

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



EXTERNAL MAYORAL BURSARY POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

M20/21-84

APROVED AT THE 15TH SPECIAL MUNICIPAL COUNCIL MEETING OF 30TH MAY 2021

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1. DEFINITIONS

The following are definitions of the terms applicable to this Policy:

"Academic year"	The year on which the bursar undertakes his/her studies.
"Bursar/Student"	Means persons to whom a study bursary/ aid is granted.
"Bursary"	Means the financial assistance provided by the Municipality to enable the bursar to study at the Universities, University Of Technology and TVET Colleges.
"Bursary Agreement"	Means this signed agreement
"Municipality"	Means Elias Motsoaledi Local Municipality
"Parties"	Means the bursar and his/her legal guardian/parent and the municipality.
"Year"	Refers to an academic year of the higher institution of learning.

2. PREAMBLE

- 2.1. This External Mayoral Bursary Policy provides guidelines for the implementation and effective management in the awarding of the bursary and learning process accessed through the Municipal External Mayoral Bursary.
- 2.2. The Elias Motsoaledi Local Municipality is committed to increase the level of investment in education and training in the labor market within the Municipal area of operation.
- 2.3. The Municipality also seeks to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress the said disadvantages through the creation of education opportunities for its residents.
- 2.4. The studies to be funded, the number of recipients or beneficiaries and the costs of bursaries shall be determined annually by giving due consideration of changing circumstances, availability of funds and the needs of the municipality every year.
- 2.5. This Policy is external and focuses on the recruitment and financing ordinarily municipal residents to obtain qualifications to enhance literacy base within the Municipal area of jurisdiction.

2.6. The pursuit of further education ensures continued supply of learned human capital that will enhance and sustain service delivery by the municipality.

2.7. The Municipality set out to enhance human resource development, the level of education and training, growth and development within the Elias Motsoaledi Local Municipality thereby mitigating unemployment over medium to long term.

3. OBJECTIVES

3.1. To give financial assistance to the needy students of the Municipality who pursue qualifications which would ensure a supply of skills for the Municipal area of jurisdiction.

3.2. To support skills development in anticipation of the current and future skills needs of the municipality and her population thereby supporting fields of studies that seek to uplift the socio-economic development of the municipal population.

3.3. To promote an integrated strategic approach in addressing education, training and skills development.

3.4. To increase the levels of investment in education and training in the labor market within the Municipal area of its jurisdiction.

3.5. To cultivate a culture of learning.

4. SCOPE OF APPLICATION

4.1. The Policy is applicable to Elias Motsoaledi Local Municipality's residents who are the recipients of the External Mayoral Bursary. It shall apply to ordinarily residents of the Elias Motsoaledi Local Municipality.

5. LEGISLATIVE AND REGULATORY FRAMEWORK

5.1. The Policy derives its mandate from the following *inter alia*:

- a) Constitution of the Republic of South Africa, 1996;
- b) Skills Development Act, 97 of 1998;
- c) Skills Development Levies Act 9 of 1999;
- d) South African Qualifications Authority Act (including National Qualification Framework), 58 of 1995;
- e) National Skills Development Strategy (2011);
- f) Municipal Finance Management Act 56 of 2003; and
- g) Local Government: Municipal Systems Act 32 of 2000.

6. BURSARY CONDITIONS

The conditions stipulated hereunder shall apply with regard to awarding and payment of bursary transactions to all bursars.

- 6.1. A partnership is formed when the Municipality grants a bursary to the student and the student enters a Bursary Agreement to that effect with the Municipality. Each party must keep to the terms and conditions of the Bursary Agreement.
- 6.2. Payment of the bursary which is due for study, tuition and/or registration fees will be made directly to the relevant institution after receiving specific account/invoices.
- 6.3. The Municipality's External Mayoral Bursary award will focus on skills identified in this policy.
- 6.4. A bursary holder will not be permitted to change from one institution to another without prior recommendation by the relevant the Executive Support Department and written approval from the Municipal Manager.
- 6.5. The bursar is obliged to utilize the bursary only for the approved study direction, no changes will be permitted.
- 6.6. The Municipality may at any time withdraw or suspend financial assistance to the bursar in its sole discretion if the bursar is not making satisfactory academic progress.
- 6.7. Bursary allocation will happen subject to the availability of funds approved annually on the Municipality's operational budget.

