

# WEST COAST DISTRICT MUNICIPALITY



## MUNICIPAL EXTERNAL BURSARY FUND POLICY

### POLICY CONTROL SHEET

POLICY TITLE	: <b>Municipal External Bursary Fund Policy</b>
POLICY CUSTODIAN	: <b>West Coast District Municipality</b>
POLICY AUTHOR	: <b>H Brand</b>
LLF CONSULTATION DATE	: <b>N/A</b>
COUNCIL APPROVAL DATE	: <b>18 January 2017</b>
COUNCIL APPROVAL REFERENCE	: <b>BM/17/01/18/6.1.1.1</b>
POLICY INCEPTION DATE	: <b>1 January 2017</b>
POLICY REVIEW DATE	: <b>31 January 2018</b>

## **1. PREAMBLE**

The Municipal External Bursary Fund Policy -

- 1.1 Acknowledges that development is integral to the life of every young person.
- 1.2 Seeks to ensure that development, with specific emphasis on the youth of the District, addresses the development needs and meets the ever growing needs for goods and services, and to improve the standard of living and quality of life.
- 1.3 Will regard youth as any persons between the ages of 18 and 25 years.

## **2. CRITERIA FOR AWARDING OF EXTERNAL BURSARIES**

External Bursaries may annually be awarded –

- 2.1 To well-deserving students who meet the prescribed requirements of the academic institution and this Policy.
- 2.2 To students residing within the area of jurisdiction of the West Coast District Municipality.
- 2.3 With due regard to the Employment Equity Act, Skills Development Act, LGSETA guidelines on scarce skills, people with disabilities and other relevant legislative arrangements, and any other factors as may be determined by the Council.
- 2.4 With due regard that Provincial Treasury contribute to the Municipality's External Bursary Funds to assist municipalities in building their capacity.

## **3. ACADEMIC INSTITUTIONS**

- 3.1 The Council will only award bursaries to students studying at accredited South African academic institutions.

## **4. ALLOCATION OF BURSARIES**

- 4.1 Bursary allocations shall be subject to the availability of funds.
- 4.2 In the event of an applicant who receives a bursary and or assistance from another institution but which does not cover full costs, such an application will be considered.
- 4.3 The West Coast District Municipality will pay study fees directly to the relevant educational institution.

- 4.4 The term "study fees" will be deemed to include registration, class fees, examination fees, and study material (excluding electronic devices such as laptops, notebooks, personal computer, etc.), but will not include any penalties that are imposed by the educational institution or membership of any student body.
- 4.5 No travelling, accommodation or subsistence expenses and general expenses will be funded.
- 4.6 Students must submit documentary proof by means of a statement, account or invoice on which the registration, class fees, examination fees, and study material that are payable are fully specified and defined.
- 4.7 If a student has paid the registration, class fees, examination fees, and study material, he/she may claim reimbursement on submission of documentary proof of the said amount.
- 4.8 No payments will be approved or activated without the documentary proof as explained in clause 4.6 and clause 4.7 above.

## **5. ADMINISTRATION OF THE MUNICIPAL EXTERNAL BURSARY FUND**

- 5.1 The data of all the applications should be compiled in a spreadsheet by the Municipal External Bursary Fund Committee and send back to the Training Section (Human Resources).
- 5.2 The selection for and allocation of a bursary will be decided by the Municipal External Bursary Fund Committee.
- 5.3 Once the Bursary recipients are selected the Training Section (Human Resources) will ensure that the Bursary recipients enter into the Study Agreement (Memorandum of Agreement).
- 5.4 Applications must reach the offices of the West Coast District Municipality by the due date as stipulated in the advertisement.
- 5.5 All bursary applications must be completed on the prescribed form (attached) and must be accompanied by originally-certified true copies of the following:
  - (a) Student's academic record;
  - (b) Identity document;
  - (c) Proof of permanent residential address (copy of municipal account);
  - (d) Proof of monthly household income;
  - (e) Declaration that an applicant is not receiving a full bursary and or assistance form another institution; and
  - (f) Any other document(s) as may be required from time to time.

