

Member Bursary Application Form 2022



Please complete the application form thoroughly and submit it to the External Bursary Department.

POST TO: External Bursary Department,
c/o LegalWise, P O Box 1524, Florida, 1709
OR scan and email to helenf@legalwise.co.za
OR fax to 011 670 4557
OR deliver the documents to your nearest LegalWise Branch.

When completing the Bursary Application form, please take note of the following:

- > Read instructions carefully before filling in any information.
- > Please ensure that you write clearly and complete ALL sections.
- > Your application must reach the LegalWise offices by no later than 30 September.
- > You must include certified copies of all required supporting documentation with your application.
- > INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

LegalWise offers a limited number of bursaries to its Members and/or their children. It reserves the right to accept or decline applications at its discretion and in accordance with its own internal decision-making process.

Instructions for submission of application forms:

- > Applications will only be considered if they are completed in full and submitted with all supporting documentation.
- > Please do not send original documents; certified copies are sufficient. SAPS or SA Post Office can certify your documents.
- > Affidavits can be made at your local Police Station.

Selection Criteria:

The following criteria will be strictly adhered to:

- > Bursaries are not offered to first year students. Only students who have already completed, or are in the process of completing their first year of study will be considered. No exceptions will be made.
- > Bursaries are not offered for part-time or correspondence studies. No exceptions will be made.
- > You must currently be registered as a full-time student at an approved University enrolled to study one of the following degrees:
 - LLB
 - BCOM (Law)
 - BA (Law)
 - BCOM (Accounting)
 - BCOM (Human Resource Management)
 - BCOM (Management)
 - BCOM (Industrial Psychology)
- > You must have achieved at least a "C" aggregate (60 %) in your previous year of study. No exceptions will be made.
- > You should be able to speak, read and write English and at least one other official language.
- > In addition to academic achievement you should display determination, a positive attitude and the commitment to succeed. You should also demonstrate initiative and have the ability to work in a team.
- > You should display good interpersonal and communication skills.
- > Shortlisted candidates will be required to go to their nearest LegalWise Branch for an interview before the end of the current year.
- > Bursaries are only awarded for the year following the one in which the application was received.
- > You, your Parent(s) or Legal Guardian must be a fully paid-up Member of LegalWise. This Membership must have been active for at least two years prior to applying. No exceptions will be made.

Supporting Documentation which MUST be included with the Bursary Application Form:

- > A copy of your final Matric results and a complete academic transcript from your tertiary institution, including a copy of your latest exam results for the first semester.
- > A copy of your latest student account from the University reflecting all transactions.

- > A motivation / essay giving details about yourself and why you should be selected as a LegalWise Bursary Holder. **Please limit your essay to 750 words.**
- > Your Parent, Legal Guardian or friend may also write a letter of recommendation for you.
- > Proof of income* for both your Parent(s), Legal Guardian or Spouse (e.g. *payslip, letter from employer, proof of SASSA grants, sworn affidavit or tax return statement not older than 3 months).
- > A certified copy of your South African ID (applicant) and certified copies of the IDs of your Parent(s) or legally appointed Guardian.
- > Proof that you are the biological or adopted child of a LegalWise Member or under the legal guardianship of a LegalWise Member (birth certificate of the child of principal Member, marriage certificate, copy of Membership card, court order granting guardianship) or a LegalWise Member yourself.
- > Confirmation from the University that you are currently registered to study one of the approved degrees previously listed.

Approved Universities:

Bursary applications are invited from people who are already studying full time towards one of the approved degrees from one of the following approved Universities:

Nelson Mandela Metropolitan University
North-West University (Mafikeng or Potchefstroom campus)
Rhodes University
University of Cape Town
University of Fort Hare
University of the Free State
University of Johannesburg
University of Kwa-Zulu Natal
University of Limpopo
University of Pretoria
University of Stellenbosch
University of the Western Cape
University of Witwatersrand (WITS)

What the Bursary covers:

- > The Bursary is a partial bursary awarded to cover annual registration and tuition fees to the maximum value of R40 000.
- > The payment of fees is conditional on academic performance during the year as well as the timely submission of all results and accounts to the Bursary Administrator.
- > The Bursary may be renewed on an annual basis on condition that the Bursary Holder demonstrates adequate academic performance, completes and performs adequately during their required vacation work at a LegalWise Branch and complies with the terms and conditions of their LegalWise Bursary Agreement.
- > No payment will be made towards historical debt in respect of studies already completed or for subjects you failed to complete in the previous year of study.

