



# **MASILONYANA**

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
LEKGOTLA LA MOTSE

## **BURSARY POLICY DOCUMENT**

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## **Defenitions**

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

- (a) **Bursar/bursary holder** – a person studying with financial assistance;
- (b) **Agreement/contract** – a prescribed agreement between the bursar and the Masilonyana Local Municipality with conditions to adhere to;
- (c) **Rights/liabilities** – bursars, municipality's obligations and responsibilities
- (d) **Differently able** – a person with disability
- (e) **Institution** – a recognized university of technology or university
- (f) **Breach of contract** – when a bursar fails to adhere to the contractual stipulations and has to refund all moneys paid;
- (g) **Satisfactory progress** – a 50% pass rate of subjects paid for or progress report from the institution;
- (h) **Distance education** – studying through correspondence institution;
- (i) **Academic level** – first year of course not calendar year;
- (j) **Computer program** – a specific compiled computer program to suit the bursary needs;
- (k) **NSFAS** – National Students Financial Aid Scheme

## **INTRODUCTION**

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

## **PURPOSE AND SCOPE OF APPLICATION**

To create opportunities for the citizens of the Masilonyana Local Municipality and to promote educational growth and development in line with the needs of Local Municipality funded from Mayoral budget.

To improve the employment prospects of persons previously disadvantaged by unfair discrimination and to address those disadvantages through training and education, as stipulates in The Skills Development Act, 1998.

## **LEGAL BASIS/POWER OF AUTHORITY**

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

- (a) The Constitution of the Republic of South Africa, Act No 2 of 1996
- (b) The Skills Development Act, Act No. 97 of 1998
- (c) The Municipal Finance Management Act, No1 of 2003  
(Amendment Act No. 56 of 2003 of 1999).

(d) The Employment Equity Act, No. 55 of 1999

## **FUNCTION/POLICY DESCRIPTION**

### **6.1. GENERAL DIRECTIVES**

6.1.1. Allocation of bursaries is restricted to Masilonyana Local Municipality community.

6.1.2. Full bursaries are allocated for studying at Universities of Technology and Universities

6.1.3. Full time bursaries are allocated in line with Municipal needs and Municipal Human Resources Plan.

6.1.4. Full time bursaries are allocated on a set criteria formula.

6.1.5. All bursary holders enter into an agreement to serve the municipality one for every year a bursary was received. They must be contractually bound to work in the municipality or refund the municipality as stipulated in the contract.

6.1.6. Rights and liabilities of both parties to the agreement should be discussed with the bursars before entering into any agreement/contract.

6.1.7. Full time bursaries are allocated for the minimum remaining prescribed duration of the course.

6.1.8. Bursaries cannot be allocated retrospectively.

6.1.9. Bursaries cannot be transferred from one bursar to another or from one academic year to another. Bursars must register within six months after the bursary was granted, otherwise it will be deemed cancelled.

6.1.10. Subject fees will be paid once only. Failed subjects/courses must be repeated at own cost.

6.1.11. If any overpayments occur, the bursary holder must be informed accordingly.

6.1.12. The overpayment must either be recovered by a cash refund or from the next bursary payment in the case of full time bursary holders.

6.1.13. A bursary will be suspended if a bursary holder fails to pass at least 50% of the subjects paid or does not progress satisfactorily. It must be repeated at own cost. However, new subjects enrolled for whilst repeating failed subjects will be refunded for after the successful completion thereof.

