

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr A Komani

Committee Members :

**Ald M Sapepa, Cllrs R Nutt,
H Morgan & N Nqinata**

**PORTEFEULJEKOMITEE :
BESTUURSDIENSTE**

Voorsitter :

Rdl A Komani

Komiteelede :

**Rdh M Sapepa, Rdle R Nutt,
H Morgan & N Nqinata**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

17 March 2020

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

1. REVIEWED EXTERNAL BURSARY POLICY

1

**AGENDA of the
Portfolio Committee : Management Services
17 March 2020
(Also the agenda for the Mayoral Committee Meeting : 25 March 2020)**

**1.
REVIEWED EXTERNAL BURSARY POLICY**

4/4/B

L Bucchianeri

Senior Manager : Human Resources

12 February 2020

(028) 313 8120

1. Executive Summary

The purpose of this report is to recommend to Council the reviewed External Bursary Policy for Students.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Management Services
Department: Human Resources

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services

4. Delegated Authority

None

5. Legal Requirements

- Constitution of the Republic of South Africa, 1996
- Skills Development Act (No: 97/1998)
- Skills Development Levies Act (No: 9/1999)
- South African Qualifications Authority Act (No: 58/1995)
- National Qualifications Framework Act (No: 67/2000)
- Employment Equity Act (No: 55/1998)
- Local Government: Municipal Systems Act (No: 32/2000)
- Local Government: Municipal Finance Management Act (No: 56/2000) (MFMA)
- National Skills Strategy (No: 97/1998)

6. Background/Discussion/Evaluation/Conclusion

The Western Cape Financial Management Capacity Building Grant forms part of the Provincial Treasury strategy to support municipalities in developing their financial management capacity. The grant aims to enable the attraction, development and retention of human capacity required to implement the MFMA

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and related regulations. The grant funds were published in the Provincial Gazette, No 7576 of 3 March 2016 (pg. 7-10).

The municipality is required to utilise the grant for the establishment or augmentation of an external municipal bursary programme to develop students and learners with potential and performing learners within the Municipality's municipal area.

[] Words in bold type in square brackets indicate omissions from existing enactments.

_____ Words underline with a solid line indicate insertions in existing enactments.

Paragraphs 8.2.5 and 8.3

7. Financial Implications

Grant funding will be disbursed to the municipality based on the Memorandum of Agreement between Provincial Treasury and the Municipality.

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

The policy was discussed, on various occasions, by the local Human Resources Technical Working Group. This item served before the Local Labour Forum on 12 February 2020 for cognisance and was supported by management and organised labour.

10. Annexures

Annexure A: Reviewed External Bursary Policy for Students

RECOMMENDATION TO THE COUNCIL:

that the reviewed External Bursary Policy **be adopted**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

01 APRIL 2020

**AGENDA of the
Portfolio Committee : Management Services
17 March 2020
(Also the agenda for the Mayoral Committee Meeting : 25 March 2020)**

**1.
REVIEWED EXTERNAL BURSARY POLICY**

4/4/B

L Bucchianeri

Senior Manager : Human Resources

12 February 2020

(028) 313 8120

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
17 MARCH 2020, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the reviewed External Bursary Policy **be adopted**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

01 APRIL 2020



EXTERNAL BURSARY POLICY

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EXECUTIVE SUMMARY

The purpose of this policy is to provide a framework for the External Bursary Policy.

1. PREAMBLE

The Overstrand Municipality supports increasing the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

The Municipality also supports to improving the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through the creation of education opportunities for its residents.

This policy addresses national set Employment Equity targets in terms of the applicable legislation and regulations.

The studies to be funded, the number of beneficiaries and the cost of the bursaries will be determined annually by giving due consideration of changing circumstances, availability of funds, and the needs of the Municipality.

The bursary will be awarded to selected beneficiaries from previously qualified disadvantaged beneficiary groups with disabilities, who wish to pursue a career in any field of study which shall be determined by the Municipality according to its operational needs due sector scarce and critical skills demands to be undertaken with a recognized accredited South African tertiary institution.

