



MATATIELE
LOCAL MUNICIPALITY

BURSARY POLICY

TABLE OF CONTENTS

Table	Page
Definition of terms-----	3
1. Introduction-----	4
2. Purpose of the policy-----	4
3. Legislative Framework-----	4
4. Eligibility /Requirements-----	4
5. Bursary allocation-----	4-5
5.1. Selection criteria-----	4-5
5.2. Selection criteria matrix-----	6-7
6. Preferred degrees-----	7-8
7. Bursary conditions-----	8-
11	
o Bursary applicant's obligations-----	8
o Proof documents-----	8-9
o Responsibility of MLM-----	9
o Exclusion of bursary payment-----	9-
10	
o Responsibility of tertiary institutions-----	10
o Bursary continuation-----	10
o Termination/Withdrawal/Cancellation/Suspension of the Bursary-----	11
o Breach of contract/ agreement-----	11-
12	
8. Administration of bursary-----	12-
13	
8.1. Duties of Bursary Committee-----	13
9. Scholarships-----	13

DEFINITION

In this policy, unless the context indicates otherwise, the following words mean:

Bursar/bursary holder – a person studying with financial assistance;

Agreement/contract – a prescribed agreement between the bursar and the Matatiele Local Municipality with conditions to adhere to;

Rights/liabilities – bursars, municipality's obligations and responsibilities

PWD – a person with disability

Institution – a recognized university of technology or university

Breach of contract – when a bursar fails to adhere to the contractual stipulations and has to refund all moneys paid

Satisfactory progress – a 60% pass rate of subjects paid for or progress report from the institution

Academic level – first year of course not calendar

1. INTRODUCTION

The Matatiele Local Municipality designed and approved a program called Mayor's Back to School Financial Support with three main pillars; Bursary assistance; Registration fee and Historic debt clearance. The intention of the financial support is to contribute towards helping students from needy backgrounds and contribute towards the development of scarce skills that will benefit and enhance the economic transformation and service delivery of the Municipality, Enrol at institutions of high learning and clear debts of those who completed their Diplomas/Degrees but results are withheld due to outstanding fees. The bursary shall also assist the youth with registration amount to institutions of higher learning.

2. PURPOSE AND SCOPE OF APPLICATION

The main purpose of the bursary is to facilitate entry to higher education for learners who come from Matatiele who are struggling financially to register for their first year, have completed their qualifications but owe the institution. The bursary is also meant to increase opportunities for local learners to access higher education, close the gap of scarce skills, and improve education and skills level of the Matatiele area.

3. LEGISLATIVE FRAMEWORK

The Constitution of the Republic of South Africa, Act No.2 of 1996

- The Skills Development Act, Act No. 97 of 1998
- The Municipal Finance Management Act, No1 of 2003
- The Employment Equity Act, No. 55 of 1999. (Amendment Act No. 56 of 2003 of 1999.

4. ELIGIBILITY/REQUIREMENTS

Bursaries will be made available to under-graduate students/applicants who comply with identified criteria with the focus on scarce and critical skills. For registration; Acceptance to the University and all applicants will be evaluated through the set criteria in Section 5 below.

5. BURSARY ALLOCATION

5.1. Selection Criteria

5.1.1. Academic and institutional requirements

Selection will be based on the following criteria:

- Academic pass in the senior certificate/ matric/ grade12 school leaving certificate with a minimum of 60% aggregate in English, Mathematics, Science and Accounting
- Applicant must have already applied and accepted by an accredited South African public tertiary institution
- Applicants must have complied with entrance requirements of the accredited public tertiary institution in South Africa.
- Preference will be given to first time applicants.
- The Municipality may decide to award only a registration fee or a balance or stipulated percentage for those who completed their Degree / Diploma.
- First preference will be given to first time students but students who have successfully completed their qualification in relevant field at a recognized/accredited South African tertiary institution will be considered.

5.1.2. *Applicants Background*

- Applicant must be South African citizen from Matatiele Municipal area and must have enrolled with schools that are under Matatiele district education.
- Preference will be given to females, persons with disabilities and applicants who come from destitute families as shown in the selection criteria matrix.
- Applicants whose families have four or more dependent children will have an added advantage as shown in the selection criteria matrix.

