

## **SACTWU BURSARY FUND PROCESS AND RULES FOR 2016**

### **Sactwu Bursary Fund Process**

- Please read and understand the rules properly before completing the bursary application form.
- The bursary application form must be completed clearly and legibly.
- The bursary application must then be posted to our address as stated on page 4 of the application form or hand delivered to our union office.
- You will receive a notification by sms advising that we have received your bursary application.
- If there are any outstanding documents, then you will receive a letter in the post requesting for you to submit the outstanding documents as soon as possible. At this point in time we may also make contact via telephone and sms.
- Should your application be declined you will receive a notification by sms, a letter in the post and a letter via email if you have provided us with an email address. We will specify the reason why the application is declined.
- Should your application be approved you will receive a notification by sms, a letter in the post and a letter via email if you have provided us with an email address.
- Should you require to follow up on how far we are in the process of your application or do not understand the rules or need any further clarity please contact the Union's Bursary Department on 031 3011351 or speak to your shop steward.

### **Sactwu Bursary Fund Rules**

1. Studies at all South African universities and university of technology qualify. Only Colleges that are registered with the Department of Higher Education qualify.

A private higher education institution is one registered with the Department of Higher Education as at 1 January 2016 and would include provisionally registered institutions. Only courses accredited by the Department of Higher Education for such institutions would qualify. An updated list with qualifying institutions will be available on the Sactwu Website and Sactwu office. You can also get this information from the Department of Higher Education's website at <http://www.dhet.gov.za>

2. Applications for study at any FET College shall not be considered. Sactwu does not sponsor FET Colleges.

3. Only Sactwu members, Sactwu Staff and their spouse and child dependants qualify. Non-members do not qualify. Child dependants who are employed fulltime do not qualify. In order to qualify you must be a paid-up Sactwu member 13 weeks before 1 November 2015. In other words you must be a paid up Sactwu member by the 31<sup>st</sup> July 2015.

4. Bursaries are granted automatically (subject to the rules) to dependants who are 25 years or younger. Applicants who are over 25 years are subjected to scrutiny by a committee. This will be applicable if they have received a Sactwu bursary previously. The bursary will be equivalent to 75% of the qualifying tuition fees per academic year subject to such maxima as the union's national structures may decide from time to time.

5. Spouses are considered as a dependant and will receive half of the qualifying bursary amount for 2016. Payment to spouses in 2016 shall be reconsidered once the number of applicants within this category has been determined for 2016.

6. Once a learner qualifies for a bursary, and the member is subsequently retrenched or has retired, the learner may apply for another bursary in subsequent years for the same degree or diploma of study provided that the retrenched member has not found work in an industry not covered by Sactwu. This application will be referred to the bursary committee for consideration.

7. Post Graduate. Degrees B-Tech, Diplomas and Certificates (Public Institution) - Bursaries are payable to all students who are studying a recognised Post Graduate (Honours), Degree, B-Tech, Diploma and Certificate at a university and university of technology.

The bursary would be equivalent to 75% of the tuition fees per academic year, subject to such maxima as the union's national structures may decide from time to time. The union has now decided that the maximum payable will be R35000.

8. Degrees B-Tech, Diplomas and Certificates (Private Institution) - Only courses accredited by the DoE for such institutions would qualify. This bursary is only payable at a private institution for as long as the degree in question is accredited and if the degree is no longer accredited, then the bursary will be discontinued.

The bursary would be equivalent to 75% of the tuition fees up to a maximum of R7000 per academic year.

9. Application for study at bridging institutions shall not be considered. Certain bridging courses/subjects will be considered only if they will be credited towards the degree. This policy is being reviewed and may change in future.

10. When a learner fails a year or semester of studies, such learner may not qualify for a bursary the following year or semester. Only exceptional cases will be considered on merit.

11. Those learners who fail, but wish to change their course of study, then they will be debited the full cost(100%) of the bursary for the year of study they failed and thereafter be considered for the new course of study, and then receive any credits due to them. No payment will be made in respect of failed courses or subjects being carried over to the next year or semester of study.

12. Those learners that pass may qualify for a bursary for the next year of study, provided they apply again and provided the place they study at is on the union's list of qualifying institutions for that year concerned (i.e. for the subsequent year of study).

13. Those learners who complete their year of study and subsequently change to a new course of study will be debited 50% of the bursary for the year they did not complete and thereafter be considered for the new course of study and then receive any credits due to them.

14. Those learners who do not complete their year of study and subsequently change to a new course of study, may apply for a bursary. However, they will be debited for the cost of the bursary for the year of study they did not complete and thereafter be considered for the new course of study.

15. The sum available for each type of course is calculated afresh every year. No applicant shall be entitled to a bursary simply by virtue by a bursary being granted in a previous year. Certain maximum amounts apply. A copy of this is available from the bursary department once this has been calculated.

16. All documents should be the original or certified copies of the original. Documents can be certified at any police station, post office or a recognised Commissioner of Oaths.

18. Bursaries will be paid regardless of students receiving other bursaries or sponsorships. All monies will be paid directly to the institution concerned. No monies will be paid directly to members. Refunds to students/member who have a credit balance on their account will only be re-imbursed to them upon successfully completing that year of study. No refunds/reimbursements will be paid during the course of the year. However should a student have a student loan, and then any credits will be off-set against their student loans and not be refunded to the student/member.

19. All members' child dependants must complete the membership form to join the Sactwu Student Union. They are required to complete 50 hours of voluntary community service for every year that they receive a bursary. Those child dependants who have failed to perform their voluntary community service for the 2015 bursary year will be subjected to the following penalties.

Those who have completed:

more than 50 hours	- will receive 105% of the qualifying bursary amount
50 hours	- will receive 100% of the qualifying bursary amount
45 – 49 hours	- will receive 95% of the qualifying bursary amount
35 – 44 hours	- will receive 90% of the qualifying bursary amount
25 – 34 hours	- will receive 85% of the qualifying bursary amount
15 – 24 hours	- will receive 80% of the qualifying bursary amount
10 – 14 hours	- will receive 75% of the qualifying bursary amount
5 – 9 hours	- will receive 70% of the qualifying bursary amount
1 – 4 hours	- will receive 65% of the qualifying bursary amount
No community service	- will receive 60% of the qualifying bursary amount

20. The closing date for the submission of applications for whole year and first semester courses is on 29th February 2016. The closing date for second semester courses is 8<sup>th</sup> August 2016.

21. The union retains sole discretion in declining or accepting any application, and may change the rules at any stage without notice.