

# FETAKGOMO LOCAL MUNICIPALITY

## BURSARY POLICY

### 1. INTRODUCTION

Training and development is of the utmost important in the workplace and exposes employees to new developments in their professional careers, help to grow and perform their work better. The pursuit of further education and training for the youth is equally important as it broadens their knowledge base. The Municipality acknowledges the right of each person to have access to education and training irrespective of race, religion, gender or creed enshrined in Section 29 of the Constitution of the Republic of South Africa.

### 2. OBJECTIVES

- To equip employees with the knowledge and skills required to achieve the strategic objectives of the Municipality.
- To assist those employees who have the potential but lack financial resources to further their studies with universities or universities of technology.
- To cultivate a culture of lifelong learning.
- To alleviate poverty by granting learning opportunities to needy students.
- To develop the skills profile of the municipality.

### 3. CONDITIONS FOR FINANCIAL ASSISTANCE AND PAYMENT OF BURSARY MONIES

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

- The signing of bursary contract by the employee or a student, agreeing to the terms and conditions of the said contract.
- The submission of an original specified accounts and proof of admission with a registered tertiary institution.(only university/university of technology)
- The bursary holder should at least pass 100 % of his/her major courses to be allowed to register for the next academic year/term.
- 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.
- Only needy learners with potential can apply for financial assistance.
- All employees irrespective of gender, race, culture, tribe, age, creed, educational level, seniority, disability or status can apply for financial assistance.
- 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.

- No bursary shall be awarded to an official if the study is not relevant to the official's present functions.
- The municipality will not take over any debt incurred prior to the award of the bursary.
- The bursary holder shall repeat failed course/subject (s) at own cost. Failure to repeat the course/subject (s) failed during the previous year of study, the bursary holder shall have to repay the Municipality the amount paid for the course/subject (s).
- A bursary shall be awarded to an employee who pursues studies which are in line with the Municipal services.
- A bursary shall be awarded to the needy learners within the municipal jurisdiction with the purpose of alleviating poverty and developing the skills profile of the municipality.
- Employees will only be awarded bursaries to study on part-time basis.
- Municipality having paid more money for a student in any educational institution, the refund must be paid back to the Municipality.

#### **4. RECRUITMENT AND SELECTION OF CANDIDATES**

- Advertisement for inviting applicants for financial assistance shall be issued and circulated in the Fetakgomo municipal wards in July each year and closes on the 30th September each year.
- The Bursary Committee shall within a month after the closing date scrutinize and select applicants who qualify for financial assistance.
- A candidate should submit his/her application to the HRD Officer who will present the application to the Bursary Committee.
- The selection of candidates will be conducted by the Bursary Committee and forwarded to the Municipal Manager for approval.
- Successful Candidates will be informed by confirmation letters.

#### **5. CRITERIA FOR SELECTION**

- Submit a fully completed application form in the prescribed format.
- Submit proof of admission and fees required from a university.
- Be a permanent employee of the Municipality.
- Submit evidence and proof of financial difficulty and most recent examination results.i.e. proof of exceptional academic excellence.(For needy students)

## **6. TYPES OF BURSARIES**

The Municipality will award two types of bursaries

### **6.1. Full time bursaries**

Bursary offered to needy students and serves to develop the skills profile of the municipality.

### **6.2. Part time bursaries**

Bursary offered to permanent employees to further their studies in line with career planning and personal development. The main aim would be to ensure that officials have the minimum qualifications required for the job.

## **7. PAYMENT OF ACCOUNTS**

Payment should only cover the following:

### **7.1 Part-time Studies**

Payment for part-time studies is covered as follows:

- Tuition and registration fee-100%
- Examination fees-100% where applicable
- Prescribed books up to a maximum of R1000.00 per academic year upon proof of actual purchase.

### **7.2. Full-time studies**

The Municipality will only pay for the following actual costs:

- Tuition and registration fees-100%
- Accommodation and meals within institution facilities-100% where applicable
- In case of residing to alternative accommodation than the institution the Municipality will pay 70% of the residential costs to the tenant where applicable.
- Prescribed books or study materials up to a maximum of R3000.00 per academic year, upon proof of actual purchase.

## **8. THE BURSARY COMMITTEE**

The Bursary Committee should comprise of the following:

Two Divisional Managers (Finance and Development Planning)  
Human Resource Manager  
Human Resource Development Officer  
One representative from SAMWU  
One representative from IMATU

## **9. FUNCTIONS OF THE BURSARY COMMITTEE**

The roles and functions of the bursary committee are as follows:

- Asses all applications and recommend.
- Ensure that the intended field of study is appropriate to meet the skills needs of the Municipality.
- Ensure that the approved budgeted amount is not exceeded.
- Advise the Municipal Manager on all matters pertaining to training and bursary assistance.
- Ensure that the screening process becomes justifiable.

