

UBUHEBEZWE



MUNICIPALITY

COMMUNITY BURSARY POLICY

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1. INTRODUCTION

- Ubhlebezwe Local Municipality is looking at helping students from poor backgrounds whose families cannot afford tertiary tuition fees. These students will come from Ubhlebezwe area of jurisdiction and courses taken will be to the benefit and enhancing the economic transformation of the municipality.

2. PURPOSE and SCOPE OF APPLICATION

- To create opportunities for the citizens of Ubhlebezwe Municipality and to promote educational growth and development in line with the needs of Local Municipality funded from Youth Development budget.
- To improve the employment prospects of persons previously disadvantaged by unfair discrimination and to address those disadvantages through training and education, as stipulated in the Skills Development Act, 1998

3. DEFINITIONS

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

- **Bursar/bursary holder** – a person studying with financial assistance that is provided by Ubhlebezwe municipality
- **Agreement/contract** – a prescribed agreement between the bursar and Ubhlebezwe Local Municipality with conditions to adhere to;
- **Rights/liabilities** – bursars, municipality's obligations and responsibilities.
- **Differently able** – 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 monies paid;
- **Satisfactory progress** – a 50% pass rate of subjects paid for or progress report from the institution;
- **Distance education** – studying through correspondence institution;
- **Academic level** – first year of course not calendar year
- **Full-time Bursary** – A bursary allocated to applicants who study full – time at University of technologies or university. This neither for studies abroad nor correspondence studies. This benefit will not be awarded to applicants who are in the possession of a B degree/equivalent or higher qualification, expert in those professions where a higher is required, and will be awarded on the basis of identified need in the municipality.

4. LEGAL BASIS

The directives contained in this policy are issued in accordance with the following provisions:

- 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, No. 1 of 2003 (Amendment Act No. 56 of 2003)

5. PREFERRED COURSES

In line with the bursary needs analysis, the municipality will fund the following disciplines:

- Financial Accounting
- Civil Engineering
- Town and Regional Planning
- Geographical Information System (GIS)

The minimum requirements to apply for financial assistance are:

- Valid matric certificate
- South African green bar coded ID book.
- Application and motivation letter.
- Acceptance letter from the relevant educational institution.
- Written proof of residence from your Ward Councillor.
- Fee structure.
- Institution bank details.
- Contact details.

6. TYPE OF BURSARIES

- The municipality will only offer full-time bursaries to applicants that were successful during the selection, taking into consideration the available budget for the respective financial year.

7. PAYMENTS OF ACCOUNTS

- If the previous year's results and proof of registration (account) have been submitted before 28 February of each year, payments of the account must be finalized within sixty (60) working days.

8. ACCEPTABLE EXPENSES

The municipality will take the responsibility for payment of the following expenses:

- 100% Registration and Tuition Fees,
- 100% Meal allowance
- 10% of the total amount for books and stationary
- Minimum residence
- Residence and meal fees for full-time are paid regardless of whether the student stays on campus or not. The amount payable per month will be determined by the municipality.
- 100% of the total registration fees + tuition fees + residence + meal fees are added together.

9. SELECTION CRITERIA

The following selection criteria will be regarded as official criteria to guide the selection of suitable applicants for each financial year:

- Matric Results
- Gender
- Disability
- Income bracket of a parent/guardian
- Number of dependants of a parent/guardian

10. OBLIGATIONS FOR BURSARY HOLDER

The bursary holder will be obliged to:

- Enter into an agreement with Ubhlebezwe Local Municipality and agree to comply with the stipulation as set out in the agreement.
- Register for the field of study as applied for, if not, the bursary will be deemed cancelled.
- Submit proof of registration (specified account) and previous semester/academic year results with the first three months of every semester/academic year.
- Not change course without prior approval of the Bursary Committee.
- Pass at least 75% of paid subjects in terms of academic levels.
- Submit a copy of the diploma/degree certificates within three months after the completion of studies.
- Notify the Bursary Office at all times of any changes of address.
- Take note that the bursary does not guarantee a post in the municipality.
- Apply for post outside the Ubhlebezwe Local Municipality only after submitting proof of failure of placement in Ubhlebezwe Local Municipality.

11. BREACH OF CONTRACT

- Any act that is contrary to the conditions of this policy and the contract signed between the municipality and the bursary-holder will be regarded as the breach of contract.
- In case of any breach of contract, the municipality will follow reasonable measures to apply sanctions that will be determined by Accounting Officer.

12. BURSARY MANAGEMENT

The management of the bursary will be a responsibility of Ubhlebezwe Municipality Bursary Management Committee (MBMC) which will be constituted as follows:

- Representative from the Mayor's Office
- Manager Community Development
- Manager Human Resources
- Youth Development Officer (Scriber)

13. DUTIES OF MUNICIPAL BURSARY MANAGEMENT COMMITTEE (MBMC)

The MBMC will be responsible to:

- Determine and maintain policy for the allocation of bursaries.
- Arrange meeting of the MBMC.
- Perform Secretarial functions
- Short-listed candidates.
- Set period for the crucial dates, e.g. closing dates.
- Conduct an annual internal audit.
- Prepare and submit to the Municipal Manager of the final list of students who will be benefiting from the Bursary Scheme.
- Annually report progress on the maintenance of bursaries to the Municipal Manager.
- Conduct research on changes and opportunities around the bursary scheme.

POLICY CREDENTIALS

Year of Development	2009
Year of Review	2013
Date of Approval	10 th October 2013
Effective Date	27 th November 2013
Approval Authority	COUNCIL
<i>Signature of Approving Authority</i>	