2. TERMS OF REFERENCE

This policy provides guidelines for the effective management of the awarding of external bursaries and the learning process accessed through the municipal bursary policy.

The Municipality commits itself to provide learning opportunities to deserving disadvantaged individuals to address the Employment Equity objectives of the Municipality in skills development.

3. SCOPE OF APPLICATION

This policy will apply to previous disadvantaged individuals selected to undertake studies funded by the Municipality through its bursary policy.

4. REGULATORY FRAMEWORK

Constitution of the Republic of South Africa

Skills Development Act (No: 97/1998)

Skills Development Levies Act (No: 9/1999)

South African Qualifications Authority Act (No: 58/1995)

National Qualifications Framework Act (No: 67/2000)

Employment Equity Act (No: 55/1998)

Local Government: Municipal Systems Act (No: 32/2000)

Local Government: Municipal Finance Management Act (No: 56/2000)

National Skills Strategy (No: 97/1998)

5. **DEFINITIONS**

“Academic year” shall mean the applicable academic year during which a particular year of studies towards a registered course is undertaken.

“Agreement” shall mean the External Bursary Agreement.

“Bursary” shall mean the financial assistance provided by the Municipality for a particular academic year to enable the bursary holder to study at an approved institution with a view to obtaining a particular qualification;

“Accredited Tertiary Educational Institution” shall mean the tertiary education institution approved by the Municipality where the bursary holder will receive tuition during any period of full time or part time study.

“Educational Accreditation” shall mean a type of quality assurance process under which services and operations of educational institution or programs are evaluated by an external body to determine if applicable standards are met. If standards are met, accredited status is granted by the appropriate agency.

“Mentor” shall mean a municipal officer who gives a younger or less experienced person guidance and advice over a period of time.

“Municipality” shall mean the Overstrand Municipality.

“Previously Disadvantaged” shall mean a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983).

“Bursary Committee” shall mean members as per paragraph 12 of this policy. Members of the committee will be responsible in assessing and awarding of bursary applications.

6. **OBJECTIVES**

The Bursary Committee shall have the authority to:

- 6.1 Approve qualifications and/or subjects and its priority for inclusion in the Policy, or delete those which are no longer appropriate. To enable the applicant to either better equip him-/herself for purposes of possible future employment. It is therefore important that the proposed qualification is directly in relation to the activities of Overstrand Municipality.
- 6.2 Determine the amount of, and conditions governing, financial assistance in connection with approved qualifications as deemed necessary to give effect to the principles of this policy, and to safeguard the interests of the Municipality.
- 6.3 Approve the continuation, extension, variation or termination of individual bursary holders on conditions laid down in the External Bursary Policy.

- 6.4 Determine the accredited tertiary educational institutions at which any bursary holder may pursue an approved qualification.
- 6.5 Money owing to the Municipality for financial assistance paid in terms of the policy shall be repaid and shall be in accordance with a debt collection process and institution of legal action to recover money. The bursary holder will be liable for all legal costs on a scale of attorney and client, including interest at the current prime rate from the date on which such monies are due to the municipality.
- 6.6 Adopt whatever actions are deemed necessary to address any unusual situation which is not specifically addressed by the Policy.
- 6.7 Continuously monitor the effectiveness of the Policy and submit recommendations to the Municipality whereby the Policy may be amended to accommodate changing or situation circumstances.
- 6.8 Study bursaries will be made available upon availability of funding.

7. **REQUIREMENTS**

- 7.1 A person who wishes to be considered for the granting of the bursary must apply in writing as per the official advertisement of the Municipality, placed on an annually basis.
- 7.2 Applicants must come from financially deserving families, sufficient and credible proof thereof must be attached to the application.
- 7.3 Applicants must meet the criteria for awarding the bursary as describe in paragraph 15.

