

OVERBERG

DISTRICT MUNICIPALITY



EXTERNAL FINANCIAL AID ASSISTANCE

Council Resolution No:
Date:
Municipal Manager:
Executive Mayor
Reference No:
Municipal Code No:

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1. Introduction

Overberg District Municipality acknowledge its social responsibility towards the community of the Overberg District and that unemployment is caused by, among others, lack of skills and qualifications. To assist in addressing this problem Overberg District is committed in assisting to equip the youth with academic qualifications. In support of Overberg District vision and mission and to enhance career focused human development and learning, the Municipality has to support external prospective employees, in the formal academic studies to develop their knowledge and skills base subject to available resources.

2. Scope of Applicability

This policy shall be applicable to all student's resident within the Overberg District area for a reasonable period and registered with a statutory recognized accredited educational or academic institution.

3. Applicable Legislation

- This policy derives its mandate from the following:
- The Employment Equity Act, No. 55 of 1998
- The Human Resource Development Strategy for Public Service (Vision 2015)
- The National Skills Development Strategy (2006-2010)
- The Public Service Regulations 2001
- The Skills Development Act, No. 97 of 1998
- The Skills Development Levies Act, No. 9 of 1999

4. Policy Objective

The external Bursary Aid Policy is aimed at:

- 4.1 Awarding bursaries annually to prospective students residing in the Overberg District area, in compliance with the Employment Equity Act, Skills Development Act, and other relevant legislation, unless otherwise determined by Council.
- 4.2 Increasing the level of investment in education and training, growth, development and also enhance human resources development within the Overberg District areas.
- 4.3 Encourage unemployed youth to engage in or to continue studies in order to develop the skills and level of academic achievements in in line with the labour market demands.
- 4.4 Improve the advancement of previously disadvantages communities.

Approved Courses of Study

- 6.1 Council shall recognize any field of study which is in the interest of Overberg District Municipality that takes place at statutory recognized accredited educational or academic institutions within South Africa.
- 6.2 Recognized accredited educational or academic institutions where it appears in this policy shall refer to one of the following:
- University of Stellenbosch & Stellenbosch College (s)
 - University of South Africa (UNISA)
 - Cape Provincial University of Technology (CPUT)
 - Any other recognized Universities in the RSA
 - Technical College or Technical Institution
 - TVET Colleges
 - Correspondence College
- 6.3 The courses/subjects selected must be directly linked to operational activities of the Overberg District Municipality.
- 6.4 Awarding of bursary in respect of Provincial Treasury Capacity Building Financial Assistance shall include the following courses:
- Engineering – (civil, water, sanitation, electrical) etc.
 - Financial Accounting
 - Accounting
 - Town Planning, Building Inspector, Project Management and Law
- 6.5 Awarding of any other bursaries from other governmental organizations will be executed in their terms and conditions as prescribed documentation received by the Municipality.

5. Allocation of the Bursary

Bursary allocations, subject to availability of funds approved annually on the Municipality's operating budget, will be done according to the approved system of delegations as it may change from time to time and according to the rules of the study bursary as set out in this policy.

6. Study Fees

- 8.1 The term "study fees" shall mean registration, class /tuition, accommodation and books but shall not include any penalties that are imposed by the educational institution or membership of any student body. Council will pay the study fees in full directly to the relevant educational institution.
- 8.2 No travelling and subsistence expenses and general expenses will be funded.
- 8.3 The student must submit documentary proof by means of a statement, account, or invoice on which the study fees that are payable are fully specified and defined.

- 8.4 If the student has paid the fees, he/she may claim reimbursement on submission of documentary proof of the said amount. Reimbursement claims may not be submitted after more than six calendar months after passing the final examination of the said course.

9. Administration of the Bursary

- 9.1 The bursary administration will be done by the Directorate Corporate Services-with the assistance of the Human Resource Practitioner (Skills Development Facilitator).
- 9.2 All bursary applications must be submitted on the prescribed application form available from the Human Resources Department to reach Overberg District Municipality on or before the closing date as stipulated in the advertisement referred to in clause 9.3.
- 9.3. The availability of bursaries may be advertised in the local newspapers; flyers local, notice boards and municipal website.
- 9.4 All applicants will be informed in writing timeously, of the outcome of their application. Allocated bursaries will be paid to successful bursary applicants timeously.
- 9.5 Students who received bursaries may not be obliged to work for the municipality after they have completed their studies but are welcome to apply for an internship or any other position advertised.
- 9.6 Incomplete bursary applications will not be considered.
- 9.7 All bursary applications must be accompanied by the following:
- A letter of motivation by the student as to why he/she should be awarded the bursary aid applied for
 - Certified copy of identity document
 - Original registration certificate from a statutory recognized accredited educational or academic institution within South Africa indicating the course of study and subjects to be followed
 - Letter of acceptance as a student from the Educational Institution
 - A resume of student's background - maximum of 3 pages
 - Proof of residence within the Greater Overberg District Municipal area
 - Proof of Grade 12 results
 - Proof of parents/guardian's combined income not to exceed R15000-00 per month -
 - Certified copies of progress reports after each semester

Overberg District Municipality will not be held accountable for students not being registered, should the bursary process, for any reason whatsoever, be delayed/withdrawn.