- 5.6 The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.
- 5.7 Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.
- 5.8 West Coast District Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.
- 5.9 A complete list of all received bursary applications for participation in the Municipal External Bursary Fund will be submitted to the Municipal External Bursary Fund Committee during November of each year for recommendation to the Council.

## **6. MUNICIPAL EXTERNAL BURSARY FUND COMMITTEE**

- 6.1 In order to ensure efficiency and transparency, a Municipal External Bursary Fund Committee will be established consisting of councillors designated by the Executive Mayor and officials designated by the Municipal Manager.
- 6.2 The Municipal External Bursary Fund Committee must:
  - (a) Assess and evaluate the list of bursary applications approved by Council in terms of this Policy; and
  - (b) Make bursary awards recommendations to the Executive Mayor for final approval,
  - (c) Meet regularly to evaluate the progress and performance of students.

## **7. NUMBER OF YEARS FOR WHICH ASSISTANCE IS GRANTED**

- 7.1 Students must re-apply annually for participation in the Municipal External Bursary Fund and submit their results from the previous academic year.
- 7.2 Bursary assistance will only be awarded for applicants who are studying towards the achievement of their first degree or national diploma.

## **8. PARTNERSHIP BURSARY AWARDS**

- 8.1 West Coast District Municipality may choose to enter into a partnership with any organization or institution in providing a bursary.

## **9. WITHDRAWAL OF ASSISTANCE**

- 9.1 Should the Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the Municipal External Bursary Fund.
- 9.2 Progress reports from the institutes referred to in clause 9.1 above must be submitted by the bursary holder at least twice per year at the end of July and the end of November.
- 9.3 Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the Municipal External Bursary Fund, and/or a claim that all fees be paid back to the West Coast District Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.

## **10. GENERAL PROVISIONS**

- 10.1 Students may not change from the courses and/or educational institution for which the Municipal External Bursary Fund has been allocated without prior consultation with and approval from the West Coast District Municipality, subject to the submission of full written reasons and motivation.
- 10.2 Bursary applicants must declare any relationship with either an employee(s) or a Councillor(s) of the West Coast District Municipality.

## **11. CONTRACTUAL OBLIGATIONS**

- 11.1 West Coast District Municipality may, where possible, provide the bursary holder(s) with practical work experience.
- 11.2 Students to whom participation in the Municipal External Bursary Fund have been granted will be obliged to sign a Study Agreement (Memorandum of Agreement) with the West Coast District Municipality.

## **12. AMENDMENT OF THE POLICY**

- 12.1 West Coast District Municipality may from time to time amend this Policy and no one shall make a claim based on a previous policy.

## **13. EFFECTIVE DATE**

- 13.1 This Policy shall commence on the date on which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

# MEMORANDUM OF AGREEMENT

Concluded between

**WEST COAST DISTRICT MUNICIPALITY**  
(hereinafter called the "MUNICIPALITY")

And

\_\_\_\_\_  
**(FULL NAMES AND SURNAME)**

**ID Number**

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(hereinafter called the "STUDENT")

WHEREAS the STUDENT wishes to undertake studies towards \_\_\_\_\_ (hereafter called the "QUALIFICATION").

AND WHEREAS the MUNICIPALITY has agreed to financially assist the STUDENT in regard to the attainment of the QUALIFICATION, subject to the conditions of this agreement.

NOW THEREFORE THE PARTIES HERETO HAVE AGREED EACH WITH THE OTHER:

## 1. RESPONSIBILITIES OF THE WEST COAST DISTRICT MUNICIPALITY

The MUNICIPALITY undertakes to grant a bursary in the amount of R\_\_\_\_\_ (\_\_\_\_\_) to the successful STUDENT for a year as stated herein, provided that –

- 1.1 The MUNICIPALITY undertakes to make available a bursary to the STUDENT for the minimum period prescribed by the academic institution for completing his/her qualification.
- 1.2 The MUNICIPALITY will make available a bursary which must be utilised for registration, class fees, examination fees and study material, however, excluding fees for any registration and/or subject that the STUDENT has failed.

