

# FETAKGOMO-GREATER TUBATSE MUNICIPALITY



South Africa's first democratic platinum city

## BURSARY POLICY

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**BURSARY POLICY**

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## **1. PREAMBLE**

While the municipality recognizes the importance of skill development, empowerment of employees and community members within the jurisdiction of the municipality, in the advancement of their professional careers and helping them grow and perform their work better. And whilst the municipality intends to broaden their knowledge base and help them derive new ways of doing things. Therefore, the municipality consider it of utmost importance to allocate resources to support and encourage employees and members of the community for the sustainability and future survival of the municipality.

## **2. PURPOSE AND OBJECTIVES**

The purpose of the policy is to regulate and provide a framework through which financial aid and support can be provided to employees and members of the community for the advancement of their studies.

The objectives of the policy are:

- 2.1. To equip employees with the knowledge and skills required to achieve the strategic objectives of the Municipality.
- 2.2. To assist those employees and learners who have the potential but lack financial resources to further their studies with universities/ Universities of Technology and TVET Colleges
- 2.3. To cultivate a culture of lifelong learning within the Municipality.
- 2.4. To alleviate poverty by granting learning opportunities to needy learners.
- 2.5. To develop the skills profile of the Municipality.

## **3. SCOPE OF APPLICATION**

This policy applies to all permanent employees of the municipality and all deserving applicants from members of the community according to the criteria as set out in this policy.

## **4. LEGAL FRAMEWORK**

- a. The Constitution of RSA, of 1996
- b. Skills Development Act, 97 of 1998
- c. Municipal Systems Act, 32 of 2000
- d. Municipal Demarcation Act,
- e. Municipal Finance Management Act, 56 of 2003

## **5. THE ADMINISTRATION OF THE POLICY**

The Municipal Manager must ensure that the Director Corporate Services has an effective structure in HRD to fulfil the functions of administration and enforcement of the policy.

## **6. POLICY CONTENT**

### **6.1. CRITERIA FOR SELECTION AND AWARDING**

- 6.1.1. Applicant must be a South African citizen.
- 6.1.2 Applicant must be a permanent resident of Fetakgomo- Greater Tubatse Municipality.(Proof of residence should accompany the application.)
- 6.1.3. Submit a fully completed application form in the prescribed format.
- 6.1.4. Submit proof of admission and fees required from a University, University of Technology and or TVET College.
- 6.1.5. Be a permanent employee of the municipality (Internal Bursary).
- 6.1.6. Applicants who have either passed matric, presently doing matric or already at the university, university of technology and/or TVET Colleges.
- 6.1.6. Submit evidence and proof of financial difficulty and most recent examination results i.e. proof of exceptional academic excellence (For needy students).

### **6.2. CONDITIONS FOR FINANCIAL ASSISTANCE AND PAYMENT OF BURSARY MONIES**

The conditions stipulated hereunder shall apply with regards to awarding and payments of the transactions to all applications.

- 6.2.1. The signing of the bursary contract by the employee or student, agreeing to the terms and conditions of the said contract.
- 6.2.2. The submission of an original specified accounts and proof of admission.
- 6.2.3. The bursary holder should at least pass 100 % of his/ her major courses to be allowed to register for the next academic year/ term.
- 6.2.4. 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.
- 6.2.5. Only needy learners with potential can apply for financial assistance.
- 6.2.7. No bursary shall be awarded to an official if the study is not relevant to the official's present function, however the Municipal Manager may award bursaries to the elementary staff/employees whose present functions are not in line with the field of study but for the succession planning purposes. 6.2.8. The Municipality will not take over any debt incurred prior to the award of the bursary.

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6.2.9. The bursary holder shall repeat failed course(s)/ subject(s) at own cost. Failure to repeat the course(s)/ subject(s) failed during the previous year of study, the bursary holder shall have to repay the Municipality the amount paid for the course(s)/ subject(s).

6.2.10. 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.

6.2.11. In case of failure to attain a pass mark in all the major courses/ subjects or if the bursar withdraws or cancels studies with the academic institution, the bursary fund shall be withdrawn and the bursary holder shall be required to pay back the Municipality all the expenses paid on his/ her behalf.

6.2.12. Employees will only be awarded to undertake studies on part-time basis.

6.2.13. Any surplus funds paid by the Municipality should be paid back to the Municipality's account.

6.2.14. The bursary may be withdrawn on the condition that the bursar leaves the Municipality (area of jurisdiction) or his contract of employment has been terminated.

### **6.3 RECRUITMENT AND SELECTION OF CANDIDATES**

6.3.1. Advertisement for inviting applicants for financial assistance shall be issued and circulated in the Fetakgomo-Greater Tubatse municipal wards on the 01st October and ending/ closing on the 30th November each year.