- 9.8 Payments made by the bursar towards study fees will only be processed and refunded to the bursar on receipt of documentary proof of such payments to the necessary institution(s). Such refunds will only be done within the said timeframe as mentioned in clause 8.3.

10. Withdrawal of Assistance and/or discontinuation of the bursary

The Council reserves the right to withdraw/discontinue all future bursary payments in the event.

- 10.1 that the Council is dissatisfied with the student's study performance which is based upon progress reports received after each semester
- 10.2 that the bursar changes his/her status, at any time during the course of study, from full-time to part-time without prior consultation with and approval from Overberg District Municipality.
- 10.3 that the bursar changes his/her enrolled subjects/study course without prior consultation with and approval from Overberg District Municipality.
- 10.4 that the bursar, for any reason whatsoever, terminates his/her enrolled subjects/study course without prior consultation with and approval from Overberg District Municipality.
- 10.5 that the bursar is expelled from the appropriate educational institution due to any form of misconduct and/or fraud, whether academically or misbehavior from the bursary recipient, which include but is not limited to the following.
 - Cheating
 - Committing academic misconduct
 - Falsification of information, academic, personal, or otherwise
- 10.6 A new application for a bursary in future from such bursar shall not be considered.
- 10.7 that the bursary office obtain documentary proof contradictory to the information supplied by a bursar on an application form and verification of obtained information is as found incorrect.
- 10.8 In the case of withdrawal/discontinuation of assistance in all of the abovementioned events, the Council reserves the right to recover the outstanding bursary amounts plus interest as calculated by the Training Committee from the bursary recipient or his/her surety over a reasonable period.

11. Contractual Obligations

- 11.1 A contractual agreement will be entered into and signed by all relevant parties.
- 20.2 It may not be expected of bursars to do practical training and/or vocational work at Overberg District Municipality for a period as agreed upon. The municipality will advertise any opportunities available e.g internships and WIL. This practical or vocational work may be provided during the completion of studies or as indicated by the needs of the Overberg District Municipality.

12. General Provisions

Overberg District Municipality reserves the right to withdraw bursary aid for whatever reason (s) it deems appropriate



OVERBERG DISTRICT MUNICIPALITY

AGREEMENT OF STUDENT BURSARY

MEMORANDUM OF UNDERSTANDING

Entered into by and between

OVERBERG DISTRICT MUNICIPALITY
(hereafter referred to as the “Municipality”)

AND

(Hereafter referred to as the “Student”)

The Municipality approve the provision of a student bursary to the student to obtain a qualification in the Financial, Economics, Internal Audit, Risk Management, Project Management, ITC and Infrastructure study ambit, from an approved educational institution. The amount will be paid over to the institution as a bursary to assist the student financially for specific years of studies (*payment of the bursary is subjected upon the submission of invoices by the student*).

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. This study bursary is only valid for three (2) years.
2. The study bursary must be re-evaluated at the end of each academic year. The re-evaluation of the study bursary will be taken and considered according to the semester examination outcome or marks and other funding received by the student.
3. This study bursary amount will be paid over by the Municipality for specific academic year and balance costs are the responsibility of the Student.
4. The Student agrees that at the end of each semester term the Student, within 10 working days after the examination results are known, will submit satisfactory evidence to the Municipality of the examination results in respect of the subjects or modules for which was entered at the beginning of the semester which the study bursary is granted.
5. If the Student fails, the subjects or some of the subjects for the year the Municipality has no obligation to pay any more money towards the student or educational institution.
6. If the Student fails to write the examination of subjects or modules for which this Study Bursary is granted, or poor presentation is prevented the student from writing the examination, he/she does not have to receive any further bursary, unless such reasons accepted by the Municipality.
7. The student is not obliged to provide service to the Municipality as a Financial Intern after successful completion of his/her studies. Financial Internships are made available by the Municipality for students who have completed their studies encourage to apply when advertised.
8. The bursar chooses as his/her domicile citandi executandi and for the purposes of any notice or service of any process that results from this agreement arising the following address:
9. The student will communicate to the Municipality to the following address:
The Department Human Resources
26 Long Street or Private Bag X22
BREDASDORP
7280

THUS, DONE AND SIGNED AT ----- ON THIS -----DAY OF -----IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

Witnesses:

1. _____

MUNICIPAL MANAGER

2. _____

Witnesses

1. _____

STUDENT

2. _____



OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI

OVERBERG DISTRICT MUNICIPALITY

External Bursary Application

FOR OFFICE USE ONLY

Approved	
Not Approved	
Conditional Approved	



**Western Cape
Government**

Provincial Treasury

INSTRUCTIONS

1. Read carefully before completing, signing, or submitting this form.
2. Ensure that this form is completed in full.
3. Note that this bursary cannot be used to pay for existing loans or debts.

