

## **SACTWU BURSARY FUND RULES 2010**

The bursary is only available for courses and institutions that are registered with the National Department of Education for higher education. Many applications are turned down because courses or institutions are not registered with the National Department of Education. If you are unsure, you can phone the Union's Bursary Department to find out whether the institution is registered or not. The Bursary Department's telephone number is (031) 3011351.

1. Studies at all South African universities and university of technology qualify. Other tertiary level colleges that are registered with the National Department of Education qualify for 2010. This policy is being reviewed and may change in future.

2. Only Sactwu members, their spouse and dependants qualify. Non-members do not qualify. Dependants who are employed fulltime do not qualify. You must be a paid-up Sactwu member prior to 1 November 2009 (13 weeks membership).

3.1. Bursaries are granted automatically (subject to the rules) to dependants who are 25 years or younger.

3.2. 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 50% of the qualifying tuition fees up to a maximum of R12000 for degrees.

3.3. Application for study towards a post-graduate course will also be referred to the bursary committee for consideration and approval. The bursary will be equivalent to 50% of the qualifying tuition fees up to a maximum of R12000 per academic year.

4. Spouses are considered as a dependant and will receive half of the qualifying bursary amount for 2010 only. Payment to spouses in 2010 shall be reconsidered once the number of applicants within this category has been determined for 2010.

5. Once a learner qualifies for a bursary, and the member is subsequently retrenched 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.

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

7. Bursaries are payable to all students who are studying a recognised degree, BTech, diploma and certificate at a university, university of technology or a private higher education institution.

7.1.1 Degrees at public institution - bursaries are payable to all students who are studying a recognised degree at a Public institution. The bursary would be equivalent to 50% of the tuition fees up to a maximum of R12000 per academic year.

7.1.2 Degrees at private institutions would be sponsored only if an equivalent degree was not available at a public institution. Only courses accredited by the DoE for such institutions would qualify. This rule could be waived if, the number of applicants fall within the financial allocation for the bursary year. 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, the bursary will be discontinued. The bursary would be equivalent to 50% of the tuition fees up to a maximum of R12000 per academic year.

If the degree is available at a public institution, then the bursary would be equivalent to 50% of the tuition fees up to a maximum of R2000 per year. Students whose parents are from factories paying 20c a week to the Fund will receive an additional R200.

7.1.3. For degrees at provisionally registered institutions, the union would pay the rate payable for diplomas and certificates. The bursary would be equivalent to 50% of the tuition fees up to a maximum of R2200 a year.

7.2.1 BTech — bursaries are payable to all students who are studying for a Btech at a recognised university or, university of technology. The amount payable will be determined by the bursary committee.

7.3. Diplomas and Certificates - students studying for a diploma and certificates at universities, university of technology and private higher education institution will receive the same benefit.

The bursary would be equivalent to 50% of the tuition fees up to a maximum of R2000 per year. Students whose parents are from factories paying 20c a week to the Fund will receive an additional R200.

8.1 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.

8.2. 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.

8.3. 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).

8.4. 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.

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

8.6. The sum available for each type of course is calculated afresh every year. No applicant shall be entitled to a bursary simply by virtue of 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.

9. All documents asked for 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.

10. The application form sets out which documents you must send. You must ensure that all documents are included with your application form. You will get a letter from the Bursary Department advising you whether your application for bursary has been rejected or whether there is still outstanding documents. If the letter says that there are still outstanding documents, then you must submit the outstanding documents as soon as possible. to confirm whether your application for bursary has been accepted

11. 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, then any credits will be off-set against their student loans and not be refunded to the student/member.

12. Bursaries will be paid regardless of students receiving other bursaries or sponsorships.

13. SACTWU has introduced new requirements on students who receive bursaries: first, they need to join the Sactwu Students Union, SaSU (see attached membership form) and second, they need to agree to undertake up to 50 hours of community service for every year that they receive a bursary (commencing in 2008). Those bursars who have failed to perform their total community service for the 2009 bursary year will be subjected to the following penalties.

Those who have completed

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

14. A private higher education institution is one registered with the national Department of Education as at 1 January 2010. and would include provisionally registered institutions. Only courses accredited by the DoE for such institutions would qualify. An updated list with qualifying institutions will be available at your SACTWU branch and regional office. You can also get this information from the Department of Education's website at <http://education.pwv.gov.za>.

15. The closing date for the submission of applications for whole year and first semester courses is on 26<sup>th</sup> February 2010.

The closing date for second semester courses is 13<sup>th</sup> August 2010

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