7. REQUIREMENTS

- 7.1. Admission to the External Mayoral Bursary will be considered in accordance with the bursary allocation criteria provided in this Policy as well as in the advertisement.
- 7.2. Availability of bursaries will be advertised annually in the local newspaper, Municipal Notice Board and any other public platform available for the Municipality.
- 7.3. Applications for bursaries must be submitted on the prescribed application form for consideration and must reach Elias Motsoaledi Local Municipality on or before the closing date as stipulated in the advertisement.
- 7.4. A student must register at the University, University of Technology or TVET College.
- 7.5. Selected bursars shall sign a Bursary Agreement with the Municipality.
- 7.6. The following must be submitted as supporting documents for application:

- Complete application form;
- Motivational letter;
- Certified copy of ID and Matric/ Grade 12 certificate;
- Proof of residential address;
- Latest academic record if already studying;
- Certified Proof of ID copies of Parents/Guardian;
- Proof of Parent/Guardian income (IF Unemployed attach affidavit); and
- A letter of acceptance or provisional acceptance letter from the University, University Of Technology or TVET College through which applicant wishes to enroll.

8. CRITERIA FOR AWARDING OF BURSARIES

8.1. FIELD OF STUDY

- 8.1.1. The Municipality shall determine the field of study chosen for funding considering skills needs, scarcity, critical skills of the Local Government Sector and the current economic realities of the Municipality.
- 8.1.2. The following are the preferred fields of study the bursary will cover:
 - 8.1.2.1. Civil Engineering;
 - 8.1.2.2. Mining Engineering;
 - 8.1.2.3. Agricultural Engineering;
 - 8.1.2.4. Electrical Engineering;
 - 8.1.2.5. Regional and Town Planning;
 - 8.1.2.6. Finance; and
 - 8.1.2.7. Any other field of study the municipality considers that it would uplift the socio-economic development of the municipal population.
- 8.1.3. Where applicable, consideration is to be had to the geographical representation of the municipality in terms of skills needs and scarcity when selecting the Bursar(s).

9. COMPOSITION OF THE MAYORAL BURSARY COMMITTEE

- 9.1. The Municipal Manager appoints an Mayoral Bursary Committee which shall comprise a minimum of three (3) and a maximum of five (5) municipal employees. The Mayoral Committee may comprise:
 - Representative(s) from Budget and Treasury Office of the municipality;
 - Representative(s) from Corporate Services Department;
 - Representative(s) from Executive Support Department;
 - Representative(s) from Youth unit; or
 - Any other employee appointed by the Municipal Manager.

9.2. The Mayoral Bursary Committee shall make recommendations to the Municipal Manager for final award.

9.3. The Mayoral Bursary Committee shall also identify a number of standby Bursar(s) in case a selected student does not/ cannot take up the offer of an award.

10. FINANCING OF THE BURSARY

10.1. The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with the quest to address scarce and critical skills within the Municipality's area of jurisdiction.

10.2. Payment of the bursary will cover study, tuition and/or registration fees up to the maximum of **R10, 000.00** only payable to the successful Bursar's University, University of Technology or TVET College.

11. IMPLEMENTATION AND MONITORING

11.1. This Policy will be implemented once approved by the Municipal Council.

11.2. The Executive Support Department takes responsibility for monitoring the implementation of this Policy.

12. COMMUNICATION

12.1. This Policy will be communicated to the municipal population including young people of the Municipality using the full range of communication methods available to the municipality.

12.2. Successful applicants will be informed in writing of the outcomes of the application.

13. POLICY REVIEW

13.1. This Policy shall be reviewed as and when necessary.

14. EFFECTIVE DATE

14.1. This Policy shall come into operation on the date approved by the Municipal Council of Elias Motsoaledi Local Municipality.

Signature
Municipal Manager
Mr MM Kgwale

Signature
Mayor
CLLR J.L MATHEBE

ANNEXURE A







EXTERNAL BURSARY APPLICATION FORM

-FULL TIME STUDIES-

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

PLEASE NOTE THE FOLLOWING:

-  CLOSING DATE FOR BURSARY APPLICATION :
-  INCOMPLETE OR LATE APPLICATION WILL NOT BE CONSIDERED
-  USE BLOCK LETTERS TO COMPLETE THE FORM
-  FORWARD YOUR APPLICATION TO:

Physical address

**2nd Grobler Avenue
Groblersdal
0470**

Postal Address

**P O BOX 48
Groblersdal
0470**

HOW DID YOU HEAR ABOUT THE ELIAS MOTSOLEDI LOCAL MUNICIPAL BURSARY?

News paper	Community meeting	Friend	Internet	Career Awareness	Others, Specify
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A. PARTICULARS OF APPLICANT

1. Title:

Male	Female
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6. Surname:.....

7. Full Name(s):.....

8. Identity Number:

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9. Race:

African	Indian	Colored	White
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10. Nationality:.....

11. Disability:

Yes	No
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12. Marital Status:.....

Home language:.....

13. Postal Address

Residential Address

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.....

.....

.....

.....

Postal Code:

Postal Code:

14. Email Address:

15. Cell Number :

16. Tel No (h) :

17. Fax No :

B. PARTICULARS OF A DEGREE/DIPLOMA FOR WHICH YOU WISH TO STUDY.

1. Student Number (if available):

2. At which University/Institution are you/do you intend studying?

.....

3. Degree/Diploma:

4. Main Subjects :

.....

.....

5. Mark the academic year of study for which you apply for:

1 st	2 nd	3 rd	4 th	5 th	6 th
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C. OTHER BURSARIES OR SPONSORS.

6. Are you presently studying with a bursary?

Yes	No
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If yes, name of the Bursary:

Annual Value of the Bursary:

Father's Occupation :

Mother's Occupation :

Guardian's Occupation :

Mark your Father's Monthly income group (R)

< R 2 500	R 2 500- R 5 000	R 5 000- R 15 000
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Mark your Mother's Monthly Income group (R)

< R 2 500	R 2 500- R 5 000	R 5 000- R 15 000
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Mark your Guardian's Monthly Income group (R)

< R 2 500	R 2 500- R 5 000	R 5 000- R 15 000
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Attach proof of income

Or

Sworn Affidavit

7. How many other dependents are still at home?

8. Number of dependents at tertiary institution :

9. Number of dependents still at school :

10. Do you have or have received study loan :

Yes	No
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If yes, name the loan :

For what purpose :

When did you get it :

If you completed you Grade 12/Matric and currently not enrolled at an educational institution, please indicate what are you doing presently :

D. DETAILS OF PARENT/ GUARDIAN/ NEXT OF KIN.

1. Title

Male	Female
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2. Initials: Surname:

3. Full Name(s):

4. Identity Number:

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5. Relationship

Mother	Father	Other, Specify
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6. Residential Address

Postal Address

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.....

.....

.....

.....

.....

Postal Code:

Postal Code:

7. Cell No :








8. Email Address:

9. Tel No :

10. Fax No :

E.DOCUMENTATION.

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

-  CERTIFIED COPIES OF YOUR IDENTITY DOCUMENT
-  MATRIC/GRADE 12 CERTIFICATE OR PROGRESS REPORT
-  CERTIFIED COPIES OF PARENTS/GUARDIAN IDENTITY
-  PROOF OF RESIDENTIAL ADDRESS
-  LATEST ACADEMIC RECORD IF ALREADY STUDYING (AT THE HIGHER INSTITUTION)
-  ACCEPTANCE LETTER (PROVISIONAL ACCEPTANCE LETTER) FROM THE INSTITUTION THROUGH WHICH YOU TO ENROLL.
-  PROOF OF PARENT/GUARDIAN INCOME (IF UNEMPLOYED ATTACH SWORN AFFIDAVIT)

F. DECLARATION

I certify that the information given above is true and correct, and that I have read and understood the conditions governing the granting of the Bursary. In the event of a bursary being awarded to me, I am prepared to enter into a prerequisite contractual agreement with the Elias Motsoaledi Local Municipality.

.....

Signature of Applicant

.....

Signature of Parent/Guardian

.....

Date

.....

Date

ANNEXTURE B

BURSARY AWARD AGREEMENT FOR PROSPECTIVE BURSARY HOLDER

Entered into between:

The Elias Motsoaledi Local Municipality, herein represented by

..... (For office use)

Duly authorized thereto (herein after referred to as “the municipality)

And

.....

(Full names and surname of the bursar)

Identity Number

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*For the agreement to be valid, please attach an ID copy

Herein after refed to as “the bursar”