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

6.3.3. A candidate should submit his/ her application to the HRD Officer who will present the application to the Bursary Committee.

6.3.4. The selection of candidates will be conducted by the Bursary Committee and forwarded to the Municipal Manager for approval.

6.3.5. The successful candidates will be informed by confirmation letters.

### **6.4 TYPES OF BURSARY FUND(S)**

The Municipality will award two types of bursary funds:

#### **6.4.1. FULL TIME BURSARY FUND (External)**

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

#### **6.4.2. PART TIME BURSARY FUND**

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 and their personal development.

## **6.5. BUDGET**

The Human Resources division shall each year budget for financial assistance to be granted to the selected applicants during an academic year. This shall be based on projected increase in academic fees and Workplace Skills Plan. The budgeted amount shall be allocated as follows:

6.5.1. 70 % shall be allocated to external applicants who intend studying careers which will equip them with skills.

6.5.2. 30 % shall be allocated to designated groups in terms of the Employment Equity Act and previously disadvantaged employees.

## **6.6. PAYMENT OF ACCOUNTS**

Payments should only cover the following expenses:

6.6.1. PART TIME STUDIES Payment(s) for part-time studies is covered as follows:

(a) Tuition and Registration fees = 100 %

(b) Examination fees = 100 % (Where applicable)

(c) Books/ Study Material Allowance = R 4 000.00 per academic years upon proof of actual purchase

6.6.2. FULL TIME STUDIES

The Municipality will only pay for the following costs:

(a) Tuition and Registration fees = 100 %

(b) Accommodation and meals within institution facility(ies) =100 %

(c) Off campus residence fees = 100 %

(d) Books/ Study Material Allowance = R 5 000.00 per academic years upon proof of actual purchase

## **6.7 BURSARY COMMITTEE**

The Bursary Committee should comprise of the following:

6.7.1 Two Divisional Managers (Finance and Human Resources)

6.7.2 Human Resources Development Officer

6.7.3 Two Representatives from SAMWU

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6.7.4 One Representative from IMATU

6.7.5 One Representative from the Council

### **6.8 FUNCTIONS OF THE BURSARY COMMITTEE**

The roles, responsibilities and functions of the Bursary Committee shall be as follows:

- (a) Assess all applications and recommend
- (b) Ensure that the intended field of study is appropriate to meet the skills needs of the Municipality
- (c) Ensure that the approved budget amount is not exceeded
- (d) Advise the Municipal Manager on all matters pertaining to training and bursary assistance
- (e) Ensure that the screening process becomes fair and justifiable.

### **6.9. CONTRACTUAL BINDING**

Both, serving employees and full time bursary holders must be contractually bounded in terms of the provisions of an appropriate bursary agreement. The bursary holder will breach the contract if he/ she fails to comply with the following conditions:

- (a) Fails to perform his duties and responsibilities as an employee of the municipality
- (b) In the event of death or the bursary holder being incapacitated by any mental or physical disability, and 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. (
- c) In case of Voluntary resignation, the Municipality will request the 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/ her own pocket.
- (d) Cessation of studies
- (e) Failure to respond to any correspondence from the Municipality.
- (f) Abdication from the bursary.
- (g) Change of institution or study course without approval by the bursary committee.
- (h) 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 terms of the Municipal Finance Management Act No. 556 of 2003.

(i) After the completion of studies, the employee must serve the municipality for the total number of years equivalent to the years that have been offered the bursary (the counting starts after the acquisition of the qualification).

(j) With regard to part-time courses, the time frame for the completion of a qualification shall be four to five years and up to the maximum of 22 modules.

(k) For block release courses, an employee shall, whether or not he/she obtains the qualification concerned, serve the Municipality for one year for each study leave up to and including twenty six weeks per year.

#### **6.10. STUDY LEAVE FOR PART-TIME BURSARY HOLDERS (EMPLOYEES)**

As per Human Resource Policy.

#### **7. DEFAULT**

Non-compliance with the policy shall constitute a violation of the policy and shall be dealt with in accordance with municipal disciplinary code and procedures.

#### **8. ADOPTION OR APPROVAL OF THE POLICY**

This policy shall be adopted by the Local Labour Forum and eventually be approved by Council.

#### **9. IMPLEMENTATION AND MONITORING**

The policy shall be implemented upon approval by Council.

#### **10. COMMUNICATION**

This policy will be communicated to all municipal employees using the full range of communication methods available to the Municipality.

#### **11. POLICY REVIEW**

This policy shall be reviewed annually.

#### **12. BUDGET AND RESOURCES**

The financial and resource implications related to the implementation of this policy should be qualified and quantified by Human Resource Management.



#### 14. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated into the policy.

<b>Council Resolution No:</b>	
<b>Date</b>	:
<b>Speaker</b>	:
<b>Reference</b>	: