



MATATIELE
LOCAL MUNICIPALITY

**MAYOR'S BACK TO SCHOOL
FINANCIAL SUPPORT
POLICY**

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DEFINITION

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

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 Persons with Disability

Institution – a recognized university of technology or university

Academic level – years of course not calendar

1. INTRODUCTION

The Matatiele Local Municipality designed and approved a program called Mayor's Back to School Financial Support with 2 main pillars: Registration fee and Historic debt clearance. The intention of the financial support is to contribute towards helping students from needy backgrounds

- 1.1. Contribute towards acquiring skills that will benefit and enhance the economic transformation and service delivery of the Municipality,
- 1.2. help students get employment or create employment opportunities,
- 1.3. assist students to enrol at institutions of high learning
- 1.4. Clear debts of those who completed their first Diplomas/Degrees but results are withheld due to outstanding fees.
- 1.5. The bursary shall also assist the youth with registration fee toward studying at institutions of higher learning.

2. PURPOSE AND SCOPE OF APPLICATION

- 2.1. 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 academic year,
- 2.2. Assist students who have completed their qualifications but owe the institution.
- 2.3. 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.
- Indigent policy
- Designated groups strategy

4. SHORTLISTING COMMITTEE

- 4.1. The Municipality is responsible for electing a minimum of 5 members of the shortlisting committee.
- 4.2. Members have to be appointed officially, with signed appointments letters
- 4.3. The panel is responsible for developing terms of reference for the committee
- 4.4. The committee is responsible for verifying and recommending eligible students for the funding.

5. ELIGIBILITY/REQUIREMENTS

- 5.1. The fund will be made available to under-graduate students/applicants who comply with identified criteria.
- 5.2. Students who have been Accepted to the University and all applicants will be evaluated through the set criteria in Section 6 below.

6. Selection Criteria

6.1. Registration

Selection will be based on the following criteria:

- 6.1.1. Applicant must have already applied and accepted by an accredited South African public tertiary institution
- 6.1.2. Applicants must have complied with entrance requirements of the accredited public tertiary institution in South Africa.
- 6.1.1. Preference will be given to first time applicants.

6.2. Historic Debt

- 6.2.1. Applicants must have completed the University Degree or Diploma
- 6.2.2. The applicant must be applying for the first time and for first qualification
- 6.2.3. Only first undergraduate qualification will be funded
- 6.2.4. The Municipality may decide to award a full balance or a stipulated percentage, depending on the budget available.

6.3. 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.

7. SELECTION CRITERIA MATRIX

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

8. BURSARY CONDITIONS

8.1.Bursary Applicant Obligations

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

- 8.1.1. Complete and sign application form fully and completely accompanied by relevant documents
- 8.1.2. Provide certified copies of all relevant academic certificates, testimonials, financial statements, progress reports, etc.
- 8.1.3. Avail themselves for interviews and assessment on request (if deemed necessary by the Committee)

8.2. Proof of Documents for Registration

- 8.2.1. The applicant must submit matric Certificate/statement of symbol
- 8.2.2. Acceptance / admission /confirmation letter from institution
- 8.2.3. Letter / document confirming registration amount (if not on the acceptance letter)
- 8.2.4. Original Proof of residence from the ward councillor
- 8.2.5. Certified ID Copies: for applicant, both parents or guardian (in the case of a single parent or guardian, an affidavit is required to explain where the other parent or parents are)
- 8.2.6. Death certificate (if parent/s is/are deceased)

Proof of income may be in the form of any of the following:

 - 8.2.6.1. Letter from SASSA if parents receive grant (no printed receipt from the store)
 - 8.2.6.2. If parents/s or guardian are unemployed, an affidavit will be required to explain their source of income
 - 8.2.6.3. Bank statement may be required as an additional document
 - 8.2.6.4. Pay slip
 - 8.2.6.5. Letter from Employer indicating an occupation and the wage.
- 8.2.7. In special cases where an applicant does not have any parent or guardian, he/she needs to provide an affidavit explaining that.
- 8.2.8. Other cases may need the MLM to visit and assess the situation, such as in a case of untraceable parents or relatives, a report will be required to accompany the available documents

- 8.2.9. A social worker from the Department of Social Development or Department of Education may recommend based on their assessment and submit a recommendation report.

8.3.Proof Documents for Historic Debt

- 8.3.1. The applicant must submit application form
- 8.3.2. Confirmation letter of completion from the institution
- 8.3.3. Fee statements or confirmation of outstanding amount fee from the institution
- 8.3.4. Proof of residence from the ward councillor
- 8.3.5. Certified ID Copies: for applicant, and both parents or guardian (in the case of a single parent or guardian, an affidavit is required to explain where the other parent or parents are)
- 8.3.6. Death certificate (if parent/s is/are deceased)
- 8.3.7. Proof of income may be in the form of any of the following:
 - 8.3.7.1. Letter from SASSA if parents receive grant (no printed receipt from the store)
 - 8.1.1.1. If parents/s or guardian are unemployed, an affidavit will be required to explain their source of income.
 - 8.1.1.2. Bank statement may be required as an additional document
 - 8.1.1.3. Pay slip for both parents (an affidavit will be required if the other parent is unemployed)
 - 8.1.1.4. Letter from Employer indicating an occupation and the wage.
 - 8.1.2. In special cases where an applicant does not have any parent or guardian, he/she needs to provide an affidavit explaining that.
 - 8.1.3. Other cases may need the MLM to visit and assess the situation, such as in a case untraceable parents or relatives, a report will be required to accompany the available documents
 - 8.1.4. A social worker from the Department of Social Development or Department of Education may recommend based on their assessment and submit a recommendation report.
 - 8.1.5. An applicant may be independent, he/she is allowed to apply and submit an affidavit to explain that.

9. Responsibility of MLM

MLM commits to:

- 9.1. Cover the debt or registration fee of the approved applicant as per the recommendation from the committee.
- 9.2. Pay fees directly to the institution.

9.3. Review the amount to be paid through the committee annually, subject to availability of resources.

9.4. If any overpayments occur, the Municipality must be informed accordingly and overpayment must either be returned back to the Municipality.

10. Exclusion of funding

The following shall **NOT** be paid by the Mayor's Back to school financial support fund:

10.1. Accommodation deposit or damage or repair costs to the institution residence property will not be covered by the fund or paid by MLM; this shall be for the account of the student.

10.2. Extra-mural activity fees like insurance, indemnity, investment, policies, transport, levies, etc.

10.3. Late registration fees

10.4. Private accommodation other than university approved residence

10.5. Unrelated and/or specific study or course programs.

10.6. Cost for post graduate or additional studies

11. The responsibility of the approved student

11.1. Students must submit proof of payment to their respective institution

11.2. The student must submit student account statements after allocation of funds

11.3. Submit the certificate after settlements of funds

11.4. Report to the Municipality in the case where course was cancelled or institution was changed

12. Administration of the Fund

Mayor's Back to school Financial Support Committee will be responsible for administration of fund. In administering the fund, the committee will:

12.1. Recommend amount of the funding for each year, for each beneficiary.

12.2. Recommend the extent of support for each applicant

12.3. Ensure that all successful applicants adhere to the provisions to the requirements Facilitator

12.4. On behalf of the Committee, the Communications and Special Programmes Unit, will present and provide payment requests to Finance Department for the fund.

12.5. Communications and SPU, on behalf of the Committee, facilitates payments, develops and updates database for all funded students.

12.6. Determine the availability of funds for allocating new beneficiaries.

12.7. Appoint bursary committee when necessary and submit recommendations of the bursary committee to the Municipal Manager.

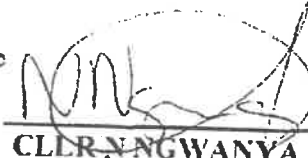
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