employee failing a subject(s) in the respective year of study, the bursary will be suspended until the Employee submit proof that he/she has passed the subject(s), within one (1) year after such suspension.
- 8.5.6 If the Employee fails to submit the necessary proof as required in paragraph 4.7.5 he/she will be liable to pay back the amount paid by the Employer for that particular subject(s).
- 8.5.7 If an Employee does not, within one year after suspension of his/her studies, pass the relevant year of study or pass the subjects/modules on own cost, the employee will be liable to pay back the full amount paid as a bursary by the Employer.
- 8.5.8 The amount as determined in paragraph 8.5.7 will be recovered from the Employee' and the repayment period may not exceed 12 months.
- 8.5.9 Should an Employee resign whilst having a bursary, the Employer shall deduct the amount paid as a bursary from any amount owed to

the employee upon termination.

8.6 REPORTING

8.6.1 An Employee is obliged to:

8.6.1.1 submit all results of examinations and tests to the Employer within 10 working days after certified proof from the institution has been received;

8.6.1.2 notify the Employer immediately if he/she discontinues studies / portion of their studies.

8.7 WITHDRAWAL OF FINANCIAL ASSISTANCE

8.7.1 Any financial assistance granted to an Employee will be withdrawn by the Employer where such Employee:

8.7.1.1 is refused permission by an institution to continue his/her studies;

8.7.1.2 breaches any provision of this Policy, or of the agreement referred to in 8.4.1;

8.7.1.3 fails to comply with any regulation and requirement of an institution relating to his or her studies or attendance;

8.7.1.4 is suspended by the institution for whatever reason;

8.7.1.5 terminates his / her employment with the Employer or the employment of the Employee is terminated by the Employer for any valid reason provided for in the Labour Relations Act;

8.7.1.6 is discovered to have utilised any leave granted to him or her for a purpose other than to attend lectures or classes or studying or for sitting examinations in connection with the approved course being undertaken by such Employee;

8.7.1.7 ceases to attend his or her approved course without a reasonable or satisfactory explanation; and

8.7.1.8 fails to show satisfactory progress in his studies.

8.7.2 If financial assistance is withdrawn, the outstanding amount of which has been paid to or on behalf of the Employee up to and including the date of such cancellation shall immediately and unconditionally become due and payable by the Employee to the Employer.

8.8 NO EXPECTATIONS OF PROMOTION

The completion by an Employee of any course of study shall not give rise to any right or expectation of automatic promotion, increase in salary or any other benefit.

9. STUDY LEAVE

Study Leave will be granted according to the Collective Agreement on Conditions of Service for the Western Cape Division of the SALGBC.

10. EXTERNAL BURSARIES (MUNICIPAL FUNDING)

10.1 GENERAL CONDITIONS

- 10.1.1 External bursaries may be awarded annually to well-deserving students who:
 - 10.1.1.1 Reside in the Bergrivier Municipal area;
 - 10.1.1.2 Are between the age of 18 and 35 (preference given but other ages not excluded)
 - 10.1.1.3 Are South African citizens with a valid South African ID number; and
 - 10.1.1.4 Comply with the entry requirements set by the institution of their choice and have proof of registration or acceptance to said institution.
- 10.1.2 Students with parents or legal guardians earning a combined monthly income of less than the GAP housing threshold will receive preference.
- 10.1.3 Bursaries will only be awarded to students studying at accredited South African academic institutions.
- 10.1.4 The bursary only covers one academic year of the course of study for which the student has registered. Study costs for the remaining year(s) of study will only be paid by the Municipality after approval of an application for continuation of studies by the student. The previous academic year's marks must accompany the new application. There is no obligation on the Municipality to approve an application or re-application of the student and the approval of a bursary for one (1) year will not constitute an expectation to receive a bursary in consecutive years.
- 10.1.5 Bursary assistance will only be awarded for applicants who are studying towards the achievement of their first degree or national diploma.
- 10.1.6 Bursaries will be paid directly to the relevant academic institution.
- 10.1.7 Bursaries may only be used to cover study fees.
- 10.1.8 Study fees ***could*** include the following:
 - 10.1.8.1 Registration Fees;