- 6.1.14. The maximum period for postponement of bursary obligation is two years.
- 6.1.15. Fields of study at an overseas institution should only be approved if the particular field of study is not available at a local institution/depending on affordability and municipal needs. Each application should be treated on its own merit.
- 6.1.16. All relevant documents, such as proof of registration, accounts, progress reports semester/year-end results, certificates, must be submitted by the bursary holders within the first three months of the semester/academic year. However, bursary committee must take action if the mentioned documents have not been submitted by 30 April (and 30 September for semester students) every year.
- 6.6.17. 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 transferred to the Finance Department for debt recovery.
- 6.6.18. Breach of contract must be effected immediately after December of each year, if none of the above-required documents have been submitted and no response to the request for submission has been received.
- 6.6.19. The Human Resource Personnel Officer 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 to be determined by the bursary committee and entering them on the Computer Program on a monthly basis.
- 6.1.20. 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.
- 6.1.21. A bursary holder may not utilize more than one bursary simultaneously.
- 6.1.22. 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) Changed course without approval

Approval to change a course must be obtained before a bursary holder register for a new course. Failure to do so results in breach of contract. No new full-time bursar courses may be changed.

(d) Not progressing as required

A bursary holder has to maintain a passing rate of at least 50%. If a bursar holder fails to maintain the above for two consecutive years, the bursary holder shall be deemed to have not progresses as required

6.1.23. A copy of the bursary contract must be filed in the Corporate Services Department and/or The Mayor's office(s) for record keeping.

6.1.24. Corporate Services shall have to do the need analysis every year.

## **6.2. ACCEPTABLE METHODS OF STUDY**

- (a) Full time bursary
- (b) Short courses
- (c) Entry point

## **6.3 COMPUTER PROGRAM**

A specialized computer program must be created for the capturing of information on a database in the Corporate Services Division. This system will utilizes for all applications of new bursaries as well as the maintenance and daily administration of bursary functions.

## **6.4 PAYMENTS OF ACCOUNTS**

If the previous year's results and proof of registration (account) have been submitted before 1 April of every year, payments of the account must be finalized within 60 working days.

## **6.5 ANNUAL FINANCIAL REPORT.**

The department of corporate services in consultation with the Office of the Mayor must compile an annual financial report; which are available on the Computer Program, for the Auditor General not later than 30 April of every year.

## **7. PROCEDURES AND ROLE PLAYERS.**

### **7.1 FULL- TIME BURSARIES**

#### **7.1.1 Definition**

A bursary allocated to applicants who study full- time at a Universities of technologies or university. This is 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 degree is required, and will be awarded on the basis of identified need in the district.

#### **7.1.2 ACCEPTABLE EXPENSES**

- (a) Registration fees
- (b) Tuition fees
- (c) 100% participation of meals
- (d) Minimum residence fees. This decision is made on the discretion of the Masilonyana Local Municipality, depending on the availability of funds. Residence and meal fees for full-time student are paid regardless of whether the student stays on campus or not.
- (e) 10% of total bursary amount for books/stationary. The calculation is as follows – 10 % of the total of registration fees + tuition fees + residence and meal fees added together.
- (f) Additional payments maybe considered for special requirements for bursary holders with disabilities.

### 7.1.3 CRITERIA

The following selection criteria will be regarded as official to guide the selection of suitable applicants. The application form will be compiled for applicants to fill in with all the information required. Point scoring will be done as per information provided in the form.

	CRITERIA	DIVISION	CRITERIA	TOTAL
1	Gender	Female	2	
		Male	1	
2	Differently able	Yes	1	
		No	0	
3	Masilonyana Local Municipality	Yes	1	
		No	0	
4	Income of parent /Guardian	Less than R40 000	4	
		Less than R70 000	2	
5	Number of dependants children	4 or more children	3	
		3 children	2	
		1 or 2 children	1	
6	Results of previous year	Average (total points+ number of subjects)		
		90-100	6	
		80-89	5	
		70-79	4	
		60-69	3	
		50-59	2	
		40-49	1	
		0-39	0	
7	Matric results	1680+	5	
	Or grade 11 report	1470-1679	4	
		1260-1469	3	
		1050-1259	2	
		840-1049	1	
		720-839	0	
	TOTAL			



Exceptional cases must be brought to the attention of the Masilonyana Local Municipality Bursary Committee to determine the merit of each case.

#### **7.1.4 OBLIGATIONS**

- (a) Enter into an agreement with the Masilonyana Local Municipality and agree to comply with the stipulation as set out in the agreement.
- (b) Registration for the field of study as applied for, if not, the bursary will be deemed cancelled.
- (c) Submit proof of registration (specified account) and previous semester /academic year results within the first three months of every semester/academic year.
- (d) Not change course without prior approval of the Bursary Committee.
- (e) Pass at least 50% of paid subject in terms of the academic levels.
- (f) Submit a copy of the diploma/degree certificates within three months after the completion of studies.
- (g) Notify the Bursary Office at all times of any changes of address.
- (h) Take note that the bursary does not guarantee a post in the Municipality.
- (i) Be located in accordance with the municipal needs
- (j) Apply for post outside the Masilonyana Local Municipality only after submitting proof of failure of placement in Masilonyana Local Municipality.

#### **8. RECOGNITION OF A STUDY FIELD OTHER THAN THE APPROVED STUDY FIELD.**

Recognition of a study field other than the approved study field as a result of institutional circumstances.

##### **8.1.1 CRITERIA**

Managerial discretion should be applied and each case should be dealt with institutional circumstances.

#### **9. RECOGNITION OF SERVICES RENDERED TO FULFILL BURSARY OBLIGATION OTHER THAN IN THE AREA OF MASILONYANA LOCAL MUNICIPALITY**

##### **9.1 DEFINITION**

Recognition for services rendered to fulfill bursary obligation other than in the area of Masilonyana Local Municipality because of (personal/no vacancies available) circumstances.

##### **9.1.1 CRITERIA**

Managerial discretion should be applied and each case should be dealt with on its own merit.

## **10 SHORT COURSES**

### 10.1 DEFINITION

All short courses costing R500.00 or more per course for the capacitating and skills development of applicants.

### 10.2.2 CRITERIA

Application can be nominated to attend short courses for the applicant's development in addressing municipal needs. These short courses can be done in FET College.

### 10.2.3 OBLIGATIONS

All short courses bursary are obliged to:  
As per clause 7.1.4

## **11. BURSARY MANAGEMENT**

### 11.1 MASILONYANA LOCAL MUNICIPALITY BURSARY COMMITTEE (MBC)

The MBC is constituted as follow:

- (a) Representative from the Mayors office
- (b) Manager: Corporate Services.
- (c) Strategic Manager: Office of the Masilonyana Local Municipality.

### 11.2 DUTIES OF MBC BURSARY COMMITTEE

- (a) Determine and maintain policy for the allocation of bursaries.
- (b) Arrange meeting of the MBC Bursary Committee.
- (c) Perform Secretarial functions
- (d) Facilitate the recruitment process, e.g. advertise on local newspapers.
- (e) Short – list candidates.
- (f) Facilitate payments and database update for all bursary holders.
- (g) Set period for the crucial dates, e.g. closing dates.
- (h) Conduct an annual internal audit.
- (i) Liaise with training institutions.
- (j) Prepare and submit to the Municipal Manager of the final list of students who will benefit from the Bursary Scheme.
- (k) Annual report progress on the maintenance of bursaries to the Municipal Manager.
- (l) Conduct research on changes and opportunities around the bursary scheme.

- (m) Determine the availability of funds for maintaining and allocating new bursaries.
- (n) Liaise with Lejweleputswa District Municipality for more funds.

## 12 RESPONSIBILITIES OF TERTIARY INSTITUTIONS

The institution shall:

- (a) Report on the progress of students as often as required.
- (b) Provide the Corporate Services with the statement of results as required.
- (c) Provide the Corporate Services with statement of account as required
- (d) Confirm additional fees of students when required.

## 13 PREFERRED COURSES

In line with the bursary needs analysis, the district will most probably prefer to fund the following disciplines:

- (a) Financial Accounting
- (b) Civil Engineering
- (c) Information Systems
- (d) Management

**end**