## **10. CONTRACTUAL BINDING**

Both serving employees and full time bursary holders must be contractually bound in terms of the provisions of an appropriate agreement.

The Bursary holder will breach the contract if he/she fails to comply with the following conditions:

- Fails to perform his duties and responsibilities as an employee of the municipality.
- 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
- In cases of voluntary resignation , the Municipality will request Pension Fund Scheme to pay the pension benefits of the bursar to the Municipality as payment of the bursar 's debt, unless if such pensions are transferred to another pension fund immediately after termination of service in which case the employee must repay from his own pocket.
- Cessation of studies
- Failure to respond to any correspondence from the Human Resource section.
- Abdication from the bursary.
- Change of Institution or study course without approval by the bursary committee.
- If the bursary holder is excluded or expelled from the institution or discontinues his/her studies on his/her own accord ,the bursary shall be cancelled forthwith and the bursary holder shall have to repay the Municipality at an interest rate applicable from time to time

to debts due to the state as determined by the Minister in term of Municipal Finance Management Act No.56 of 2003.

#### **11. STUDY LEAVE FOR PART –TIME BURSARY HOLDERS (EMPLOYEES)**

As per Human Resource Policy.

#### **12. CONCLUSION**

This policy shall be regarded as Fetakgomo Local Municipality's policy and shall be amended from time to time based on the changing and priorities of the Municipality.



# FETAKGOMO LOCAL MUNICIPALITY BURSARY APPLICATION FORM

## PERSONAL DETAILS

NAMES \_\_\_\_\_ (IN FULL) \_\_\_\_\_

ID No: \_\_\_\_\_

Gender: Male ( ) Female ( ) Disabled : Yes ( ) No ( )

Job Title/ Rank:(if the applicant is an employee) \_\_\_\_\_

Division: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Highest Qualification: \_\_\_\_\_

### **NB: PLEASE ATTACH COPIES OF QUALIFICATIONS OR LATEST ACADEMIC RESULTS STUDY DIRECTION**

Intended field of study to be pursued: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Academic year of study (e.g. 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year): \_\_\_\_\_

<b>FINANCIAL ASSISTANCE BREAKDOWN Expense description</b>	<b>Amount</b>
Registration fee	R
Tuition fee	R
Examination fee	R
Accomodation &Meals (full times only)	R
Prescribed Books	R
<b>TOTAL</b>	<b>R</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADDENDUM: 1**

**CONTRACTUAL BINDING  
BURSARY AGREEMENT FORM**

**UNDERTAKING**

- (a) Whereas I, the undersigned,.....(full names) hereinafter called **“the Employee” /Student**, born on..... am accepting a bursary of the Municipality to undertake on a full-time/ part-time basis..... (Name of course/ study) hereinafter called **“the Course**, which extends over a prescribed minimum period/ prescribed minimum remaining period of.....year(s).....months, and
- (b) Whereas I must for the aforementioned purpose attend classes in official hours of duty and/or undertake study/ research, as the case may be, at an approved training institution locally or abroad as stipulated in writing by the Municipality and directed by its needs from time to time and;
- (c) Whereas the Municipality will allow/assign me to attend such classes in official hours of duty for the prescribed minimum duration/ prescribed minimum remaining duration of the Course/ Assignment.

2. Therefore I undertake-

- (a) to commence the Course with effect from..... to take the Course full-time/part-time while I am in the service of the Municipality to complete the Course/ Assignment successfully within the aforementioned period or within such extended period as may be approved .
- (b) to furnish the Municipality with satisfactory proof of enrolment for the Course/ Assignment at the commencement of each year/term of study;
- (c) to furnish the Municipality with official proof of my examination results immediately after the results of any annual/term of examinations/supplementary examinations have been made known by the examining authority.
- (f) The Municipality may at any time cancel my bursary if it is in its sole discretion, of the opinion that I am not making satisfactory progress with the course.
- (g) I shall be obliged to repeat and complete successfully at my own expense any subjects which it is outstanding/failed.
- (h) If study full-time, and after I have complied with all requirements of the Course, to immediately continue to serve the Municipality , in any capacity for which I may be considered suitable for the total number of years equivalent to the years that I have been offered the bursary.

(i) To repay the Municipality the monies in a lump sum if I fail to comply with the provisions of clause 2(a) or if at any time I renounce or if the Municipality withdraws my bursary in terms of 2(f) or if I leave or am discharged from the Municipality before the expiry of the Contract Period.

**Applicant:**

Signed at ..... on this ..... Day of .....20.....

Signature:.....

**Fetakgomo Municipality**

Signed at ..... on this ..... Day of ..... 20.....

Capacity..... Signature.....