Bursary Holder Obligations:

- > The Bursary Holder is required to complete their studies in the minimum prescribed number of years as determined by the University at which they have enrolled. Failure to do so may result in the Bursary Holder being required to repay the amount of the Bursary awarded in full to LegalWise.
- > Bursary Holders will be required to work at the LegalWise Branch nearest to them during their University vacation times. Vacation work amounts to 5 weeks per annum: two weeks during the June vacation and three weeks during the December vacation. Training will be provided and Bursary Holders will be remunerated for this time.
- > Bursary Holders studying BCOM (Accounting), BCOM (Human Resource Management), BCOM (Management) or BCOM (Industrial Psychology) will be required to fulfill their vacation and service level obligation in Roodepoort, Gauteng. All travel and accommodation costs will be for their own account.
- > Bursary Holders will be required to fulfill a service level obligation with the Company following the completion of their degree. This will be 6 months paid service for every year for which the Bursary was awarded.

LegalWise Member Bursary Application Form 2022

PLEASE
ATTACH A
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PASSPORT SIZE
PHOTOGRAPH
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SECTION 1. Particulars of Applicant

FIRST NAMES		TITLE	
SURNAME		ID NO	
DATE OF BIRTH		CELL NO	
EMAIL ADDRESS		ALTERNATIVE TEL	
RESIDENTIAL ADDRESS		POSTAL ADDRESS	
PROVINCE			

PLEASE TICK APPLICABLE BLOCKS ✓

ANY DISABILITIES?* ☐ YES ☐ NO IF YES, PLEASE SPECIFY

GENDER* ☐ MALE ☐ FEMALE POPULATION GROUP* ☐ ASIAN ☐ BLACK ☐ COLOURED ☐ WHITE

*GENDER, POPULATION GROUP & DISABILITY INFORMATION IS REQUIRED FOR EMPLOYMENT EQUITY PURPOSES ONLY

SECTION 2. Particulars of LegalWise Member who is the Parent/Legal Guardian of the applicant

TITLE		LEGALWISE MEMBERSHIP NO	
FIRST NAMES		ID NO	
SURNAME		CELL NO	
RELATIONSHIP TO APPLICANT	☐ MOTHER ☐ FATHER ☐ LEGAL GUARDIAN* ☐ PLEASE TICK ✓	WORK TEL	
OCCUPATION		EMAIL	
EMPLOYER		POSTAL ADDRESS	
RESIDENTIAL ADDRESS			
PROVINCE		PROVINCE	

* Please supply proof of court ordered guardianship

SECTION 3. Particulars of Parents/Legal Guardian, Applicant and family (living in one household)

Father/Stepfather

SURNAME		FIRST NAMES						
MARITAL STATUS	MARRIED	DIVORCED/SEPARATED	WIDOWED	NEVER MARRIED	PLEASE TICK ✓			
EMPLOYED	YES	NO	IF YES	PERMANENT	TEMPORARY	PENSIONER	YES	NO
EMPLOYER				OCCUPATION				
TOTAL INCOME (SALARY, WAGES, PENSION, GRANT) PER MONTH								
PLEASE SUPPLY PROOF OF INCOME (PAYSIP, LETTER FROM EMPLOYER, SWORN STATEMENT, PROOF OF SASSA GRANTS OR TAX RETURN STATEMENT)								

Mother/Stepmother

SURNAME		FIRST NAMES						
MARITAL STATUS	MARRIED	DIVORCED/SEPARATED	WIDOWED	NEVER MARRIED	PLEASE TICK ✓			
EMPLOYED	YES	NO	IF YES	PERMANENT	TEMPORARY	PENSIONER	YES	NO
EMPLOYER				OCCUPATION				
TOTAL INCOME (SALARY, WAGES, PENSION, GRANT) PER MONTH								
PLEASE SUPPLY PROOF OF INCOME (PAYSIP, LETTER FROM EMPLOYER, SWORN STATEMENT, PROOF OF SASSA GRANTS OR TAX RETURN STATEMENT)								

Legal Guardian (Please supply proof of court ordered guardianship)

SURNAME		FIRST NAMES						
MARITAL STATUS	MARRIED	DIVORCED/SEPARATED	WIDOWED	NEVER MARRIED	PLEASE TICK ✓			
EMPLOYED	YES	NO	IF YES	PERMANENT	TEMPORARY	PENSIONER	YES	NO
EMPLOYER				OCCUPATION				
TOTAL INCOME (SALARY, WAGES, PENSION, GRANT) PER MONTH								
PLEASE SUPPLY PROOF OF INCOME (PAYSIP, LETTER FROM EMPLOYER, SWORN STATEMENT, PROOF OF SASSA GRANTS OR TAX RETURN STATEMENT)								

Self-sufficient (no assistance from Parents/Legal Guardian. You support yourself financially)