- 10.1.8.2 Class Fees;
- 10.1.8.3 Examination Fees;
- 10.1.8.4 Books and study material; and
- 10.1.8.5 Accommodation Fees .
- 10.1.9 Study Fees **will NOT** include the following:
 - 10.1.9.1 Electronic aids such as personal computers, laptops, notebooks, tablets and cellphones;
 - 10.1.9.2 Membership fees of any student body;
 - 10.1.9.3 Penalties imposed by the academic institution;
 - 10.1.9.4 Travel expenses;
 - 10.1.9.5 Subsistence expenses; and
 - 10.1.9.6 Other general and/or personal expenses.
- 10.1.10 Students must submit documentary proof (by means of a statement, account or invoice) of study fees payable and all fees must be fully specified and defined.
- 10.1.11 Students who have already made payments towards their study fees, may apply to have their expenses reimbursed. Reimbursements will be made on provision of documentary proof of payment of such expenses.
- 10.1.12 Applications will be considered from students who receive a bursary or other form of financial assistance from another institution that does not cover the full cost of study fees.
- 10.1.13 Bergrivier Municipality may choose to enter into a partnership with any organization or institution in providing a bursary.
- 10.1.14 Other general and/or personal expenses.
- 10.1.15 The bursary will only be payable by the MUNICIPALITY if it is satisfied that the STUDENT has enrolled and registered as a full time/part time student and has produced official documentation in this regard.
- 10.1.16 The Bursary Fund Committee will be informed if an applicant applied for more than one bursary in the municipality and will be considered carefully.

10.2 APPLICATION PROCESS

- 10.2.1 A call for applications will be advertised in local newspapers and on Municipal notice boards during September each year.

- 10.2.2 Applications must reach the offices of Bergrivier Municipality by the due date as stipulated in the advertisement.
- 10.2.3 All bursary applications must be completed on the prescribed form and must be accompanied by originally-certified true copies of the following:
 - 10.2.3.1 Student's academic record;
 - 10.2.3.2 Identity document;
 - 10.2.3.3 Proof of permanent residential address (copy of municipal account)
 - 10.2.3.4 Parent or Guardian's Identity documents;
 - 10.2.3.5 Proof of monthly household income (salary or pension slips if applicable, affidavit if unemployed);
 - 10.2.3.6 Proof of university acceptance/registration;
 - 10.2.3.7 Quotation for study costs;
 - 10.2.3.8 Declaration that an applicant is not receiving a full bursary and declaring all other assistance from another institution; and
 - 10.2.3.9 Any other document(s) as may be required from time to time.
- 10.2.4 The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.
- 10.2.5 Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.
- 10.2.6 Students must re-apply annually for participation in the Municipal External Bursary Fund and submit their results from the previous academic year
- 10.2.7 Bursary applicants must declare any relationship with either an employee(s) or a Councillor(s) of the Bergrivier Municipality.

10.3 CONTRACTUAL OBLIGATIONS OF BURSARY HOLDERS

- 10.3.1 Students to whom participation in the Municipal External Bursary Fund have been granted will be obliged to sign a Study Agreement with the Bergrivier Municipality.
- 10.3.2 Bursary Holders must submit documentary proof by means of a

statement, account or invoice on which the registration, class fees, examination fees, and study material that are payable are fully specified and defined.

- 10.3.3 Progress reports from the institutes referred to in clause 10.1.3 above must be submitted by the bursary holder at least twice per year at the end of July and November.
- 10.3.4 Should the Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the Municipal External Bursary Fund.
- 10.3.5 Should the Bursary Holder fail to meet the requirements of the bursary agreement, the full amount of the bursary received, should be refunded to Bergrivier Municipality.
- 10.3.6 Bursary Holders may not change from the courses and/or educational institution for which the bursary has been allocated without prior consultation with and approval from the Bergrivier Municipality, subject to the submission of full written reasons and motivation.
- 10.3.7 Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the Municipal External Bursary Fund, and/or a claim that all fees be paid back to the Bergrivier Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.

11. EXTERNAL BURSARIES (DONOR FUNDING)

These bursaries will be advertised and all applications must be assessed/prioritised according to the criteria as set out in the relevant Memorandum of Understanding (MOU) and awarded in compliance with the funder requirements.