- 1.3 The bursary will only be payable by the MUNICIPALITY if it is satisfied that the STUDENT has enrolled and registered as a full time student and has produced official documentation in this regard.
- 1.4 Bursary assistance will only be awarded to STUDENTS who are studying towards the achievement of their first degree or national diploma.
- 1.5 No travelling, accommodation or subsistence expenses and general expenses will be funded.
- 1.6 If a STUDENT has paid the registration, class fees, examination fees, and study material, he/she may claim reimbursement on submission of documentary proof of the said amount.
- 1.7 No payments will be approved or activated without the prescribed documentary proof.

## **2. OBLIGATIONS AND UNDERTAKING BY STUDENT**

The STUDENT undertakes –

- 2.1 To enrol and register as a STUDENT at an accredited South African academic institution which has been approved by the MUNICIPALITY.
- 2.2 After enrolment and registration, to undertake all studies and do all such other things as may be necessary to qualify himself/herself for the qualification.
- 2.3 To complete the qualification within the minimum period prescribed by the academic institution.
- 2.4 To furnish the MUNICIPALITY with acceptable written proof of registration for the qualification at the commencement of each year of study.
- 2.5 To furnish the MUNICIPALITY with a certificate detailing his/her examination results and general progress report by the end of July and the end of November.

**DATED and SIGNED at** \_\_\_\_\_ **this** \_\_\_\_\_ **day of**  
\_\_\_\_\_ **20** \_\_\_\_\_.

\_\_\_\_\_  
**STUDENT (Initials and Surname)**

\_\_\_\_\_  
**STUDENT SIGNATURE**

**AS WITNESS:**

\_\_\_\_\_  
**WITNESS (Initials and Surname)**

\_\_\_\_\_  
**WITNESS SIGNATURE**

DATED and SIGNED at \_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
For West Coast DM (Initials and Surname) SIGNATURE

AS WITNESS:

\_\_\_\_\_  
WITNESS (Initials and Surname) WITNESS SIGNATURE



Rig alle korrespondensie aan:  
Address all correspondence to:

**WESKUS DISTRIKSMUNISIPALITEIT  
WEST COAST DISTRICT MUNICIPALITY**

Posbus / P O Box 242  
MOORREESBURG 7310

**MUNISIPALE BESTUURDER /  
MUNICIPAL MANAGER**

Navrae / Enquiries: HF Prins  
Verw. Nr. / Ref. No.: 7/6/1



Telefoon / Phone: (022) 433-8400  
Faks / Fax: (022) 433-8484  
E-pos Adres / E-mail Address:  
[westcoast@wcdm.co.za](mailto:westcoast@wcdm.co.za)

## MUNICIPAL EXTERNAL BURSARY FUND APPLICATION FORM

(PLEASE NOTE: This form must be completed in the own handwriting of the applicant)

PART A: PERSONAL PARTICULARS											
SURNAME						TITLE	MR	MRS	MISS		
FIRST NAMES											
IDENTITY NUMBER										AGE	
(Attach an originally certified copy of your identity document)						DATE OF BIRTH					
For the purpose of monitoring employment equity in terms of bursaries, it would be appreciated if you would provide information regarding your race, gender and disability.											
GENDER	MALE	FEMALE	DISABILITY (Please specify)								
RACE	ASIAN	AFRICAN	COLOURED	WHITE	OTHER						
PERMANENT RESIDENTIAL ADDRESS (Attach proof of permanent residential address)											
			POSTAL CODE								
ADDRESS AT WHICH YOU CAN BE CONTACTED AT ALL TIMES											
			POSTAL CODE								
PERMANENT ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS											
			POSTAL CODE								
HOME TELEPHONE NUMBER			CELLULAR NUMBER			ALTERNATIVE NUMBER					
ANY RELATIONSHIP WITH AN EMPLOYEE(S) OF THE WEST COAST DISTRICT MUNICIPALITY											
YES		NO		1.							
IF YES, NAME OF EMPLOYEE(S)			2.								
ANY RELATIONSHIP WITH A COUNCILLOR(S) OF THE WEST COAST DISTRICT MUNICIPALITY											
YES		NO		1.							
IF YES, NAME OF COUNCILLOR(S)			2.								