Criteria:

1. Ensure that this form is duly signed.
2. Application forms with incomplete information will be disqualified.
3. Application forms with incorrect information will lead to your application being disqualified.
4. No faxed application forms will be accepted.

Required documents:	Tick	
Certified Identity document (ID)	Yes	No
Proof of application/admission to the relevant study institution of Higher Education and Training with projected study duration, course scope, tuition costs, accommodation, and relevant banking details	Yes	No
Certified copy of municipality's Utility Bill or account statement (as proof of address)	Yes	No
In the case of parents/guardian not working original affidavit (South African Police Services) declaring as such	Yes	No
Certified copy September 2021 results	Yes	No
Parents salary advices	Yes	No
Parents certified copies of ID's	Yes	No

NB! No applications will be considered if not accompanied by all required documents.

Post completed forms or hand deliver to:

Human Resource Department	Human Resource Department
Overberg District Municipality	Overberg District Municipality
Private Bag X22	26 Long Street
BREDASDORP	BREDASDORP
7280	7280
For the attention of:	For the attention of:

SECTION A- PERSONAL DETAILS OF APPLICANT

Surname: _____

First names: _____

Date of birth: _____ Age: _____

Identity Number: _____

Home Language: _____

SA Citizenship: Yes No

Gender: Male Female

Race: African Indian Coloured White

Do you have a disability: Yes No

If YES, describe the nature of the disability: _____

Residential address with postal code: _____

Code: _____

Postal address with postal code: _____

Code: _____

Contact telephone numbers including dialing codes:

Cellular: _____

Other Contacts: _____

Email address: _____

Have you ever been found guilty of a criminal offence? Yes No

If YES, please specify the nature and date of offence: _____

SECTION B- HIGH SCHOOL ATTENDED

Name of school: _____

School address: _____

Postal code: _____

Local Municipality: _____ Town: _____

Grade: Currently in Grade 12 Completed Grade 12

Subjects (List them Below)

Subject	Grade	Symbol	Percentage

NB: Attached proof of the latest results.

SECTION C – INTENDED TERTIARY STUDY FOR THE NEW ACADEMIC YEAR

Name of qualification: _____

Name of Institution: _____

Field/Area of study: _____

Duration of study: _____

Are you receiving any other bursaries or loan? Yes No

If YES, describe below the nature of financial assistance and any obligations involved and provide the name of the institution that granted the bursary/loan assistance:

(Please attached proof of admission to accredited tertiary institution)

SECTION D (Parent 1) – DETAILS OF FATHER / MOTHER/ GUARDIAN

Name and Surname: _____

Identity No: _____

Relationship: Mother Father Other Specify: _____

Residential address with postal code: _____

Code: _____

Postal address with postal code: _____

Code: _____

Contact numbers including dialling code: _____

Home: _____ Work: _____

Cellular: _____

Email address: _____

Parent 1 - EMPLOYMENT DETAILS

Name of employer: _____

Monthly Salary: _____

Address of Employer: _____

Code: _____

Contact telephone details of Employer: _____

Parent 2: DETAILS OF FATHER / MOTHER/ GUARDIAN

Name and Surname: _____

Identity No: _____

Relationship: Mother Father Other Specify: _____

Residential address with postal code: _____

Code: _____

Postal address with postal code: _____

Code: _____

Contact telephone numbers including dialling code: _____

Home: _____ Work: _____

Cellular: _____

Email address: _____

Parent 2 - EMPLOYMENT DETAILS

Name of employer: _____

Monthly Salary: _____

Address of Employer: _____

Code: _____

Contact telephone details of Employer: _____

SECTION E – DECLARATION

I hereby declare that **ALL** the information provided in this application form is complete and correct.

I hereby acknowledge that if **ANY** of the information provided in this application form is found to be incomplete and/or incorrect, my application will be disqualified.

Signature of:

APPLICANT: _____

Name: _____

Date: _____

Signature of (if under 21):

PARENT / LEGAL GUARDIAN: _____

Name: _____

Date: _____