8. **SELECTION CRITERIA IN RESPECT OF BURSARY STUDENTS**

- 8.1 The municipality will sponsor two (2) students per financial year with the highest pass rate in an academic year, whose place of residence is within the Overstrand jurisdiction.
- 8.2 To qualify for such assistance, each student must:-
 - 8.2.1 have passed Grade 12/Senior Certificate or equivalent. A statement of results from the school or tertiary institution must be submitted.
 - 8.2.2 Meet the admission requirements of the accredited tertiary academic institution concerned within the borders of South Africa;
 - 8.2.3 Be from previously disadvantaged designated groups;
 - 8.2.4 Between the ages of 18 and 25 years;
 - 8.2.5 [Be from a financial deserving family whose parents/guardian/s that has a combined income of 3 times the minimum monthly wage (3 x R3 500.00= R10 500.00) or less per month for him/her

to receive first preference.] Allocate bursaries to the 2 (two) students with the lowest combined monthly income.

- 8.2.6 Be able to prove the income of the parents/guardian by submitting proof;
- 8.2.6.1 salary payslip/in case of a business income a certified income statement by a registered accountant;
- 8.2.6.2 three months bank statement must be submitted; and
- 8.2.6.3 in the case of grant dependant a certified copy of receipt of grant must be submitted;
- 8.2.7 Furnish the municipality with satisfactory proof of enrolment or acceptance for enrolment for the course at a recognized institution as outlined in section 13.1.

8.3 **[The municipality may not sponsor studies in advanced diplomas or postgraduate courses.] Undergraduate or postgraduate students in the field of finance, economics, accounting, supply chain management, internal audit, risk management and infrastructure will qualify.**

8.4 Notwithstanding clause 8.2.4 above under certain and specific circumstances, the Municipality may consider a potential student older than 25 years, but not older than 30 years.

9. **ADMINISTRATION OF BURSARY SCHEME**

- 9.1 The Director: Management Services shall be responsible for the administration and implementation of the Policy and he/she, or his/her assignee shall have power to conclude contracts in terms of the Policy.
- 9.2 All applications must be made on the prescribed External Bursary Application Form – see Annexure A.
- 9.3 Awarding of bursaries in terms of the Policy will be based on scarce and critical skills as specified within the MOA between The Western Cape Government via its Provincial Treasury and Overstrand Municipality.
- 9.4 All external bursary holders will have to sign a Memorandum of Agreement – see Annexure B.
- 9.5 Relevant Departments/Directorates must appoint a mentor for each bursary holder. This mentor must ensure that each bursary holder is provided with working exposure by means of Co-Operative in-Service Training
- 9.6 Human Resources must keep register of all bursaries paid and monitor whether beneficiaries have indeed passed, and if not recover all monies paid in terms of the Policy. Recoveries must also be affected as prescribed in the case of registration. The register must contain the following details:
- Bursary holder name
 - Course registered
 - Institution
 - Subjects registered
 - Date of commencement
 - Date of completion
 - Bursary amount
 - Date of payment

- Passed / Yes or No
- Amount recovered
- Debtors number

10. **GRADUATE INTERNSHIP PROGRAMME**

- 10.1 Graduates who are unemployed can be placed in a position to apply for the municipality's Graduate Internship Programme for a period of three months. No bursary holder will automatically qualify for this program.
- 10.2 The line department must initiate the implementation of a formalized Graduate Internship Programme with predetermined learning outcomes.
- 10.3 All applications must include the bursary holder's Curriculum Vitae as well Copy of Identification Document.
- 10.4 Line departments must assign a mentor to each intern in order to provide advice and guidance for the duration of practical experiential programme.
- 10.5 Applications for Graduate Internship Programmes (Practical Experiential Training Policy) will be dealt with in terms of the Municipal Practical Experiential Training Policy.
- 10.6 Line Departments must decide on the number of graduate interns they will accommodate per financial years as per their SDBIP's.