PART B: HOUSEHOLD CIRCUMSTANCES			
<b>MONTHLY HOUSEHOLD INCOME</b> (Attached originally certified true copies of payslips of at least three (3) months or sworn affidavits)			
R0 – R2,500	R2,501 – R5,000	R5,001 – R7,500	R7,501 – R10,000
R10,001 – R12,500	R12,501 – R15,000	R15,001 – R17,500	R17,501 and more
STATE NUMBER OF PERSONS DEPENDANT ON THE MONTHLY HOUSEHOLD INCOME			
PART C: COMPULSORY EDUCATIONAL INFORMATION			
SUBJECTS OF HIGHEST STANDARD PASSED			SYMBOLS OBTAINED
(Attach originally certified true copy of results)			
POST SCHOOL QUALIFICATIONS			
NAME OF INTITUTION			
STUDY COURSE			
SUBJECTS ALREADY PASSED		YEAR IN WHICH SUBJECTS WERE PASSED	
(Attach originally certified true copy of results)			
PART D: BURSARY PARTICULARS			
STUDY COURSE BURSARY IS APPLIED FOR			
DURATION OF STUDY COURSE			
NAME OF EDUCATIONAL INSTITUTION AT WHICH YOU ARE OR WILL BE STUDYING			
TOTAL ANNUAL ESTIMATED STUDY FEES		R	
STUDENT NUMBER		ACADEMIC YEAR (e.g. 1 <sup>st</sup> or 2 <sup>nd</sup> )	
STUDY COURSE ENROLLED FOR			
NAME OF EDUCATIONAL INSTITUTION			
REGISTRATION COST (attach proof)		R	
CLASS FEES		R	
COST OF STUDY MATERIAL		R	
OTHER COST (specify)		R	
TOTAL COST		R	
SUBJECTS ENROLLED FOR			
1.			2.
3.			4.
5.			6.
7.			8.



<b>PART E: GENERAL INFORMATION</b>			
<b>HAVE YOU RECEIVED A BURSARY FROM THE WEST COAST DM IN THE PAST?</b>	<b>YES</b>	<b>NO</b>	
<b>DO YOU RECEIVE A BURSARY AND / OR ASSISTANCE FROM ANOTHER INSTITUTION?</b>	<b>YES</b>	<b>NO</b>	
<b>IF YES, STATE WHETHER IT IS A FULL BURSARY AND / OR ASSISTANCE</b>	<b>YES</b>	<b>NO</b>	
<b>PLEASE MOTIVATE WHY YOU HAVE CHOSEN THIS STUDY COURSE:</b>			
<b>PART F: REFERENCES</b>			
<b>PLEASE PROVIDE THE NAMES OF TWO TEACHERS / LECTURERS / TUTORS TO WHOM YOU ARE WELL KNOWN AND WHOM THE WEST COAST DM MAY CONTACT:</b>			
<b>NAME</b>		<b>TELEPHONE</b>	
<b>NAME</b>		<b>TELEPHONE</b>	
<b>I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE SUBMISSION OF FRAUDULENT INFORMATION WILL LEAD TO AUTOMATIC DISQUALIFICATION AND/OR WITHDRAWAL OF ALL FINANCIAL ASSISTANCE GRANTED IN TERMS OF THE EXTERNAL BURSARY FUND, OR A CLAIM THAT ALL FEES BE PAID BACK TO THE WEST COAST DISTRICT MUNICIPALITY. IN APPROPRIATE CASES, THE MATTER MAY ALSO BE REPORTED TO THE SOUTH AFRICAN POLICE SERVICES.</b>			
<b>SIGNATURE</b>		<b>DATE</b>	
<b>SIGNATURE OF GUARDIAN</b> (in the case of a minor)		<b>DATE</b>	

**PLEASE NOTE THAT IN TERMS OF THE APPROVED EXTERNAL BURSARY FUND POLICY OF THE WEST COAST DISTRICT MUNICIPALITY -**

- **The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.**
- **Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.**
- **West Coast District Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.**
- **Should Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the External Bursary Fund.**
- **Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the External Bursary Fund, or a claim that all fees be paid back to the West Coast District Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.**
- **Students will be obliged to submit progress reports twice per year at the end of July and November.**
- **Students to whom participation in the External Bursary Fund have been granted will be obliged to sign a Study Agreement (Memorandum of Agreement) with the West Coast District Municipality.**