5.1.3. *Leadership & Personality*

- The applicant must be a visionary and display in-depth love of life
- The applicant must be socially adjusted, that is, s/he fits well to the fabric of the land
- The applicant must be self-driven and self motivate
- The applicant must show eagerness, zeal and passion to education
- The applicant must be morally upright

5.2. SELECTION CRITERIA MATRIX

#	CRITERION		POINTS
1.	Academic Performance	90-100%	5
		80-89%	4
		70-79%	3
		60-69%	2
		50-59%	1
2.	Institutional Requirements		
	Senior certificate/ Grade 12 with Maths, Science and English	Yes	5
		No	0
	Already applied and accepted by the institution	Yes	5
		No	0
	Meets university or IHE requirements	Yes	5
		No	0
	<i>Degree/diploma and national certificate relevant</i>	Yes	5
		No	0
3.	Applicants preference	First year applicant	5
		Second year student	4
		Third year student	3
		Fourth year student	2
		Fifth year student	1
4.	Background		
	<i>South African</i>	Yes	5
		No	0
	<i>Comes from Matatiele jurisdiction</i>	Yes	5
		No	0
	<i>Gender</i>	Female	5
		Male	3
	<i>PWD</i>	Yes	5
		No	3
	<i>Comes from a destitute family</i>	Less than R60 000 per annum	5
		Less than R120 000 per annum	4
		Less than R180 000 per annum	3
		Less than R240 000 per annum	2
		Less than R280 000 per annum	1
	<i>Number of dependants children</i>	Five or more children	5
		Four children	4

		Three children	3
		Two children	2
		One child	1
5.	Leadership & Personality	Self-driven and self-motivated	1-5
		Socially-adjusted – fits well to the fabric of the land	1-5
		Visionary and display a depth of love for life	1-5
		Morally upright	1-5
		Show eagerness to acquire education (zeal, drive and passion)	1-5

The Committee reserves the right to make a discretion on the selection of applicants.

6. BURSARY CONDITIONS

6.1. Bursary Applicant Obligations

Before the actual processing of application, bursary applicants shall be compelled to

- Complete and sign application form fully and completely accompanied by relevant documents
- Provide certified copies of all relevant academic certificates, testimonials, financial statements, progress reports, etc.
- Avail themselves for interviews and assessment on request (if deemed necessary by the MSI Committee)
- Submit student account for the payment of institutional fees to Skills Development Office/Special Programmes
- Submit all semester examination results after institutions have made results available.
- Advise and notify Skills Development/Special Programmes Units, timeously, of all necessary changes to their contact details
- Sign the Bursary Contract or Agreement and return it completed fully to the Municipal Managers at the date advised by MSI Committee.
- MLM has the first option to place the student subject to availability of posts. In the event where there are no posts available students will be free to be employed to other institutions. Ploughs back to the municipality for a year for each year MLM supported him/her.

6.2. Proof Documents

- Bursary applicants must attach proof of family income to the application forms. must attach
 - Councillors proof of residence
 - Certified ID copy
 - Proof of school results
 - Proof of registration
 - The most recent payslip of the parents/guardians
 - not older than three months; and
 - should confirm payment period or date of payment
 - Confirmation regarding temporary income
 - Copies of parents/guardians identity documents
- Bursary applicants must, for pensioners, attach
 - Copies of pensioner's advice from SASSA not older than three month
 - In the event where the pensioner does not receive a pension advice, an affidavit and a certified copy of three months statement from the bank must be attached.

6.3. Responsibility of MLM

MLM commits to:

- Cover the debt of the approved applicant.
- Pay fees directly to the institution.
- Review the above amount through MSI Committee annually, subject to availability of resources.
- If any overpayments occur, the bursary holder must be informed accordingly and overpayment must either be returned back to the Municipality or from the next bursary payment in the case of full time bursary holders.
- Monitor progress of the student
- Facilitate experiential learning / internship opportunities for students subject to availability of learnership and internship posts.

6.4. Exclusion of bursary payments

The following shall **NOT** be paid by the bursary or MLM:

- Accommodation deposit or damage or repair costs to the university residence property will be covered by the bursary or paid by MLM; this shall be for the account of the student.

- Extra-mural activity fees like insurance, indemnity, investment, policies, transport, levies, etc.
- Late registration fees
- Private accommodation other than university approved residence; otherwise payment will be limited to the equivalent value of approved university residence accommodation.
- Unrelated and/or specific study or course programs.

6.5. Responsibility of tertiary institutions

The institution shall:

- Report on the progress of students as often as required.
- Provide the Corporate Services with the statement of results as required.
- Provide the Corporate Services with statement of account as required
- Confirm additional fees of students when required.

6.6. Bursary Continuation

- Bursary holders are expected to pass 100% of the courses they register for. They will be required to pay for subjects they need to repeat or have failed.
- Bursary will only cover 01st year for a student to facilitate entry to the institution of higher learning.
- Students will be required to look for other bursary/scholarship/loan institutions to support them for the following years.
- MLM, through Skills Development Facilitation & SP office, during the course of the year, may help students with relevant information of other institutions that provide the same assistance.

6.7. Termination/Withdrawal/Cancellation/Suspension of the Bursary

- The bursary is fully repayable to MLM should the student change, discontinue or terminate the study program at any stage during the year in which the bursary has been granted. Student will be liable for the full costs spent up to the period of termination or discontinuation of the study.
- If student do not comply with 100% pass rate of the courses registered for, it shall be deemed as a breach of bursary contract or agreement and the full amount will be cancelled.

- If the student does not write the year end examinations, the full bursary amount will be cancelled subject to appeal on grounds acceptable to MLM.

6.8. Breach of Contract/Agreement

- If a bursary holder wishes to settle his/her bursary obligations in one payment before breach of contract is effected she/he does not have to pay any interest. A copy of receipt must be submitted with submission for approval of breach of contract. If the settlement is not in one payment, the normal breach of contract procedures must be followed and the debt to be transferred to the Finance Department for debt recovery.
- The Skills Development/SP Facilitator must check all recording of payments made on the Control Page prior to the approval of every payment. The said employee will also be responsible for the correctness of the recordings on the appropriate form and entering them on the computer on a monthly basis.
- In order to handle a huge load of payments and avoid financial risks, all payments shall be made by means of electronic transfers and bursars' details should be entered on a database.
- A bursary holder may not utilize more than one bursary simultaneously.
- Breaches of Contract are effected when bursary holders are guilty of one of the following;

a. Failed to submit any results/proof of registration.

Results should be submitted as soon as possible after having been made available by the institution, as well as the proof of registration (account) stating all subjects registered for on commencement of each semester/year of study. This also applies to submission of a degree/diploma certificate as proof of completion of the course. This is the responsibility of the bursary holder as agreed to by entering into the contract.

b. Termination of studies

If a bursary holder informs the Bursary Office of the termination of his/her studies. If a bursary holder does not inform/contact the Bursary Office within the maximum of six months for the written approval for the postponement of her/his bursary or not continue with her/his studies, it shall be deemed to have terminated her/his studies in terms of the contract.

c. Not progressing as required

A bursary holder has to maintain a passing rate of at least 60%.

7. ADMINISTRATION OF THE BURSARY

Mayor's Social Investment (MSI) Committee will be responsible for administration of bursary program and bursary fund. In administering the bursary MSI will:

- Recommend amount of the bursary for each year
- Recommend the extent of support for each applicant
- Monitor academic progress and performance of all successful applicants
- Ensure that all successful applicants complete and sign adherence to the provisions of the bursary contract or agreement through Skills Development Facilitator with the Municipal Manager signing on behalf of MLM
- On behalf of the Committee, Skills Development/SP Facilitator, will present and provide payment requests to Finance Department for bursary holders.
- Skills Development/SP Facilitator, on behalf of the Committee, facilitates payments, develops and updates database for all bursary holders.
- Determine the availability of funds for maintaining and allocating new bursaries.
- Appoint bursary committee each year and submit recommendations of the bursary committee to the Mayor.

7.1. Duties of Bursary Committee

The Bursary Committee will be a temporary structure that is established every year to do the overall selection of applicants. The Committee duties will be to:

- Receive applications and screen them
- Conduct interview (where necessary)
- Recommend the eligible bursary applicants
- Submit recommendations to MSI

8. SCHOLARSHIPS

MLM through MSI will facilitate increased access to local and international scholarships for learners from Matatiele. Through the office Skills Development and Special Programs, MSI will:

- Research scholarship opportunities available world-wide and requirements needed.
- Assist interested learners throughout the process

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