11. **FINANCIAL ASSISTANCE**

- 11.1 Financial assistance shall be given to an applicant in respect of expenses to be incurred to enable him/her to obtain the qualification approved by the Municipal Manager or his/her assignee. Financial assistance shall be given on a year to year basis subject to satisfactory academic reports from the tertiary institution.
- 11.2 Financial assistance, which shall include registration, tuition and examination fees as well as R5 000.00 as amended from time to time for books, shall be paid directly to the student upon receipt of proof the registration for the qualification and the relevant invoices. In the case where registration, tuition and examination fees were paid by the bursary holder, a refund to the bursary holder will be done upon receipt of the relevant payment receipts. Fees for registration and/or subjects that the bursary holder has failed are excluded.
- 11.3 Where a qualification is obtainable through an accredited institution the amount of financial assistance in respect of tuition fees shall be limited to the scale of fees charged by such accredited institution. Grant funding will be dependent on the course as per the MOA.
- 11.4 No payment or advancement of any kind in terms of the bursary agreement shall be made or given by the municipality until such time as the bursary holder has produced the following to the municipality:

- 11.4.1 Any document, including a birth certificate or proof of any qualification, which the municipality may require him/her to exhibit for scrutiny;
- 11.4.2 A duly completed and signed copy of the bursary agreement;
- 11.4.3 Proof of successful acceptance at the tertiary institution;
- 11.4.4 Documentary proof from the tertiary institution concerning the bursary holder's academic record and progress at the institution;
- 11.4.5 Any/all information in writing which the municipality may request concerning any other bursary, award subsidy, grant, etc. that has been awarded to the bursary holder for purposes of, or in connection with, the qualification for which the municipality awarded a bursary to the bursary holder.
- 11.4.6 Proof of residential address within the Municipality's area of jurisdiction.
- 11.5 Bursaries will be allocated to at least two more students during the 2018/2019 financial year, which bursaries will be for a period of three years to allow the students to undertake a full time graduate degree or diploma depending on funding available.
- 11.6 Bursaries will be allocated to at least two students during the 2019/2020 financial year, which bursaries will be for a period of three years to allow the students to undertake a full time graduate degree or diploma depending on funding available.

12. **COMPOSITION OF THE BURSARY COMMITTEE**

The bursary committee shall consist of the follow:

- Director: Management Services
- CFO
- Senior Manager: Human Resources
- Union Representatives (2)
- HR Practitioner: Training and Development
- Senior Manager: Expenditure & Assets

13. **OBLIGATIONS OF OVERSTRAND MUNICIPALITY**

Overstrand Municipality has the following obligations under the external bursary policy:

- 13.1 To make available an annual bursary to qualifying students who meet the criteria for a period of three years, to undertake a full time graduate degree or diploma in finance , economics, accounting, supply chain management, internal audit, risk management and infrastructure for the minimum period prescribed by the accredited tertiary institution for completing his/her qualification depending on funding available;
- 13.2 To ensure the bursary will only be payable by the municipality if the municipality is satisfied that the student has enrolled and registered as a full time student for the academic year at a

recognised accredited tertiary institution for the approved qualification and has produced official documentation in this regard;

- 13.3 After completion of qualifications, students may apply for any advertised post in the municipality in terms of the recruitment and selection policy of the municipality;
- 13.4 Once the bursary holder successfully completes the bursary funded course at the accredited tertiary institution, he/she will be relieved of all contractual obligations as set out in this policy
- 13.5 Academic progress after each examination to be tabled at the Bursary Committee Meeting to evaluate the progress.
- 13.6 Make necessary arrangements to provide the student concerned with experiential training as prescribed by the Accredited tertiary institution as part of the course;

14. OBLIGATIONS OF THE BURSARY HOLDER

The bursary holder has the following obligations under the external bursary scheme:

- 14.1 To enrol and register as a student at an accredited tertiary institution in South Africa which has been approved by Overstrand Municipality;
- 14.2 To undertake all studies to qualify him/herself for the qualification;
- 14.3 To complete the qualification within the minimum period prescribed at an accredited tertiary institution;
- 14.4 Bursary funding will be subjected to funding made available by the Western Cape Government on an annual basis;
- 14.5 At the end of every study year/semester at more specifically the end of June (first semester) and the end of December (second semester/year) the bursary holder shall submit to the municipality satisfactory proof of examination results in respect of subjects/modules for which the bursary holder enrolled at the beginning of the study year/semester for which the bursary holder enrolled at the beginning of the study year/semester concerned and for which a study bursary was allocated. This arrangement allows the municipality to evaluate the bursary holder's academic progress;
- 14.6 The bursary holder must timeously inform the municipality as to when he/she will meet with all the requirements of the qualification and this must be done in a form of written correspondence from the tertiary institution;
- 14.7 The bursary holder must immediately inform the municipality in writing if he/she suspends the course or any part of the course concerned;

- 14.8 Not to change studies the course of elected qualification as specified in the contract of agreement without prior arrangement and approval by the municipality;
- 14.9 Not to substitute courses or accredited tertiary institutions as specified in the in contract of agreement without the consent of the Municipality;
- 14.10 To attend all classes as prescribed by the accredited tertiary institution for the duration of the course.
- 14.11 Students must notify the municipality in the event of discontinuing of studies.
- 14.12 To notify the municipality when convicted after any disciplinary action has been instituted by the tertiary institution within 5 (five) days after such conviction.

15. CRITERIA FOR AWARDING OF BURSARY

Candidates who want to apply for a bursary need to meet the following requirements:

- 15.1 must be a South African citizen
- 15.2 must have a valid ID document.
- 15.3 have to meet all requirements for the relevant course that you are applying for.
- 15.4 Provide proof that you have registered for a degree / diploma and have been accepted at the chosen accredited tertiary institution.
- 15.5 Must provide proof for the need of financial assistance.
- 15.6 Only applicants wanting to study or who are currently studying in one of the fields as mentioned above may apply.
- 15.7 Holders of Grade 12 certificates must indicate receipt of University Bachelor's Degree application.
- 15.8 If at University the combined university average percentage must be 65% or higher for the previous year of study.
- 15.9 Individuals from historically disadvantaged communities and/or individuals with disabilities.
- 15.10 Individuals who reside within the Overstrand municipal jurisdiction.

16. TERMINATION OF BURSARY

- 16.1 The bursary shall be terminated in the following circumstances:-
 - 16.1.1 Bursary holder does not successfully complete the course within the prescribed period;

16.1.2 Bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of illness accompanied by the doctor's certificate;

16.1.3 Bursary holder fails a study year.

16.1.4 Bursary holder has been expelled by the tertiary institution for whatever reason.

Policy Section	Human Resources
Current update	25 March 2020
Previous review	
Approval by Council	26 June 2019

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Annexure A



MUNICIPAL EXTERNAL BURSARY FUND APPLICATION FORM
(PLEASE NOTE: This form must be completed in the own handwriting of the applicant)

PART A: PERSONAL PARTICULARS											
SURNAME			TITLE			MR		MRS		MISS	
FIRST NAMES											
IDENTITY NUMBER						AGE					
(Attach an originally certified copy of your identity document)			DATE OF BIRTH								
For the purpose of monitoring employment equity in terms of bursaries, it would be appreciated if you would provide information regarding your race, gender and disability.											
GENDER		MALE		FEMALE		DISABILITY (Please specify)					
RACE		ASIA N		AFRICAN		COLOURED		WHITE		OTHER	
PERMANENT RESIDENTIAL ADDRESS (Attach proof of permanent residential address)											
			POSTAL CODE								
ADDRESS AT WHICH YOU CAN BE CONTACTED AT ALL TIMES											
			POSTAL CODE								
PERMANENT ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS											
			POSTAL CODE								
HOME TELEPHONE NUMBER			CELLULAR NUMBER				ALTERNATIVE NUMBER				
ANY RELATIONSHIP WITH AN EMPLOYEE(S) OF THE OVERSTRAND MUNICIPALITY											
YES		NO		1.							
IF YES, NAME OF EMPLOYEE(S)			2.								
ANY RELATIONSHIP WITH AN COUNCILLOR(S) OF THE OVERSTRAND MUNICIPALITY											
YES		NO		1.							
IF YES, NAME OF COUNCILLOR(S)			2.								

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SUBJECTS ENROLLED FOR

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

PART D: GENERAL INFORMATION

HAVE YOU RECEIVED A BURSARY FROM OVERSTRAND MUNICIPALITY IN THE PAST?	YES		NO	
DO YOU RECEIVE A BURSARY AND / OR ASSISTANCE FROM ANOTHER INSTITUTION?	YES		NO	
IF YES, STATE WHETHER IT IS A FULL BURSARY AND / OR ASSISTANCE	YES		NO	

PLEASE MOTIVATE WHY YOU HAVE CHOSEN THIS STUDY COURSE:

PART E: REFERENCES

PLEASE PROVIDE THE NAMES OF TWO TEACHERS / LECTURES / TUTORS TO WHOM YOU ARE WELL KNOWN AND WHOM THE OVERSTRAND MUNICIPALITY MAY CONTACT:

NAME		TELEPHONE	
NAME		TELEPHONE	

I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE ON THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE SUBMISSION OF FRAUDULENT INFORMATION WILL LEAD TO AUTOMATIC DISQUALIFICATION AND / OR WITHDRAWAL OF ALL FINANCIAL ASSISTANCE GRANTED IN TERMS OF THE EXTERNAL BURSARY POLICY OR A CLAIM THAT ALL FEES BE PAID BACK TO OVERSTRAND MUNICIPALITY. IN APPROPRIATE CASES, THE MATTER MAY ALSO BE REPORTED TO THE SOUTH AFRICAN POLICE SERVICES.

SIGNATURE		DATE	
SIGNATURE OF GUARDIAN (In the case of a minor)		DATE	

PLEASE NOTE THAT IN TERMS OF THE APPROVED EXTERNAL BURSARY POLICY OF THE OVERSTRAND MUNICIPALITY –

- The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.
- Incomplete bursary applications which lack the required supporting documentation or late applications shall not be considered.
- Overstrand Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.

- Should Council be dissatisfied with a student's performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the External Bursary Policy.
- Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the External Bursary Policy, or a claim that all fees be paid back to Overstrand Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.
- Students will be obliged to submit progress reports twice per year at the end of July and November.
- Students to whom participation in the External Bursary Policy have been granted will be obliged to sign a Study Agreement (Memorandum of Agreement) with the Overstrand Municipality.



EXTERNAL BURSARY CONTRACT:

(Herein referred as the "Contract")

By and between

Name: NAME AND SURNAME

IDENTITY NUMBER: INSERT ID NUMBER

(The "Bursary Holder")

and

OVERSTRAND MUNICIPALITY

(Hereinafter referred to as the "Municipality")

17/20

Dear (INSERT TITLE, NAME AND SURNAME HERE)

EXTERNAL BURSARY (INSERT QUALIFICATION HERE)

We are pleased to inform you that you have been granted an external bursary to obtain the above-mentioned qualification.

The granting of this bursary is subject to the conditions and service obligations as set out below:

Conditions and Service obligations of this Contract:

The bursary holder has the following obligations under the external bursary policy:

- 1.1 To enrol and register a student at a recognised tertiary institution in South Africa which has been approved by Overstrand Municipality;
- 1.2 To undertake all studies and do all such other things as may be necessary to qualify him-/herself for the qualification;
- 1.3 To complete the qualification within the minimum period prescribed by the tertiary institution;
- 1.4 To undergo any practical or vocational training required by the tertiary institution in connection with the qualification provided that funds are available within the municipality;
- 1.5 The bursary holder shall not accept any bursary, grant, allowance, etc which in the municipality's opinion, together with the municipality's bursary exceeds the total tertiary obligations for the qualification. In the case where these amounts received by the bursary holder exceed his/her tertiary financial obligations, the municipality's bursary shall be reduced accordingly;
- 1.6 If there are funds within the municipality, the bursary holder shall be remunerated in respect of such work in accordance with the rate or tariff as may be determined by the municipality from time to time in respect of tertiary institution students;
- 1.7 At the end of every study year/semester at the end of June (first semester) and the end of December (second semester/year) the bursary holder shall submit to the municipality satisfactory proof of examination results in respect of subjects/modules for which the bursary holder enrolled at the beginning of the study year/semester concerned and for which a study bursary was allocated. This arrangement allows the municipality to evaluate the bursary holder's academic progress;
- 1.8 The bursary holder must timeously inform the municipality as to when he/she will meet with all the requirements of the qualification and this must be done in a form of written correspondence from the tertiary institution;
- 1.9 The bursary holder must immediately inform the municipality in writing if he/she suspends the course or any part of the course concerned.
- 1.10 Overstrand Municipality retains the right to terminate a bursary holder's services at any time irrespective of the fact that the bursary holder is under obligation to remain in service for contractual purposes. Council shall not be bound by a bursary holder to complete his/her contractual service period at termination of service. The Bursary Committee has the right to waive a bursary holder's contractual obligation in the case of dismissal or retrenchment.

Overstrand Municipality has the following obligations under the external bursary policy:

- 2.1 To make available a bursary to the bursary holder for the minimum period prescribed by the tertiary institution for completing his/her qualification depending on availability of grant funding;
 - 2.2 To ensure the bursary will only be payable by the municipality if the municipality is satisfied that the bursary holder has enrolled and registered as full time student for the academic year at the (Insert Service Provider) for the (Insert Qualification) and has produced official documentation in this regard;
 - 2.3 Overstrand Municipality shall not later than three (3) months after the bursary holder has completed the final examination for the qualification, advise the bursary holder in writing whether the municipality has employment for him/her, at the entry level of the relevant professional stream, subject to the bursary holder meeting all requirements of the qualification as set out by the tertiary institution. This offer of employment shall be made at the sole discretion of Overstrand Municipality.
 - 2.4 The bursary holder consents in terms of section 45 of the Magistrate's Court Act no 32 of 1944 as amended to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, provided that the municipality may at its sole discretion, elect to institute such proceedings in the High Court.
3. This agreement shall in all respects be construed in accordance with the law of the Republic of South Africa.
 4. Each of the parties chooses *domicilium citandi et executandi* for the purposes of the giving of any notice, the serving of any process and for any purposes arising from this agreement at their respective addresses set forth hereunder:

The Municipality:

Physical: 1 Magnolia Street
HERMANUS
7200

Postal: P O Box 20
HERMANUS
7200

The bursary holder:

Physical:

Postal:

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5. Any notice to any party shall be addressed to it at its *domicilium* aforesaid and be sent either by pre-paid registered post or delivered by hand.
6. In the case of any notice:
- 6.1 Sent by pre-paid registered post, it shall be deemed to have been received, unless the contrary is proved, on the seventh day after posting; and
- 6.2 Delivered by hand, it shall be deemed to have been received, unless the contrary is proved, on the date of delivery, provided such date is a business day or otherwise on the next following business day.
- 6.3 Any party shall be entitled by notice in writing to the other, to change its *domicilium* to any other address within the Republic of South Africa, provided that the change shall become effective only fourteen (14) days after the service of the notice in question.
- 6.4 Any notice addressed to the Municipality shall be required to be addressed to the Municipal Manager (For the Attention of Ms L Bucchianeri) to be deemed to have been effectively delivered or served.

As Bursary Holder and witness:

 PRINT NAME & SURNAME
 (Bursary Holder)

 SIGNATURE

 PRINT NAME & SURNAME
 (Witness)

 SIGNATURE

Dated and signed at on the day of

..... 20.....

In the event of the bursary holder being a minor:

I, the undersigned (Names in full), in my capacity as parent and/or lawful guardian of the said bursary holder do hereby give my consent and assistance to him/her in the conclusion of this contract and accept full responsibility in respect of all terms and conditions of the said contract.

As Bursary Holder and witness:

 PRINT NAME & SURNAME
 (Bursary Holder)

 SIGNATURE

PRINT NAME & SURNAME	SIGNATURE
(Witness)	
Dated and signed at	
..... 20.....	

I wish you every success with your studies.

Yours faithfully

PRINT NAME: For/Behalf of Municipal Manager

Signature