



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

MAYOR'S EXTERNAL BURSARY POLICY

1. Objective

The external Bursary Aid Policy is aimed at:

- 1.1 Awarding bursaries annually to prospective students residing in the Cape Agulhas Municipality area, in compliance with the Employment Equity Act, Skills Development Act, and other relevant legislation, as determined by council.
- 1.2 Increasing the level of education and training, growth and development and enhance human resource development within the Cape Agulhas Municipality area.

2. Approved Courses of Study

- 2.1 In the normal courses of the events the Municipality shall recognize only qualification standards that are recognized by South African Qualifications Authority [SAQA] or which are compulsory in terms of legislation and are presented by recognized educational or academic institutions. However, the Council may approve qualifications that are not recognized by SAQA, but which are in the Municipality's general interest.
- 2.2 Recognized educational or academic institutions referred to in clause 2.1 shall be government and or SAQA approved institutions such as:
 - a. South African Universities
 - b. Universities of Technology
 - c. Technical College or Technical Institutions
 - d. Colleges
 - e. Correspondence Colleges
 - f. Government/SAQA approved institutions, and /or
 - g. Any other appropriate institution as approved by council.
- 2.3 The Bursary Committee has the authority to make rulings on whether an institution should be an approved institution for the purpose of this bursary scheme.
- 2.4 Preference will be given to the courses that are directly linked to operational activities and strategic intent of the Cape Agulhas Municipality (WC033).

Courses related to the following field of studies will be considered for a bursary allocation:

- a. Engineering-civil, water, sanitation, electricity etc.
 - b. Financial Management
 - c. Town and Regional Planning
 - d. Architecture
 - e. Tourism
 - f. Human Resources
 - g. ICT
 - h. Environmental Management
 - i. Community Development
 - j. Sport and Recreation
 - k. Arts and Culture
 - l. Business Studies
 - m. Legal Studies
 - n. Political Studies
 - o. Public Administration
 - p. Community Safety
 - q. Marine Biology
 - r. Agriculture
- 2.5 The committee will use their discretion in support of any other courses on receipt of a full motivation from the applicant.

3. Bursary Committee

3.1 The Bursary Committee will consist of

- Executive Mayor
- Executive Deputy Mayor
- Chairperson: Finance and IT Committee
- Delegated official from HD unit
- Divisional Head HR or Delegated HR official

4. Allocation of Bursary Aid

4.1 Bursary allocations, subject to availability of funds approved annually on the Municipality's operational budget, will be done according to the approved system of delegations of the Executive Mayor as it may change from time to time and according to the rules of the study bursary as set out in this policy.

4.2 Bursaries will only be granted to student who are South African citizens.

4.3. Bursaries will be allocated to the academic performance of students as stipulated below:

40%-74%	=	R6 500
75%-84%	=	R8 000
85%-100%	=	R10 000

4.4 Bursary applicants must reside within the Cape Agulhas area.

4.5 Preference will be given to previously disadvantaged individuals as well as those with disabilities.

4.6 Any other requirements as may be determined by Council-by-council resolution.

5. Study Fees

- 5.1 The term 'study fees' shall mean registration, class and examination fees, but shall not include any penalties that are imposed by the educational institution or membership of any student body. Council will pay the study fees directly to the relevant educational institution.
- 5.2 The student must submit documentary proof by means of a statement, account or invoice on which the study fees that are payable are fully specified and defined.
- 5.3 If the student has paid the fees, he/she may claim reimbursement on submission of documentary proof of the amount. Reimbursement claims may not be submitted after more than six calendar months after passing the final examination of the said course.

6. Administration of the Bursary

- 6.1 The Bursary administration will be managed by the relevant Department as delegated to according, to the approved system of delegations, as it may change from time to time.
- 6.2 The bursary committee may revisit this policy on an annual basis.
- 6.3 The availability of bursary will be advertised in the local newspapers, Social Media, Ward Committee meetings, Municipal Newsletters, etc., by not later than 30 September annually.
- 6.4 All bursary applications must be submitted on the prescribed application form and must reach Cape Agulhas Municipality on or before the closing date as stipulated in the advertisement referred to in clause 6.3.
- 6.5 All applications will be informed of the outcome of the application, in writing, not later than 31 December annually.
- 6.6 Incomplete bursary applications shall not be considered.
- 6.7 All bursary applications shall be accompanied by the following:
 - a) A letter of motivation from the applicant.
 - b) Certified copy of identity document.
 - c) Original registration certificate indicating the course and subjects to be followed.
 - d) Proof of residence in the Cape Agulhas Municipal area. (municipal account or any other relevant document).
 - e) Certified proof of grade 12 results or certified copies of latest progress reports.
 - f) Certified proof of parents/ guardian's income with ceiling of R20 000.00 per month combined.
- 6.8 The bursary Committee shall consider all bursary applications after the closing date as mentioned in clause 6.5. Allocated bursaries will be paid within 30 (Thirty) days after receipt of the documentation stipulated in 5.2.
- 6.9 The payment of the study fees is the responsibility of the bursary applicant. Cape Agulhas Municipality will not be held accountable for students not being able to register, should not being able to register, should the bursary process, for any reason whatsoever, be delayed or withdrawn.

7. Number of years for which assistance is granted

- 7.1 Re-application for a bursary by the same student in a preceding year of study, should occur annually and the submission of the results of the past year is required.
- 7.2 Awarding or re-awarding of a bursary will depend upon satisfactory performance and the ability to complete the course within the prescribed period.

8. Withdrawal of Assistance and/or discontinuation of the bursary

The Council reserves the right to not to consider any future bursary applications from a previously successful applicant in the event -

- 8.1 That the Council is dissatisfied with the applicants' study performance based upon progress reports as requested from time to time.
- 8.2 That the Bursar changes his/her status, at any time during the course of study, from full-time without prior consultation with and approval from Cape Agulhas Municipality;
- 8.3 That the bursar changes his/her enrolled subjects/study course without prior consultation with and approval from Cape Agulhas Municipality
- 8.4 That the bursar, for any reason whatsoever, terminate his/her enrolled subjects/study course without prior consultation with and approval from Cape Agulhas Municipality
- 8.5 That the bursar is expelled from the appropriate educational institution due to misconduct and/or fraud, whether academically or by the behavior of the bursary recipients, which include but is not limited to the following:
 - a. Cheating
 - b. Committing academic misconduct, including plagiarism.
 - c. Falsification of information, academic, personal or otherwise.
- 8.6 That the municipality obtain documentary proof contradictory to the information supplied by a bursar, on an application form, and verification of obtained information is as found incorrect.

In the case of withdrawal/discontinuation of assistance in all of the abovementioned events, the Council reserves the right to recover the outstanding bursary amounts, plus interest as calculated by the Bursary Committee from the bursary recipient or his/her surety over a reasonable period.

9. Contractual Obligations

- 9.1 A contractual agreement will be entered into and signed by all relevant parties.
- 9.2 It may be expected of bursars to do practical training and/or vocational work at Cape Agulhas Municipality for a period as agreed upon by the Council and the bursar.
- 9.3 Notwithstanding the above, it should be noted that the Council will have no obligation to appoint the bursar in a temporary or permanent position, during or after the successful completion of studies.