



COMMUNITY BURSARY SCHEME

2023/24

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POLICIES APPROVAL

POLICY FOR MARULENG MUNICIPLAITY

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Document enquiries can be directed to:

Attention :

Address : Maruleng Local Municipality
64 Springbok Street
P O Box
Hoedspruit
1380

E-Mail : mafologelaj@maruleng.gov.za

Telefax : (015) 793 2341

Telephone : (015) 793 2409

NB. Amendments to the MLM Policies will be by Council resolution or approval/review and such an approval must be recommended.

1. POLICY STATEMENT

As part of its corporate and social investment initiative, the Municipality has identified the Skills development platform as a priority for contributing towards a Skilled South Africa by identifying financial assistance as a starting point. In this regard the Municipality has committed itself to providing financial assistance by granting student's bursaries.

2. OBJECTIVE

- 2.1 To serve as a motivation for learners from our municipality to perform well and to instill a culture of learning within our communities.
- 2.2 To contribute towards developing a new cadre of competent and committed future employees for a people oriented service;
- 2.3 To facilitate mobility of students in an attempt to find employment both in the private and public sector;
- 2.4 To provide insight in to future employment opportunities;
- 2.5 To provide assistance to students in achieving their future dreams through education;
- 2.6 To improve the foundations for human capital development;
- 2.7 To ensure improvement for the supply of high quality skills (particularly scarce skills), which are more responsive to social and economic needs; and
- 2.8 To contribute towards municipality's participation in lifelong learning.

3. FOCUS AREAS OF STUDENT ASSISTANCE POLICY

- 3.1 Financial Assistance
- 3.2 Work Integrated Learning

4. SCOPE

The granting of bursaries to citizens of Maruleng Municipality

5. DEFINITIONS

- 5.1 '**Bursar**' means a resident of the Maruleng Local Municipality whom the bursary is given to;

5.2 **'Municipal Council'** means Maruleng Municipal Council referred to in Section 59 read with section 81(2) of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000), in terms of Section 157 (1) of the Constitution of the Republic of South Africa, 1996 (Act 108, 1996), or person designated by any legislation or resolution of Municipality to represent it;

5.3 **'Course duration'** means the number of years allowed for completion of the course as provided for in the rules and regulations of the institution or stipulated in any law of the Republic of South Africa;

5.4 **'Institution'** means a University / Technikon or FET institution registered and approved by South African Qualifications Authority (SAQA);

5.5 **'Examination'** a final testing of the proficiency of knowledge of a student (oral or written) in a particular subject / module prescribed by the institution, towards the completion of a module or subject; and

5.6 **'Qualifications'** means a certificate, diploma, undergraduate degree, Honours / Masters and or Doctorate Degrees.

6. LEGISLATIVE FRAMEWORK

6.1 All councilors shall abide by schedule 1 of the Local Government: Municipal System Act no 32 of 2000; and

6.2 All council employees shall abide by schedule 2 of the Local Government: Municipal System Act no 32 of 2000.

7. COMPOSITION OF BURSARY COMMITTEE

7.1 The bursary management committee shall consist of the following members:

- Head of Admin Portfolio
- Director Corporate Services
- HR Manager
- Skills Development Facilitator

7.2 The committee shall meet biannually and special meetings can be convened as and when there are matters that requires the attention of the committee.

8. BUDGET PRINCIPLES

8.1 The Human Resource Development division shall budget each year for financial assistance to be granted to citizens of MLM during the academic year. This shall be based on projected increase in academic fees. Any amount left at year-end should be transferred to the Municipality's surplus for the year.

Note: The bursary amount awarded to bursars will be inflation related and will change from time to time.

9. CONDITIONS FOR FINANCIAL ASSISTANCE

9.1 The conditions stipulated hereunder shall apply with regard to awarding of bursaries to applicants

Depending on the availability of funds:

- 9.1.1 The Municipality may award bursaries to residents who are fulltime students and are registered at any tertiary institution and studying towards a degree / diploma.
- 9.1.2 The bursary fee will exclusively cover tuition, books, accommodation and meals at the institution. A bursar is allowed to register for the requisite courses /subjects as prescribed by the laws of the institution.
- 9.1.3 A bursar should only be allowed one bursary per year from the Municipality, irrespective of the quantity of modules registered for.
- 9.1.4 Special Merit Cases may be considered and can only be referred to the Municipal Manager through the sole recommendation of the bursary committee and special merit cases can only be referred to the committee by the Office of the Mayor.
- 9.1.5 **Only shortlisted and qualifying applicants shall be awarded a bursary. The maximum amount per holder shall be R75 000.00**

10. APPLICATION PROCESS

Application forms shall be distributed during the annual bursary awareness campaign and all forms must be returned to the municipality on or before 15 January of each academic year.

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- 10.1.1 A maximum of ten (10) beneficiaries will be awarded a bursary.
 - 10.1.1.1 All learners shall be afforded with an equal opportunity; and
 - 10.1.1.2 Verification of results shall be conducted in a fair and transparent manner.
 - 10.1.1.3 Possible beneficiaries must be able to produce proof of admission at an institution of Higher Learning.
 - 10.1.1.4 All processes shall be concluded by the 30th January of each academic year.

11. ADMINISTRATION PROCESS

11.1 The Skills Development Officer shall ensure that:

- 11.1.1 All successful applicants will be required to enter into a written learner agreement form.
- 11.1.2 Before a bursary is paid out by the Municipality, the recipient should provide proof of registration at the relevant institution;
- 11.1.3 Payments of registration and tuition fees are done directly to the relevant educational institutions upon receipt of proof of admission. Only if the student can prove that they have already paid the relevant fees with a valid receipt, may the bursary be paid to the student.

12. COMMUNICATION

- 12.1 The Bursar must keep the Skills Development Facilitator informed of their academic progress by supplying original receipts and examination results of the educational institution, to the municipality;
- 12.2 The Municipality may at any time suspend the financial assistance to the bursar in its sole discretion, if the bursar is not making satisfactory academic progress. A bursar shall be deemed to be making satisfactory academic progress if he / she has passed more than 50% of the course(s) / subject(s) registered for in an academic year;
- 12.3 The bursar shall be given one opportunity to repeat failed course(s) / subject(s).
- 12.4 The bursar must communicate their intention to change study direction or learning institutions, by writing to the Skills Development Facilitator. Such a change can only be effected on approval by the Municipal Manager.

13. BURSARY CANCELLATION

13.1 Should a bursar be excluded or expelled from the institution or decide to discontinue their studies, the bursary shall be cancelled immediately.

13.2 The municipality reserves the right to cancel the bursary should the beneficiary fail to produce satisfactory results or be criminally charged and convicted during period of study. Cancellation shall be done sixty (60) days prior to allow the beneficiary to find alternative relief.

13.3 The bursar may be forced to repay the municipality should it be found that he/she willfully and on purpose misrepresented information that may have led the municipality to commit a fruitless expenditure, the bursar shall be compelled to sign an Acknowledgement of Debt Form. This shall be handled by the legal division and effected before the expiry of three (3) months following conclusion of investigation.

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