



**B EDUCATIONAL BACKGROUND**

**1. General Education**

Highest Standard Passed \_\_\_\_\_

Year Passed \_\_\_\_\_

Name of School \_\_\_\_\_  
\_\_\_\_\_

**2. Tertiary Qualification**

Degree/Diploma      Name of Institution      Years Attended      Duration      Year Obtained

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**3. Further Education (Technical/Commercial/Other National Certificates)**

Certificate	Name of Institution	Years attended	Duration	Year Obtained

**4. Short Course ( Please list all the short courses completed)**

Name of the Course	Course Provider	Duration of Course	Date attended	Certificate Obtained

**5. Current Tertiary Studies**

Qualifications	Name of Institution	Year of Study (e.g. 1 <sup>st</sup> or 2 <sup>nd</sup> year)	Year of Completion

**C. FIELD OF STUDY TO PURSUE**

Intended field of study: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Entry level e.g. 1<sup>st</sup> year/Bridging Course: \_\_\_\_\_

Course attendance: Full time/Part time.

Course duration: \_\_\_\_\_ years

**C. FINANCIAL ASSISTANCE BREAKDOWN (per annum)**

<i>Expense Description</i>	<i>Amount</i>
<i>Registration fee</i>	
<i>Tuition fee</i>	
<i>Examination fee</i>	
<i>Accommodation fee</i>	
<b>TOTAL</b>	

\_\_\_\_\_  
*Applicant's Signature*

*Date:* \_\_\_\_\_

**E. FOR OFFICE USE ONLY**

*The Bursary Committee **Approved/Disapproved** the application.*

*Reasons for disapproval:*

\_\_\_\_\_  
\_\_\_\_\_

*Signed by:* \_\_\_\_\_

*Designation:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**F. CONTRACTUAL OBLIGATION**

**Undertaking**

*I, \_\_\_\_\_ the undersigned (full name), Id number \_\_\_\_\_ hereby declare that, I accept the bursary as offered to me by Greater Sekhukhune District Municipality. I further declare that I read and understood conditions that regulate bursary scheme.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## **G. CONDITIONS FOR PAYMENT OF BURSARY ACCOUNTS**

1. *The bursary amounts will amounts will be limited to:*

- *Registration fees*
- *Tuition fees*
- *Under no circumstances shall the GSDM pay any money for text books or any prescribed study materials*

2. *The GSDM will under no circumstances pay for the subjects/modules, which are repeated.*

3. *The employee should submit an invoice or statement of account from the institution stating all the amounts, which have to be paid for the academic year in question.*

4. *Under no circumstances will interests be paid on any account. It is therefore the responsibility of the bursary holders to submit their accounts on time, which is fifteen working days before the due date for payment.*

5. *Fees payable for tuition and registration will be for junior degrees and diplomas only.*

## **H. GRANTING OF EXTENSION FOR BURSARIES AND OTHER FORMS OF FINANCIAL ASSISTANCE**

1. *The period for which the Bursary and other forms of financial assistance may be extended, will be based on the prescribed duration as stipulated in the contract.*

2. *Bursary holders should notify the Corporate Service section well in advance of anticipation of problems within the contract parameters affecting completion of the academic programme..*

3. *An application for extension with examination results must be submitted to the Department of Corporate Services after the Head of the Department has recommended and endorsed the extension of the contract. The application should also be accompanied by verifiable proof of the reasons for the extension.*

4. *Work pressure will not be accepted as a valid reason not fulfilling bursary obligations.*

5. *With regard to the period for extension that may be granted, each case will be considered by the Bursary Committee based on its merit.*

6. *The maximum permissible period for which extension is granted is two years.*

## **I. CONTRACTUAL OBLIGATION**

1. *Bursary holders must complete and submit contract before any payment can be made towards their accounts.*

2. *The fully completed contract must be signed by the bursary holder as well as countersigned by two witnesses on each page of contract*

3. *The bursary holder who undertakes part-time study will redeem the bursary by serving the GSDM for one year after attaining the qualification. An employee shall not be granted a new bursary during the year in which these contractual obligations are served.*

4. *A bursary holder who fails to complete the relevant qualification, who resigns or breach any term of the contract shall redeem any obligation in terms of the contract by paying back the bursary amount plus interest at a rate determined by Treasury.*

5. *Examinations results should be submitted immediately after the results have been made available by the institution. No payments will be made in respect of any new enrolled subject prior to the submission of results.*

6. *Study debt of any amount payable by the bursary holder will be redeemed on resignation. If the amount payable is insufficient, the balance will be redeemed from the employee's pension.*