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11 JULY 2011

Mr JM Rabodila
Director-General
Premiers Office
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1200

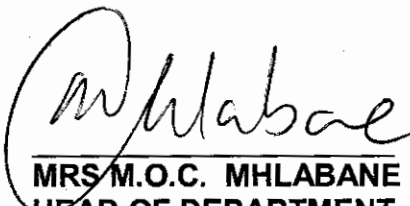
Dear Colleague

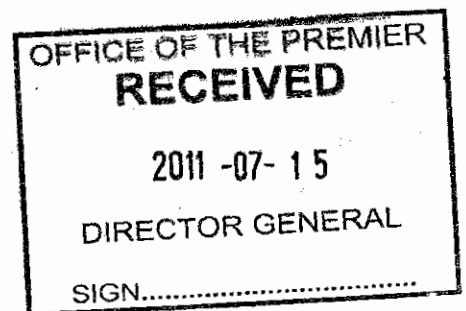
REQUEST FOR YOUR SIGNATURE ON THE PROVINCIAL BURSARY POLICY

The above mentioned matter refers:

I request that you kindly append your signature on the attached policy. The issues raised by the PMC have been considered and a meeting with the Deputy-Director General was held and also the comments and suggestion he made were considered.

Kind regards


MRS M.O.C. MHLABANE
HEAD OF DEPARTMENT
DATE: 13 ; 07 ; 2011





MPUMALANGA
PROVINCIAL
GOVERNMENT

Provincial Bursary Policy

MR JM RABODILA

DIRECTOR-GENERAL

DATE: 19/07/2011

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1. INTRODUCTION.

The Mpumalanga Provincial Government has an obligation to develop the Human Resource capacity of the Province including the capacity of both the employees and the citizens of the Province. To discharge this obligation, the Provincial Government provides financial assistance in the form of bursaries to its employees and to the citizens to further their studies. This is supported by the relevant legislation indicated under clause 2 and 15 of this policy document.

On the 10 March 2010, the Mpumalanga Provincial Executive Council resolved to (EXCO Resolution Number 14/2010) centralise all Bursary Schemes, internal and external, part-time and full-time, by all Provincial departments into a centralised unit located in the Department of Education.

Prior to this resolution, the administration of the study financial assistance provided by the Provincial Government to Provincial citizens and employees was decentralised. Each department within the Provincial Government had its own Bursary Scheme catering for provincial students studying towards qualifications that are aligned to the departmental mandates and also catering for employees under each department's direct employ. Each had its own policy and budget to fund its Bursary Scheme.

With effect from 2012/2013 financial year this policy will govern the disbursement of all bursary schemes administered by all the departments taking into consideration the proportional distribution according to district, gender, disability, and the allocation will be pro poor and biased towards rural communities with potential to succeed in further education and training and in artisan training offered by accredited Institutions in the country.

2. POLICY STATEMENT.

The Mpumalanga Provincial Government reaffirms its commitment in increasing the current skills base, within the Province and within the Provincial Government, by providing the citizens of Mpumalanga and employees of the Mpumalanga provincial Government with opportunities for further education and development. This is done in a manner that seeks to maximise the Provincial socio-economic capacity and service delivery by improving the supply of required and critical skills.

The core challenges that this policy seeks to address comprise of the following elements:

- a) Incompatibility of studies for which bursaries are awarded and funded between the Provincial scarce skills base and scarce skills bases of individual departments within the Provincial Government;
- b) Lack of systems, outcomes, and competency based approach to Education, Training and Development initiatives directly linked to the requirements and needs of the Provincial Government and its departments as outlined in the following policies and legislation:
 - aa) National Skills Development Strategy III (NSDS III);
 - bb) National Growth Path (NGP)
 - cc) Skills Development Act, 1998;
 - dd) Further Education and Training Act, 1998;
 - ee) The Provincial Human Resource Development Strategy;
 - ff) The Mpumalanga Economic Development and Growth Path;

- c) Inconsistencies in the letter and application of individual departmental bursary policies; and
- d) Lack of financial support for students from poor communities who have done well at school but do not have the means to pursue further study.

3. OBJECTIVES OF THE POLICY.

The Provincial Bursary Policy seeks to achieve the following objectives:

- a) To address the required, scarce and critical skills deficit in the Province and the Provincial Government; in order to maximise the Provincial socio-economic capacity and service delivery throughput, respectively;
- b) To assist both the citizens of Mpumalanga Province and employees of Mpumalanga Provincial Government who display potential but lack financial resources to further their studies in fields and priority areas that would add value to the Province and/or to the Provincial Government;
- c) To assist students who are either citizens of the Mpumalanga Province or employees of the Mpumalanga Government who lack financial resources but are currently furthering or intend furthering their studies in fields and priority areas that would add value to the Province and the Provincial Government;
- d) To encourage and promote needs based education.

4. PRINCIPLES.

Bursaries will be awarded in accordance with the following principles:

- a) Required, scarce, and critical skills and as indicated in the

Mpumalanga Economic Development and Growth Path and the Human Resource Development Strategy:

- b) In accordance with clause 3 above;
- c) Priority would be given to citizens of the Mpumalanga Province who come from deep rural communities;
- d) Departmental skills development plans will be taken to consideration when allocating bursaries;
- e) Employment equity plans will be considered;
- f) All districts will be given proportional allocation of bursaries with
- g) particular focus on the wards identified for the Comprehensive Rural Development Programme (CRDP);
- h) Consideration will be given to issues pertaining to Provincial Succession plans and skills training indicated in the retention strategy for the Province.

5. SCOPE OF APPLICATION.

The Provincial Bursary Policy covers the following scope including clause 3 and 4 above:

5.1 External Full-Time Students

- a) Current bursary holders and/or who have bursary contracts with any Department within Mpumalanga Provincial Government;

- b) All bursary holders granted such bursaries in line with this policy;
- c) Pursuing studies in the following categories:
 - aa) Artisan / trades qualifications;
 - bb) National Diplomas;
 - cc) Undergraduate Bachelors Degrees (including B'Tech);
 - dd) Postgraduate Honours Degrees (for exceptional studies where honours is required to complete a qualification, e.g. Psychology, Economists, etc.);
- d) The above stated studies should be aligned to:
 - aa) Provincial required, scarce, and critical skills as outlined in the Provincials Human Resource Development Strategy and the Mpumalanga Economic Growth and Development Path;
 - bb) Research topics relevant to the needs of the Province;
 - cc) Provincial Retention Strategy and Provincial succession plans.

5.2 Internal Part-time and Full-Time Students

- a) All employees of the Mpumalanga Provincial Government (excluding interns, employees on probation, and those employed on contract with the exception of contract workers employed for 3 – 5) funded for their development;

- b) Pursuing studies in the following categories (exclusions – National Programmes i.e. Soc Development, Learnerships, ABET, Agriculture):
 - aa) Artisan / trades qualifications;
 - bb) National Diplomas;
 - cc) Undergraduate Bachelors Degrees (including B'Tech);
 - dd) National Higher Diplomas;
 - ee) Postgraduate Honours Degrees;
 - ff) Postgraduate Masters Degrees with research topics relevant to the needs of the Mpumalanga Province;
 - gg) Postgraduate Doctoral Degrees with research topics relevant to the needs of the Province;
- c) The above stated studies should be aligned to:
 - aa) Provincial required, scarce, and critical skills as outlined in the Provincials Human Resource Development Strategy, Provincial Retention Strategy and the Mpumalanga Economic Development and Growth Path; and
 - bb) All relevant National legislation.

6. POLICY PROVISION

The Provincial Government shall do the following:

- a) Award the bursaries mentioned in clause 5 of this policy;
- b) Pay the following, directly to the service provider (and under no circumstances to the bursary holder) where the service provider is an Educational Institution, Book Store, Residence or Lodge service provider, etc.:

External / Full-time bursaries:

- aa) Registration fee;
- bb) Tuition fee;
- cc) Prescribed text books fee [prescribed text books only and excluding recommended books];
- dd) Accommodation and meals fee;
- ee) A fixed R1,500.00 monthly stipend for students lodging outside institutions' residence and
- ff) A fixed monthly stipend of R500.00 for students in residence to cater for travel and toiletry costs.

Internal / Part-time and Full-time bursaries:

- aa) Registration fee;
- bb) Tuition fee;

- cc) Prescribed text books fee [excluding recommended books];
- dd) Provision is not made in this policy for payment of accommodation, meals, and travelling costs for internal bursars. In case of internal bursars departments would be guided by their own individual policies and whether they have budgets.

7. CONDITIONS

- a) The Provincial Government shall not pay fees or related expenses in respect of a course that is being repeated and for which it has already paid in the past.
- b) The Provincial Government shall discontinue payment of the bursary for that course for the academic year that disallows a student to proceed to the next level.
- c) However, should the bursary holder repeat the course at his/her own expense and subsequently proceed to the next level the bursary for the course will be re-instated provided an application has been submitted and approved.
- d) However, should the bursary holder repeat the year at his/her own xpense and subsequently proceed to the next year of study, the bursary for the subsequent academic year shall be re-instated provided an application has been submitted and all requirements satisfied.
- e) Payment shall be effected on receipt of statement of account from the Academic Institution to which the bursary recipient is registered.

- f) It shall remain the responsibility of the individual bursary holder to ensure that the said statement of account is received by the Provincial Government. (payment should be done as per quotation as the tertiary institutions will not provide the statement prior the receipt of registration fee); and
- g) The bursary holder shall be expected to comply with the requirements of the learning programme as stipulated by the institution e.g. compulsory attendance of classes.

8. PROVINCIAL BURSARY COMMITTEE.

A Provincial Bursary Committee shall be appointed annually by the HOD of Department of Education. All members shall sign confidentiality and disclosure forms at the beginning of each meeting.

The committee shall be constituted by nineteen (19) members and it shall be as follows:

- a) Each Provincial department will be represented by one (1) senior manager (Senior Manager in Corporate Services, HR, or HRD; depending on the reporting lines of each department) and an alternate member (a Middle or Junior Manager in HRD);
- b) Two (2) members shall be officials in the Central Bursary Unit in the Department of Education and they shall be the General Manager: Provincial Bursary Scheme Administration and the Middle or Junior Manager: Provincial Bursary Scheme Administration;
- c) Three (3) employees shall be from labour;
- d) One (1) representative from the gender desk;
- e) One (1) representative from the disability desk;

- f) The committee shall be chaired by the General Manager: Provincial Bursary Scheme Administration who is head of the central bursary unit located in the Department of Education;
- g) The committee shall have as the secretariat the Senior or Middle Manager: Provincial Bursary Scheme Administration who is an official in the central bursary unit located in the Department of Education.

The functions of the Provincial Bursary Committee

The functions of the Provincial Bursary Committee shall be as follow:

- a) To adjudicate on all bursary applications that are funded and/or are to be funded by the Provincial Bursary Scheme;
- b) To determine the alignment of the intended field of study with the Provincial Bursary Policy, Provincial Human Resource Development Strategy, Provincial and departmental needs and required scarce and critical skills as indicated in the Provincial Economic Growth and Development Path;
- c) To submit a report of its activities to the Superintendent General in the Department of Education and the Director General as the chair of the Provincial Management Committee (PMC) every quarter;
- d) To give a directive to the bursary unit in the Department of Education in collaboration with other departments to assess where necessary value for money and conduct a cost-benefit analysis exercise by conducting verification visits and report accordingly;

- e) To report any abnormalities and non-functionality of the Provincial Bursary Committee (PBC) to the Superintendent General of the Department of Education and the Director General as the chair of the Provincial Management Committee (PMC).

9. FUNCTIONS OF THE BURSARY UNIT IN THE DEPARTMENT OF EDUCATION

The Centralised bursary unit in the Department of Education is responsible for the general management, administration and the day to day operations of the centralised bursary scheme and among others it is responsible for the following:

- a) Coordination of the meetings of the Provincial Bursary Committee and among others it should chair and offer secretarial services to the committee;
- b) Liaise and ensure regular communication with all the Departments and the beneficiaries of the centralised bursary scheme;
- c) Ensure that there is a budget for this function each year;
- d) Keep records of all the activities of the Provincial Bursary Committee;
- e) Keep Learner records and ensure that a database system is kept for reporting and tracking purposes;
- f) Report to the Head of the Education Department and ensure that the PMC is informed about the activities of the Provincial Bursary Committee;
- g) Submit recommendations made by the Provincial Bursary Committee to the Head of Department of Education and to PMC;
- h) Ensure that invoices of beneficiaries are settled in accordance with policy and relevant legislation;

- i) Where necessary conduct verification and cost benefit analysis in conjunction with all the Departments and the Provincial Bursary committee;
- j) Ensure the implementation of this policy; and
- k) Ensure constant monitoring of the provincial bursary scheme in line with this policy and other legislation and prescripts.

10. PROCEDURE.

The following are the steps to be followed when advertising, applying, adjudicating, selecting and administering the Provincial bursaries:

a) Advertisement and application process

The following procedure shall be followed with regards to advertising and application process:

- aa) The Provincial Bursary Policy and the bursary application forms shall be made accessible to all Provincial departments and Public Service Points / Centres throughout Mpumalanga Province;
- bb) The central bursary unit, guided by the Provincial Bursary Committee and stipulations of the Provincial Human Resource Development Strategy, shall advertise annually on all Provincial and departmental critical fields;
- cc) The central bursary unit shall distribute bursary application forms throughout Mpumalanga Province from 30 July to 30 September in each year by making them available to all the departments and also accessible on the provincial website;

- dd) The candidates should submit their application packages (application forms with copies of required additional documents) between the 30 July and 30 September in each year to designated receiving places in all Provincial Government offices and Public Service Points / Centres throughout Mpumalanga Province Provincial or forwarded through mail to the central bursary unit at the Department of Education at the Government Complex in Nelspruit.

b) Adjudication and selection process

The following procedure shall be followed with regards to the adjudication and selection process:

- aa) The adjudication of bursary applications and selection of bursary holders shall be conducted by the Provincial Bursary Committee as per requirements stated in this policy;
- bb) The adjudication of bursary applications and selection of bursary holders process shall commence in November each year and be completed by January the following year;
- cc) Successful candidates shall be informed directly and or telephonically.
- dd) Copies of approval shall be sent to the candidates and also to their offices in cases of Provincial Government employees.

11. REQUIREMENTS.

The following are requirements and criteria for awarding of Provincial bursaries:

a) External Full-time applicants and students

The general criterion for awarding bursaries is for needy unemployed youth residing in the Mpumalanga Province who has a potential to pursue the following fields of study:

- aa) The Province regard as required scarce and critical for the Provincial socio-economic capacity development; and/or
- bb) The province and / or department regard as required scarce and critical for its purposes.

b) Internal Part-time / Full-time applicants and students

The general criterion for awarding bursaries is for MPG employees who:

- aa) Want to study and register with any Higher Learning Institution in a field that is relevant for the functions of their department;
- bb) Are expected to perform certain functions that require a specific educational qualification level within their department;
- cc) Are not receiving a bursary from National Skills Development Fund during the same period.

b) General Requirements

Over and above the criteria stated above, in order to be considered for a Provincial bursary, candidates should submit an application package consisting of the following documents:

aa) A fully completed application form in the prescribed format;

bb) A certified copy of results transcript of current or last year of study;

cc) A certified copy of identity document;

A certified copy of proof of residence in case of Provincial citizens;

dd) An original letter of recommendation from HoD in case of Provincial Government employees;

ee) Proof of admission and fees required from an Institution of Higher Learning.

ff) In case of internal bursary holders proof of study leave granted by individual departments.

12. TERMINATION / WITHDRAWAL OF BURSARY

The bursary may be withdrawn on the grounds that the bursary holder:

a) In the case of failure to attain a pass mark in all the registered courses or if the bursary holder withdraws or cancels studies with the Academic Institution, the bursary

shall be withdrawn and the bursary recipient shall be required to pay back to the Provincial Government all the expenses paid on his/her behalf in the particular year;

- b) Is found to have breached the provision(s) of the contract entered into with the Provincial Administration regarding the terms and the conditions of the bursary;
- c) Leaves the province or his/her contract of employment have been terminated.
- d) Has not (in case of external full time) submitted an annual declaration on their Provincial residency / citizenry status by submitting proof of residence not later than January each year.
- e) Is expelled by the academic institution concerned;
- f) Has failed to perform at the expected academic standard as determined by the institution concerned.

13. BREACH OF CONTRACT

Breach of contract implies that the bursary holder fails to comply with any of the material terms and conditions laid down in the contract agreement entered into between himself/herself and the Provincial Government which include the following:

- a) Deviating from the field of study agreed upon without prior written approval from the Provincial Government;
- b) Not reporting to the Provincial central bursary office after completion of the course;

- c) Cancelling or withdrawing his/her studies before completion without prior approval to the Provincial Government;
- d) Failing to produce the examination results as required.

14. COMPULSORY SERVICE TO THE PROVINCE / DEPARTMENT

A bursary holders shall, after completion their studies, serve the Provincial Government through their department for a period not less than the number of years which the Provincial Administration offered the said bursary. This will be done as a way of ploughing back to the Province. This is applicable if the Provincial Government is able to employ the external full-time bursary holders on completion of their studies, or otherwise absorb them into an internship programme, or release them from the compulsory service obligation.

Bursary holders would be provided with a letter releasing them from the bursary condition if not offered employment or internship on completion of their studies.

15. RELEVANT ACTS AND LEGISLATION

This Provincial Bursary Policy is subject to the following regulatory framework which constitutes the most legal sources underpinning the mandate for skills development in the Republic of South Africa and in Mpumalanga Province:

- a) Constitution of the Republic of South Africa , 1996;
- b) Public Service Act , 1994 (Proclamation 103 of 1994);

- c) Public Service Regulations, 2001;
- d) White Paper on Public Service Training and Regulations, 1997;
- e) White Paper on Transformation of the Public Service, 1995;
- f) White Paper on Human Resource Management, 1997;
- g) Skills Development Act, 1998;
- h) Skills Development Levies Act, 1999 (Act No. 9 of 1997);
- i) South African Qualifications Authority Act, 1995 (including National Qualifications Framework);
- j) Employment Equity Act, 1998;
- k) Basic Conditions of Employment Act, 1997;
- l) Labour Relations Act, 1997 (Act No. 76 of 1999);
- m) Human Resource Development Strategy for South Africa 2010- 2030 (HRD – SA 2010);
- n) The Provincial Human Resource Development Strategy;
- o) National Skills Development Strategy III and
- p) National Growth Path;
- q) Mpumalanga Economic and Development Growth Path

16 ACRONYMS.

HoD	– Head of Department
HR	– Human Resource
HRD	– Human Resource Development
HRDS	– Human Resource Development Strategy
MPG	– Mpumalanga Provincial Government
MPL	– Mpumalanga Provincial Legislature
PBC	– Provincial Bursary Committee
PBP	– Provincial Bursary Policy
PBS	– Provincial Bursary Scheme
PMC	– Provincial Management Committee
MEGDP	- Mpumalanga Economic Growth and Development Path

17. DEFINITION OF TERMS

Scarce skills refer to “those occupations in which there is a scarcity of qualifications and experienced people, currently or anticipated in future, ether (a) because such skilled people are not available or (b) because they are available but do not meet employment criteria” (This definition is by the Department of Labour and is quoted in the Draft Human Resource Development Strategy clause 5.9.)

According to the Department of Labour, scarcity can either be absolute, as in the above (a) or relative as in (b) above.

- a) Absolute skills – There are no skills available;

- b) Relative Scarcity – Exist where suitably skilled personnel are available, but they do not meet other employment criteria such as remuneration level on offer and conditions of employment provided.

- c) Critical skills – These are skills referred to as “specific, key or generic and top up skills within an occupation (This definition is used in the draft Human Resource Development Strategy and is from Mignonne Breier in John Erasmus and Mignonne Breier, 2009)

- APPENDIX I** – **Application Forms and contact forms**
- APPENDIX II** – **Provincial Scarce and Critical Skills as per HRDS**
- APPENDIX III** – **Department Specific Criteria & Scarce Skills List**
Agriculture Rural Development and Land Administration
- APPENDIX IV** – **Department Specific Criteria & Scarce Skills List**
Community Safety, Security & Liaison
- APPENDIX V** – **Department Specific Criteria & Scarce Skills List**
Co-operative Governance & Traditional Affairs
- APPENDIX VI** – **Department Specific Criteria & Scarce Skills List**
Culture, Sports & Recreation
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Economic Development, Environment & Tourism
- APPENDIX VIII** – **Department Specific Criteria & Scarce Skills List**
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- APPENDIX X** – **Department Specific Criteria & Scarce Skills List**
Health
- APPENDIX XI** – **Department Specific Criteria & Scarce Skills List**
Human Settlements
- APPENDIX XII** – **Department Specific Criteria & Scarce Skills List**
Office of The Premier
- APPENDIX XIII** – **Department Specific Criteria & Scarce Skills List**
Public Works, Roads & Transport
- APPENDIX XIV** – **Department Specific Criteria & Scarce Skills List**
Social Development

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**MPUMALANGA
PROVINCIAL
GOVERNMENT**

(FINAL DRAFT)

Bursary Application Form

CLOSING DATE: 31 October 2010

ADMINISTERED BY

Mpumalanga Department of Education

BURSARIES WILL BE AWARDED TO APPLICANTS TO STUDY FULL-TIME AT ACCREDITED HIGHER EDUCATION INSTITUTIONS TO STUDY TOWARDS IDENTIFIED STUDY FIELDS/SCARCE SKILLS, FOR THE MINIMUM PRESCRIBED/MINIMUM REMAINING DURATION OF THE COURSE.

1. THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION:

- 1.1 Certified copy of birth certificate or identification document (ID).
- 1.2 Certified copy of the salary statement/affidavit of income of your parents or guardians.
- 1.3 Grade 12 June examination results/ Grade 12 certificate and latest results if you are already studying at a higher education institution.
- 1.4 In the case of an ORPHAN/DISABLED – please provide proof.

INSTRUCTIONS AND COMPLETION OF THE APPLICATION FORM

2. For any further enquiries and assistance in completing the application form, please contact the bursary office at Building Five, Riverside Government Complex, Nelspruit, telephone number 013-766-nnnn, postal address: Mpumalanga Department of Education, Provincial Central Bursary Unit, Private Bag x11291, Nelspruit, 1200.
3. Incomplete application forms will not be considered.
4. Please print when completing the form.
5. Mark appropriate blocks with an " X ".
6. No bursary will be granted if it does not comply with the criteria.
7. No change of course from the one which the bursary was allocated will be approved.
8. Consult with vocational councilors at a tertiary institution to make sure that you qualify for admission in the study field you applied for.
9. Special equipment necessary for the course registered will be paid for separately on receipt of such a request. Each request will be dealt with on its own merits.
10. The closing date for submitting application forms is **31 OCTOBER 2010** and no late application forms will be considered.
11. Your application will not be considered if you apply for more than one study fields.
12. Attach affidavit in the case parent/s or guardian/s is/are unemployed.
13. If you do not receive any response from the bursary section within four months after the closing date for applications, please consider your application as unsuccessful.

BURSARY APPLICATION FORM																											
1. Bursary application for which academic year? 2011																											
2. Bursary application type?										Full-time		Part-time															
3. ID Number:						4. Surname:																					
5. Initials:			6. First Names:						7. Title:																		
8. Gender:		Male		Female		9. Race:		Black		Coloured		Indian		White													
10. RSA Citizen?			Yes		No		11. Mpumalanga Resident / Citizen?					Yes		No													
12. Disabled?			Yes		No		If "Yes" specify:																				
13. District:			Buhlabela			Ehlanzeni			Gert Sibande			Nkangala															
14. Postal Address:							15. Residential Address:																				
Town:..... Post Code:.....							Town:..... Post Code:.....																				
16. Telephone Number:							17. Cell Number:																				
18. E-mail Address:																											
19. Matriculation Year:																											
20. Grade 11 / 12 Aggregate (if current)							20. Matric Aggregate (if past)																				
7		6		5		4		3		2		1		A		B		C		D		E		F		G	
21. Name of School:																											
22. Name of Principal :																											
23. School Telephone Number:																											
24. Post School Qualification (if any)							Year		Name of Institution																		
Name of Qualification							Obtained																				
25. Name of the Institution (University / University of Technology / FET College, etc) where you intend registering / studying:																											
(Please note: you may study at an institution of your choice, however it should be an accredited learning program at a registered institution)																											
26. Name of the Qualification (BSc / Certificate in Education / ND in Technology / etc) you intend registering / studying:																											
(Specify only one qualification)																											
27. Specialising Field (&major subjects):																											
28. Year of Study you intend registering / studying:							1 st Year		2 nd Year		3 rd Year		4 th Year														
29. NQF Level you intend registering / studying							FETC – National Certificates																				
							HET – National Certificates / Diplomas																				
							HET – National First Degrees / Higher Diplomas																				
							HET – Honours Degrees / Professional Qualifications																				
							HET – Masters Degrees / Doctoral Degrees																				
29. Current Academic Year:							1 st Year		2 nd Year		3 rd Year		4 th Year														
30. Student Number:							31. Need bursary for how many years:																				
.....																											

32. Does the Qualification / Field of Study that you intend registering / studying appear in the bursary advertisement / circular as an identified need?				Yes	No
33. Will this be your first Qualification?				Yes	No
34. Application Recommended? (Principal/Head of Faculty for Full-time & Supervisor for Part-time bursary applications)				Yes	No
35. Is this your first bursary application?				Yes	No
36. All documents attached?				Yes	No
37. Certified copy of your ID?				Yes	No
38. Certified copy of your latest school exam?				Yes	No
39. Certified copy of your financial status? (salary slip/affidavit)				Yes	No
40. Certified copy of your other certificates?				Yes	No
41. Copy of your PERSAL salary slip (employees)				Yes	No
42. Have you been a Mpumalanga Provincial Government bursary holder before?				Yes	No
43. If you were a bursary holder before, did you complete your studies?				Yes	No
44. Are you an Orphan (Proof to be submitted)				Yes	No
45. Father's Monthly Income	>R3000	R3001 - R5000	R5001 - R7000	<R7000	
46. Mother's Monthly Income	>R3000	R3001 - R5000	R5001 - R7000	<R7000	
47. Guardian's Monthly Income	>R3000	R3001 - R5000	R5001 - R7000	<R7000	
<i>Salary slips for employed parents / guardians and Affidavits unemployed parents / orphaned applicants - to be attached</i>					
48. Number of children depending on parents' / guardian's income: Higher Learning Institutions?..... / Attending School?..... Pre-School?.....					
49. Parent / Guardian employed by Mpumalanga Provincial Government?				Yes	No
50. Name of Parent's/Guardian's Employer:					
51. Telephone of Parent's/Guardian's Employer:					
52. Address of Parent's/Guardian's Employer:					
FOR MPG EMPLOYEES ONLY					
53. Department:		54. Persal No.		Salary Level:	
				Notch:	
55. Appointment Date:		56. Nature of Appointment:			
57. Job Title:		58. Educators Post Level: (Applicable to Educators Only)			
59. Directorate:			60. Sub-directorate:		
61. Are / were you a recipient of a bursary from any government department or private company?				Yes	No
62. If "Yes" - name government department / private company:					
63. Do you still have bursary obligation to the stated government department / private company:				Yes	No
64. If "Yes" - how do you have to fulfil your obligation?				Service	Refund

TO BE COMPLETED BY: THE PRINCIPAL / HEAD OF FACULTY OF APPLICANT:

Mr. / Ms. (surname of applicant)
intends to follow a study field that is relevant to the strategic objectives of the

Mpumalanga Department of

for the following reasons:

.....
.....

and has to my knowledge the ability and drive to make a success of the course.
I have checked that the application form is completed correctly and that the required documents are attached.

.....

SURNAME

INITIALS

RANK

.....

SIGNATURE

.....

DATE

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DECLARATION BY APPLICANT:

I (initials and surname) declare that:

1. The above particulars are complete and correct and I understand that any false information supplied, will lead to the immediate cancellation of the bursary,
2. All documents required are attached – if not – I understand that it will lead to the immediate cancellation of my application,
3. I understand that this application is for a bursary and not a loan and intend making my services available to the Mpumalanga Provincial Government upon obtaining the qualification in terms of the bursary contract, which is to be entered into if I am successful in my application for a bursary,
4. I understand that this bursary must be utilised as from the academic year and cannot be transferred to the following year or to another person and that no outstanding balances from previous academic years will be paid,
5. I understand that if I receive a bursary it is my responsibility to register at a registered and accredited Higher or Further learning institution to effect payment, submit my bursary contract, specified account and grade 12 final results **before 28 February each year to the Provincial Central Bursary Unit, Department of Education, Building Five, Riverside Government Complex, Nelspruit.** If I do not, I am aware that my bursary will be deemed cancelled,
6. I understand that no payment will be made before all documentation has been submitted.
7. I understand that I have to comply with the following to be considered for a bursary:
 - be a Mpumalanga resident / citizen
 - provide proof of the financial circumstances of my parents or guardian
 - select a qualification / study field from those that appear on the advertisement
 - be recommended by the Principal
 - study full-time should I be successful in my application
 - submit the required documents
 - complete the application form correctly
 - be obliged to enter into a contract with Mpumalanga Provincial Government

SIGNATURE OF APPLICANT:.....DATE:.....

SIGNATURE OF PARENT/GUARDIAN:DATE:.....

(if applicant is under the age of 21)

Mpumalanga Provincial Government Scarce Skills List
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MPUMALANGA PROVINCIAL GOVERNMENT



BURSARY AWARD AGREEMENT

Entered into by and between

the Mpumalanga Provincial Government herein represented by

..... duly authorised thereto
(hereinafter referred to as "the government")

and

.....
(full names and surname of the bursar)

Identity number

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* for the agreement to be valid, please attach an ID copy

(hereinafter referred to as "the bursar")

1. PREAMBLE

WHEREAS the government undertakes to grant the bursar a bursary award in order to allow him/her to obtain a degree/diploma/school pass (delete that which is not applicable) in (name of study field) subject to the terms and conditions contained in this Agreement.

AND WHEREAS the bursar indicated an intention to engage in studies to obtain a degree/diploma/school pass (delete that which is not applicable) in (name of study field) subject to the terms and conditions contained in this Agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

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2. OBLIGATIONS OF THE MPUMALANGA PROVINCIAL GOVERNMENT

- 2.1 The government grants the bursars the bursary in terms of this Agreement for the specific purpose of obtaining a (degree / diploma) in the Study Course at (state institution) for the year (state year of study e.g. 1st, 2nd, etc.)
- 2.2 The bursary award shall consist of an amount, determined by the government, equivalent to the registration, class and examination fees of the (state institution) in respect of the study course, as well as reasonable costs in respect of tuition, accommodation, meals and study books for the academic year of hereinafter collectively referred to as "allowances".
- 2.3 The allowances are subject to review at the discretion of the government and at all times subject to the availability of funds of the government set aside for the purposes of awarding bursary awards.
- 2.4 The allowances shall be paid out to and/or on behalf of the bursar as regarded as suitable and arranged by the government.
- 2.5 The bursary award shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of the government. Each renewal shall be subject, *inter alia*, to receipt by the government of satisfactory reports from the relevant institution concerning the bursar's academic progress and conduct.
- 2.6 Nothing contained in this Agreement will oblige the government or place any liability upon the government to provide or secure employment to the bursar during the course of this Agreement or subsequent to the bursar having obtained the prerequisite qualifications in terms of the study course, nor to provide experiential training to the bursar.
- 2.7 If the government should at any time after the coming into effect of this Agreement grant the bursar any concession of whatever nature in respect of the observance of the bursar's obligations in terms of this Agreement, such concession shall in no way

be construed as a waiver by the government of any of its rights in terms of this Agreement and such concession shall, at all times, be subject to the government's right to cancel the bursary.

3. OBLIGATIONS OF THE BURSAR

- 3.1 The bursar shall not, without first having obtained written permission from the government, be entitled to deviate from the study course mentioned or to change from institution.
- 3.2 The bursar shall provide the Mpumalanga Provincial Government with the statement of account from the institution, the postal address at the institutions and any change in his/her contact numbers.
- 3.3 In the event of the bursar residing in a private residence during his/her studies at the institution that should not be the home of any direct relatives of the bursar, the bursar must submit proof of his/her residence contract to the government.
- 3.4 The bursar will be required by the institution to sign a form/document when receiving/acknowledging any payment/allowance due to him/her, e.g. Schedule of Particulars.
- 3.5 After the successful attainment of the relevant qualification, he/she will submit a copy of his/her qualification to the government.
- 3.6 The bursar agrees to serve the Mpumalanga Provincial Government or its public entities in any capacity for which the government regards him/her as suitable, for a period of one (1) year for each year's participation in the External Bursary Scheme.
- 3.7 The bursar agrees that the Mpumalanga Provincial Government or its public entities will be given first preference in appointing him/her, after successful completion of his/her studies, provided that he/she meets the minimum requirements for a specific post. Permanent employment will be determined by the availability of funds, and future needs regarding personnel composition, provided that appropriate vacancies exist.

-
- 3.8 If there is no vacancy within the Mpumalanga Provincial Government or its public entities, nothing in this Agreement shall be construed as to impose an obligation on the government to employ the candidate after completion of the programme.
- 3.9 In the event of the bursar refusing an offer of permanent employment in the Mpumalanga Provincial Government, or the bursar terminating his/her services prior to the expiry of this contract, the bursar will be liable to reimburse the government for all costs relating to bursary awarded to him/her by the government.
- 3.10 Unless otherwise agreed in writing between the government and the bursar, the bursar shall travel to and from his/her place of residence to the institution at his/her own expense.
- 3.11 Any costs associated with aegrotat exams or supplementary exams will not be paid for by the government but will be for the account of the bursar.
- 3.12 Under no circumstances will the allowances cover costs or fees not normally associated with academic progress in the study course, such as fines, interest or penalties.
- 3.13 All claims of the bursar in respect of unpaid parts of the allowances must be received by not later than 30 November of each year. Any claims received after this date will not be considered for payment by the government.
- 3.14 The bursar agrees to the jurisdiction of the Magistrate's Court in terms of Section 45 of Act No. 32 of 1944 (as amended) to the effect that the government can institute any legal proceedings in respect of this Agreement in the Magistrate's Court of any district which has jurisdiction over the bursar according to the Act mentioned.
- 3.15 The bursar agrees to pay legal costs on the attorney at own client scale as well as collection commission on the then outstanding amount, should any legal steps be taken by the government in accordance with this Agreement.

4. ADDITIONAL SPONSOR/BURSARY

- 4.1 The bursar will not be allowed to have any additional sponsor/bursary that will

impose an obligation on him/her to serve at the end of the study programme.

- 4.2 In the event of the bursar being granted an additional sponsor without contractual obligations, the bursar must inform the government about the value of the other sponsor/bursary. The government will determine the amount it will contribute to the bursar depending on the level of study.
- 4.3 The bursar cannot have both the provincial government and national government bursaries at the same time or switch sponsors from the provincial government to national government (sponsors) because the fees are from the same source.

5. SUSPENSION OF THE BURSARY

- 5.1 In the event of the bursar not being successful in the field of study, the government shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the level of study in question has been completed successfully by the bursar at his/her own expense. Nothing contained in this clause shall prevent the government from waiving its right to invoke the provisions contained in this clause in circumstances regarded as appropriate by the government.

6. TERMINATION OF THE BURSARY CONTRACT

- 6.1 The Mpumalanga Provincial Government may terminate the bursary anytime should the bursar:
- 6.1.1 Fail to observe any one or more of the terms and conditions of this Agreement; or
- 6.1.2 Be guilty of misconduct in terms of the rules of the institution or not be making satisfactory progress in his/her studies; or
- 6.1.3 Discontinue his/her studies for the study course or another course embarked on without the prior written consent of the government as stated.
- 6.2 The government will be entitled to cancel this Agreement forthwith, even during the

course of an academic year. After the date of such cancellation, the government shall make no further payments whatsoever to or on behalf of the bursar. The government will also have the right to recover any monies paid plus interest at the rate determined by the Minister of Finance in terms of section 80(1)b of the Public Finance Management Act, 1999 (Act No. 1 of 1999) from time to time, from the date of breach of contract.

7. NOTICES AND *DOMICILIA CITANDI ET EXECUTANDI*

- 7.1 Any notice, request, consent, or other communication made between the parties pursuant to the Agreement shall be in writing and shall be regarded as to have been made when delivered in person to an authorised representative of the party to whom the communication is addressed, or when sent by registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3.
- 7.2 A party may change its address for receipt of communications by giving the other party 5 (five) days advance notice of such changes.
- 7.3 The parties select as their respective *domicilia citandi et executandi* the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this Agreement, the following:

7.3.1 The Mpumalanga Provincial Government

Physical: Provincial Bursary Unit
Riverside Government Complex
Building Five
NELSPRUIT
1200

Postal: Private Bag X11291
NELSPRUIT
1200

7.3.2 The bursar

Physical:
.....
.....
.....

Postal:
.....
.....

7.4 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be regarded to have been given if –

7.5.1 posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof,

7.5.2 hand delivered, on the day of delivery, and

7.5.3 sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a fax confirmation printout.

Signed by the bursar at on this day of 20 in the presence of the undersigned witnesses.

As witnesses:

1

2

.....
Bursar

Duly assisted by me as the parent/guardian of the bursar.

.....
Parent / guardian

.....
Initials of parent / guardian
in block letters

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Address of parent / guardian

.....
.....
.....
.....

Signed on behalf of the government at on this day of
..... 20 in the presence of the undersigned witnesses.

As witnesses:

1

2

.....

Government

