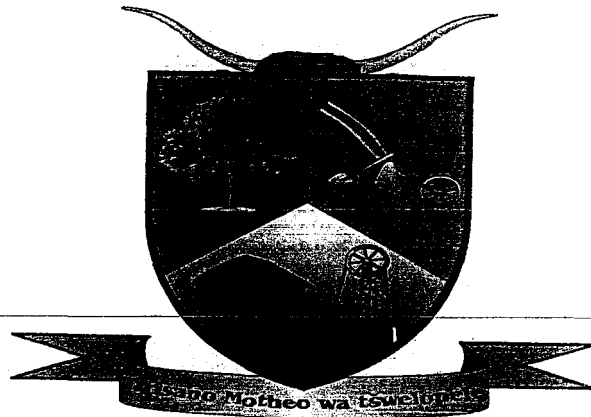


FETAKGOMO LOCAL MUNICIPALITY



BURSARY POLICY

Council Resolution Number : C02/09

Date of Council Meeting : 07TH MAY 2009

Municipal Manager (Signature) : *M. P. ...*

Date : 07TH MAY 2009

Mayor (Signature) : *A. ...*

Date : 07TH MAY 2009



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. Education ensures continued supply of learned human capital that will enhance and sustain service delivery by the Municipality. It is therefore, of the utmost importance that resources are made available to support and encourage the youth and employees of the Municipality.

2. OBJECTIVES

- To equip employees with the knowledge and skills required to achieve the strategic objectives of the Municipality
 - To encourage employees to develop themselves in order to improve their career pathing.
 - To give financial assistance to the needy learners of this municipality who pursues qualifications which will ensure a supply of scarce skills for the Municipality.
 - To ensure that the Municipality recruit and attract potential officials in the scarce skills category.
 - To cultivate a culture of lifelong learning.
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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 recognized institution.
- The bursary holder should at least pass 75% 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.
- 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 matriculates who pursue studies of scarce skills and in line with Municipality's core functions.
- Employees will only be awarded bursaries to study on part-time basis.
- The external learners (students) receiving financial assistance from the Municipality shall immediately upon successful completion of his/her studies make himself/herself available for appointment and will be contractually bound to the Municipality for a period equal to that for which the bursary was granted.
- 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.

4. TYPES OF BURSARIES

The Municipality will award two types of bursaries

4.1. Full time bursaries

Bursary offered to needy students and serves as a recruitment tool to attract and retain qualified staff.

Bursaries will be awarded on the following conditions:

- Scarce skills relevant to Municipal functions
- The municipality will not take over any debt incurred prior to the award of the bursary.
- The following documents are submitted:
 - i, Completed application form
 - ii, Certified copy of Matric Certificate and latest qualifications
 - iii, Latest academic record if already studying.
 - iv, Written confirmation from the Educational Institution through which he/she wishes to enroll.
 - v, Proof of ID copies of Parents/Guardian.

4.2 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.

- No bursary shall be awarded to an official if the study is not relevant to the official's present and future functions.

- The municipality will not take over any debt incurred prior to the award of the bursary.

5. BUDGET

The Human Resource division shall each year budget for financial assistance to be granted to selected applicants during an academic year. This shall be based on projected increase in academic fees and the Work Skills Development Plan.

The budgeted amount shall be allocated as follows:

- 75% shall be allocated to external applicants who intend studying towards careers which will equip them with scarce skills.(students)
- 25% shall be allocated to designated groups in terms of the Employment Equity Act and previously disadvantaged employees.

This budget allocation shall be reviewed annually by the Bursary Committee and be approved by Council.

In the event of the Municipality having paid more money for a student in any educational institution, the money must be paid back to the Municipality.

6. PAYMENT OF ACCOUNTS

Payment should only cover the following:

6.1 Part-time

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.

6.2. 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 up to a maximum of R3000.00 per academic year, upon proof of actual purchase.

7. COMPOSITION OF THE BURSARY COMMITTEE

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

FUNCTIONS OF THE 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.
- Ensure that the institution of learning is registered/approved.

8. RECRUITMENT AND SELECTION.

8.1 Advertisement for inviting applicants for financial assistance shall be issued and circulated in the Fetakgomo municipal wards in July each year and reach the Human Resource office not later than 30 September each year.

8.2 The Bursary Committee shall within a month after the closing date scrutinize and select applicants who qualify for financial assistance.

8.3 Fully completed prescribed application forms should be forwarded to the Bursary Committee for adjudication.

8.4 The Accounting Officer shall approve/disapprove recommendations made by the Bursary Committee.

8.5 All applicants must be informed of the outcome of their applications on or before the 31st November .

8.6 All successful applicants must sign the Contractual Binding Forms.

9. CONTRACTUAL BINDING

Both serving employees and full time bursary holders must be contractually bound in terms of the provisions of an appropriate agreement obtainable from the Division: Human Resources.

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

- Contract signed

- In cases of voluntary resignation if the Bursar is an employee, 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 bursary section.
 - Abdication from the bursary
 - Cancellation of the bursary.
 - Change of Institution or study course without approval by the bursary committee.
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- 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.
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FETAKGOMO LOCAL MUNICIPALITY BURSARY APPLICATION FORM

PERSONAL DETAILS

Full Names of the Applicant

ID No:.....

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

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

Division:.....

Contact No:..... E-mail.....

Highest Qualification:.....

NB: PLEASE ATTACH COPIES OF QUALIFICATIONS OR LATEST ACADEMIC RESULTS

Intended field of study to be pursued:.....

Name of Institution:.....

Academic year of study (e.g. 1st, 2nd or 3rd year):.....

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

Signature

Date

CONTRACTUAL BINDING
BURSARY AGREEMENT FORM

UNDERTAKING

- (a) Whereas I, the undersigned,.....(full names) hereinafter called "**the Employee**" /Student, bom 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 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.
- (d) 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.
- (e) I shall be obliged to repeat and complete successfully at my own expense any subjects which it is outstanding/failed.
- (f) 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.
(g) 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(d) or if I leave or am discharged from the Municipality before the expiry of the Contract Period.

Applicant:

Signed at on this Day of20.....

Signature:.....

Fetakgomo Municipality

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

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