11.1 GENERAL CONDITIONS

- 11.1.1 External bursaries may be awarded annually to well-deserving students who:
 - 11.1.1.1 Reside in the Bergrivier Municipal area;
 - 11.1.1.2 Are between the age of 18 and 35 (preference given but other ages not excluded)

- 11.1.1.3 Are South African citizens with a valid South African ID number; and
- 11.1.1.4 Comply with the entry requirements set by the institution of their choice and have proof of registration or acceptance to said institution.
- 11.1.2 Bursaries will only be awarded to students studying at accredited South African academic institutions.
- 11.1.3 The bursary only covers one academic year of the course of study for which the student has registered. Study costs for the remaining year(s) of study will only be paid by the Municipality after approval of an application for continuation of studies by the student. The previous academic year's marks must accompany the new application. There is no obligation on the Municipality to approve an application or re-application of the student and the approval of a bursary for one (1) year will not constitute an expectation to receive a bursary in consecutive years.
- 11.1.4 Bursaries will be paid directly to the relevant academic institution.
- 11.1.5 Bursaries may only be used to cover study fees.
- 11.1.6 Study fees **could** include the following:
 - 11.1.6.1 Registration Fees
 - 11.1.6.2 Class Fees
 - 11.1.6.3 Examination Fees
 - 11.1.6.4 Books and study material
 - 11.1.6.5 Accommodation Fees
- 11.1.7 Study Fees **will NOT** include the following:
 - 11.1.7.1 Electronic aids such as personal computers, laptops, notebooks, tablets and cellphones
 - 11.1.7.2 Membership fees of any student body
 - 11.1.7.3 Penalties imposed by the academic institution
 - 11.1.7.4 Travel expenses
 - 11.1.7.5 Subsistence expenses
 - 11.1.7.6 Other general and/or personal expenses
- 11.1.8 Students must submit documentary proof (by means of a statement, account or invoice) of study fees payable and all fees must be fully specified and defined

- 11.1.9 Students who have already made payments towards their study fees, may apply to have their expenses reimbursed. Reimbursements will be made on provision of documentary proof of payment of such expenses
- 11.1.10 Applications will be considered from students who receive a bursary or other form of financial assistance from another institution that does not cover the full cost of study fees.
- 11.1.11 Bergrivier Municipality may choose to enter into a partnership with any organization or institution in providing a bursary.
- 11.1.12 The bursary will only be payable by the MUNICIPALITY if it is satisfied that the STUDENT has enrolled and registered as a full time/part time student and has produced official documentation in this regard.

11.2 APPLICATION PROCESS

- 11.2.1 A call for applications will be advertised in local newspapers and on Municipal notice boards
- 11.2.2 Applications must reach the offices of Bergrivier Municipality by the due date as stipulated in the advertisement.
- 11.2.3 All bursary applications must be completed on the prescribed form and must be accompanied by originally-certified true copies of the following:
 - 11.2.3.1 Student's academic record;
 - 11.2.3.2 Identity document;
 - 11.2.3.3 Proof of permanent residential address (copy of municipal account)
 - 11.2.3.6 Proof of university acceptance/registration;
 - 11.2.3.7 Quotation for study costs;
 - 11.2.3.8 Declaration that an applicant is not receiving a full bursary and declaring all other assistance from another institution; and
 - 11.2.3.9 Any other document(s) as may be required from time to time.
- 11.2.4 The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.
- 11.2.5 Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.

- 11.2.6 Students must re-apply annually for participation in the Municipal External Bursary Fund and submit their results from the previous academic year
- 11.2.7 Bursary applicants must declare any relationship with either an employee(s) or a Councillor(s) of the Bergrivier Municipality.

11.3 CONTRACTUAL OBLIGATIONS OF BURSARY HOLDERS

- 11.3.1 Students to whom participation in the Municipal External Bursary Fund have been granted will be obliged to sign a Study Agreement with the Bergrivier Municipality.
- 11.3.2 Bursary Holders must submit documentary proof by means of a statement, account or invoice on which the registration, class fees, examination fees, and study material that are payable are fully specified and defined.
- 11.3.3 Progress reports from the institutes referred to in clause 5.3 above must be submitted by the bursary holder at least twice per year at the end of July and November.
- 11.3.4 Should the Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the Municipal External Bursary Fund.
- 11.3.5 Should the Bursary Holder fail to meet the requirements of the bursary agreement, the full amount of the bursary received, should be refunded to Bergrivier Municipality.
- 11.3.6 Bursary Holders may not change from the courses and/or educational institution for which the bursary has been allocated without prior consultation with and approval from the Bergrivier Municipality, subject to the submission of full written reasons and motivation.
- 11.3.7 Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the Municipal External Bursary Fund, and/or a claim that all fees be paid back to the Bergrivier Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.

12. AMENDMENT OF THE POLICY

Bergrivier Municipality may from time to time amend this Policy and no one shall make a claim based on a previous policy.

13. BREACH OF THIS POLICY

Non-compliance with the policy stipulations will be regarded as misconduct.

14. EFFECTIVE DATE

This Policy shall commence on the date on which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.