SURNAME		FIRST NAMES						
MARITAL STATUS	MARRIED	DIVORCED/SEPARATED	WIDOWED	NEVER MARRIED	PLEASE TICK ✓			
TOTAL INCOME (SALARY, WAGES, PENSION, GRANT) PER MONTH								
PLEASE SUPPLY PROOF OF INCOME (PAYSIP, LETTER FROM EMPLOYER, SWORN STATEMENT, PROOF OF SASSA GRANTS OR TAX RETURN STATEMENT)								

Family Details

NUMBER OF PEOPLE LIVING IN YOUR HOUSEHOLD, INCLUDING YOURSELF	
NUMBER OF CHILDREN IN YOUR HOUSEHOLD STILL AT SCHOOL (GRADE R - GRADE 12)	
NUMBER OF MEMBERS OF YOUR HOUSEHOLD STUDYING AT UNIVERSITY OR ANOTHER TERTIARY INSTITUTION, INCLUDING YOURSELF	

SECTION 4. Applicant's study information

ACADEMIC INFORMATION (Include copies of your matric certificate and academic transcript)

GRADE 12		MOST RECENT UNIVERSITY RESULTS	
SUBJECTS	%	MODULE NAME	%

TERTIARY INFORMATION

NAME OF INSTITUTION YOU ARE CURRENTLY STUDYING AT

DEGREE YOU ARE CURRENTLY STUDYING STUDENT NO

WHAT YEAR OF STUDY ARE YOU CURRENTLY COMPLETING?

PLEASE TICK ☒

MINIMUM PRESCRIBED NUMBER OF YEARS REQUIRED TO OBTAIN YOUR DEGREE

WHAT YEAR WILL YOU COMPLETE YOUR DEGREE?

PLEASE REMEMBER TO ATTACH YOUR MATRIC RESULTS, YOUR TERTIARY ACADEMIC TRANSCRIPT TO DATE AND YOUR SECOND SEMESTER 2021 EXAM RESULTS

SECTION 5. Motivation / Essay on your life

A hand-written or typed version may be submitted and could include the following information:

Please limit your essay to 750 words.

1. Tell us about yourself and your family, including your parents' current circumstances.
2. Give a short overview of your academic career thus far including achievements, awards, etc.
3. Tell us about your further study plans and ideals for the future.
4. Why did you choose to study your current degree?
5. What is your greatest passion, your major strengths and weaknesses?
6. Mention any community service projects you may have been involved with.
7. Tell us about one event or person that has had a major influence on your life.
8. Why should you be granted a LegalWise Bursary?

I hereby declare that all information given in my essay is a true and accurate account of my own experiences and has not been copied from anyone, or anywhere else.

Applicant's Signature _____

Date _____

LegalWise is committed to protecting your privacy. By signing the Bursary Application form, you consent to your information being collected by LegalWise for consideration of your application. Your information will be used properly, lawfully, securely and transparently for the purpose for which it is intended, namely, the consideration, administration and maintenance of your bursary application. You confirm that the consent provided to us, is given on behalf of yourself, or any other person whose information you are sharing, where you acknowledge and warrant that you have their permission to give such consent.

SECTION 6. Supporting Documentation

The following supporting documentation must accompany your application

Please tick ✓ on YES if you have included the specific document (your application will be rejected without the relevant documentary proof)

1. Have you included a copy of the relevant LegalWise Membership information (Membership number/card)? ☐ YES
2. Have you included a certified copy of your Grade 12 certificate? ☐ YES
3. Have you included a certified copy of your latest tertiary academic transcript including this year's June exam results? ☐ YES
4. Have you included certified copies of all ID documents required? ☐ YES
5. Have you included proof of court ordered guardianship if required? ☐ YES
6. Have you included certified copies of proof of income for your parents/legal guardian(s)? ☐ YES
 - > If your parents/legal guardians are self-employed, include a copy of their latest financial statements or a sworn affidavit.
 - > If your parents/legal guardians are employed, include a copy of their latest payslip.
 - > If your parents/legal guardians are unemployed, include sworn affidavits.
 - > If your parents are still alive but you reside with a legal guardian, include a payslip from your legal guardian.
 - > Include proof of any SASSA grants received where applicable.
7. Have you included your motivation essay? ☐ YES
8. Have you included proof of registration from the relevant tertiary institution? ☐ YES
9. Have you included a copy of your latest student account? ☐ YES

SECTION 7. Declaration

I HEREBY DELARE TO THE BEST OF MY KNOWLEDGE THAT THE PARTICULARS AND INFORMATION FURNISHED IN THIS APPLICATION FORM AND SUPPORTING DOCUMENTATION IS TRUE AND CORRECT

NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE