

STUDY BURSARY POLICY (SBP): MATJHABENG LOCAL MUNICIPALITY

1. PREAMBLE

The Matjhabeng Local Municipality (MLM) has a social and moral obligation to invest in the community within its area of jurisdiction by availing funds for education and training in various occupations such as technical, professional and administrative occupations.

The Matjhabeng Local Municipality (MLM) will budget annually for funds pertaining to bursaries for applicants intending to follow approved scholarships, especially in critical and scarce fields of learning.

2. AIM AND SCOPE

The aim of the Study Bursary Policy (SBP) is to provide financial assistance to needy learners in order for them to pursue qualifications especially in respect of critical and scarce fields of learning which will ultimately build capacity to enhance service delivery.

The policy therefore seeks to ensure the empowerment of people from disadvantaged backgrounds who would like to pursue academic studies at institutions of higher learning. The number of bursaries to be awarded will be determined by the annual availability of funds. The donation bursary shall be granted to the indigent family children who show exceptional academics excellence, (MFMA secular 8, 2004) and children who comes from the middle class earning families.

3. CONDITIONS FOR FINANCIAL ASSISTANCE

- 3.1 Candidates must permanently reside within MLM and willing to pursue studies that will build knowledge and skills applicable to the functions and activities of a local authority and/or capacity within scarce skills such as infrastructure and finance related learning areas.
- 3.2 The study bursary is granted to pay 100% of the bursary holders study fees whereby it includes registration, tuition, boarding fees and 50% book/study material fees. If a bursary holder makes use of private boarding, the average of hostel tariffs of the institution where the concerned bursary holder studies is used as a basis for the calculation of boarding fees.
- 3.3 Upon completion of studies, provided the municipality has a vacancy, the learner may be required to work for the municipality for a period of not less than one (1) year as an intern or apprentice. Any appointment shall be

governed according to the contract to be concluded with the Matjhabeng Local Municipality (MLM).

- 3.4 The Municipality reserves the right to withhold any financial assistance or to cancel any agreement in terms of this policy in the event that the Municipality in its sole discretion considers that circumstances would justify such withholding or cancellation.
- 3.5 If the bursary holder does not make satisfactory academic progress, the Municipality may at any time withdraw or suspend financial assistance to the bursary holder.
- 3.6 If a bursary holder fails a specific study year, he/she will be allowed to repeat the specific study year in the following calendar year on his/her own cost. After successful completion of the mentioned study year, the bursary will continue until the approved study course is completed. If the bursary holder fails the study year he/she repeated on his/her own cost, or any other study year of the course, the bursary will be terminated.
- 3.7 A bursary holder must submit to Council his/her semester and year results as soon as same is available.
- 3.8 The bursary will be paid directly to the Academic Institution concerned on receipt of the official financial statement of the following academic year except the payment in respect of private accommodation, which will be paid to the bursary holder itself.
- 3.9 If Council's study bursary holder is taken over a bursary holder of another institution, in other words if all expenses as specified by Council is provided by another institution, the MLM bursary will be suspended. It will however still be required from the bursary holder to submit his/her academic examination results to Council.

4. BURSARY COMMITTEE

The Bursary Committee, chaired by the Speaker or his/her duly secondi, shall be composed as per discretion of the Executive Mayor.

The role and functions of the bursary committee are as follows:

- Assess all applications and approve/disapprove them.
- Approve postponements taking over and wavering of bursary obligations.

- Approve deviations from approved study fields /institutions.
- Ensure that the screening process becomes justifiable.
- Ensure that the intended field of study is appropriate to meet the skills needs of the Municipality.
- Ensure that the approved budgeted amount is not exceeded.

5. RECRUITMENT AND SELECTION

- 5.1 Advertisement for inviting applicants for financial assistance shall be issued and circulated within the Matjhabeng Municipal Wards annually during July to reach the Office of the Executive Mayor not later than 30 September unless otherwise resolved by the Executive Mayor.
- 5.2 The Bursary Committee shall within a month after the closing date scrutinize and select applicants who qualify for financial assistance.
- 5.3 The Bursary committee shall approves/disapproves applications after detailed assessment.
- 5.4 All applicants must be informed of the outcome of their applications on or before 30 November each year unless otherwise resolved by the Executive Mayor.
- 5.5 All successful applicants must sign Contractual Binding Forms (Learner Agreements).

6. CONTRACTUAL OBLIGATIONS

- 6.1 A learner who received a bursary from the Municipality to study full-time shall redeem the bursary by serving the Municipality for a period equal to that for which the bursary was granted.
- 6.2 The bursary holder must inform the Bursary Committee of his/her academic progress, examination results and change of status, e.g. cancellation, discontinuity, transfer etc. per academic semester or year.

7. SUBMISSION OF APPLICATIONS

- 7.1 If all required documents that are needed by the Bursary Committee are not available by a pre-determined closing date, the applicant shall be disqualified.

7.2 A notice shall be given annually in the local newspaper inviting submission of bursary applications from interested community members.

7.3 The final decision will be taken by the Bursary Committee and be forwarded to Council for cognisance.

8. BURSARY CANCELLATION

8.1 If the bursary holder is expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled forthwith and the bursary holder shall have to repay the Municipality at an interest rate applicable from time to time to debts due to the state as determined by the Minister of Finance in terms of the Municipal Finance Management Act No. 56 of 2003.

8.2 Funding or Bursary can be withdrawn on the bases of failure of compliance in submitting the required documents.

8.3 The bursary can be withdrawn based on the discipline, behaviour and general conduct of the student or a bursary holder.

8.4 The bursary can be withdrawn based on the academic performance of the student. There will be no situation whereby the municipality shall pay the fees for the student who failed some subject and re-register them in the following academic year.

8.5 All students can withdraw their bursaries in case:

- The financial position of the family has improved.
- The students want to change studies funded by the scheme.
- If the student fails one of his / her major course therefore the sponsor will be suspended until the results of the failed subject is submitted to the delegated official of the municipality.
- The bursary holder, who decides not to work for the Municipality after completion of his/her studies, shall repay the full bursary amount within a period as determined by Council/delegated person.

9. IMPLEMENTATION AND MONITORING

The Office of the Executive Mayor will be responsible for the implementation of this policy and ensures the establishing of a database of scholarship beneficiaries.

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