



cogta

Department:
Co-operative Governance and Traditional Affairs
MPUMALANGA PROVINCIAL GOVERNMENT

BURSARY POLICY

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1 Purpose of policy

The purpose of the policy is to:-

- 1.1 Assist in developing the professional capacity of employees' thus promoting service delivery.
- 1.2 Promote an integrated strategic approach in addressing education, training and skills development
- 1.3 Fulfill the Department's social responsibility through funding tertiary studies of deserving students within the Mpumalanga Province.
- 1.4 Create a life-long learning culture in pursuit of the principle of the "learning organisation".

2 Regulatory framework

- 2.1 The South African Constitution Act No.108 of 1996, as amended
- 2.2 Public Service Act No 3 of 1994, as amended;
- 2.3 Public Service Regulations, 2001;
- 2.4 Skills Development Act No.97 of 1998;
- 2.5 South African Qualifications Authority Act No.58 of 1995 (including National Qualifications Framework);
- 2.6 Employment Equity Act No.55 of 1998;
- 2.7 Basic Conditions of Employment Act No 75 of 1997;
- 2.8 Labour Relations Act No 66 1995, as amended
- 2.9 National Skills Development Strategy, 2005-2010;
- 2.10 Public Finance Management Act No.1 of 1999

3 Definitions and abbreviations

3.1 Definitions:

In this policy, unless the context otherwise indicates:-

"Accounting Officer" means the Head of Department;

"department" means the Mpumalanga Department of Co-operative Governance and Traditional Affairs

"employee" means a person who –

- (a) has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act; or
- (b) has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act

"non- employees" refers to a person who is not an employee as defined by the Public Service Act.

"youth" refers to a person between the age of 18 and 35 years

"grace period" is period of time past the number of years of completing the study during which a penalty that would be imposed for being late is waived.

4 Scope of application

The policy applies to:

- 4.1 All current employees of the department; and
- 4.2 Part time and full time students (non- employees) who signed a bursary contract with the Department.

5 Part-time Bursaries

- 5.1 Part-time bursaries are awarded to current employees of the Department in line with their personal development plan.
- 5.2 Applicants must complete the relevant application of part-time bursary.

6 Criteria for awarding part-time bursaries to employees

- 6.1 The field of study must be relevant to the official's duties and in line with their personal development plan.
- 6.2 No bursary shall be awarded to an official, whose probationary appointment is not as yet confirmed in line with the Public Service Act 1994, however their training and education shall be covered by the Skill Development policy.
- 6.3 The Department shall not pay for re-registration of failed subjects, the employee will be responsible for the cost incurred in terms of failed subjects.

7 Payment of part-time bursaries

Payments of part -time bursaries should only cover the following:

- 7.1 Tuition fees - 100% undergraduate and 90 % honors study, 70 % masters and 50% doctoral;
- 7.2 Examination fees-100% where applicable;
- 7.3 Book fees (actual cost of a maximum of 3 prescribed books per subject/module) Proof of purchase of books or a quotation from a credible bookshop must be provided, coupled with the list of prescribed books from the institution before any payments can be made. Only authentic invoices with clear references will be accepted as proof of purchase.
- 7.4 Subsistence and Travelling will only be paid for the attendance of compulsory sessions or classes in terms of the bursary awarded.
- 7.5 The Department will under no circumstance pay for subjects/modules that are repeated.

8 Full-time Bursaries

- 8.1 Full time bursaries serve as recruitment for occupational classes for which the Province finds it difficult to attract and retain sufficient qualified staff especially from designated groups.
- 8.2 Courses for which full time bursaries will be awarded will be identified annually by the managers and advertised in the local newspapers, Constituent offices, in Municipal offices, and in Regional Offices.

9 Criteria for awarding full-time bursaries

Students will be awarded a full time bursary based on the following criteria:-

- 9.1 The nationality of the applicant (South African only)
- 9.2 Financial background of the applicant.
- 9.3 Academic performance of the individual.
- 9.4 Applications from designated groups will be given first preferences.
- 9.5 The bursary holder will, upon completion of the study, serves the department for a minimum of 3 years subject to the availability of funded vacant posts.

10 Payment of full-time bursaries

Payment of full-time bursaries should only cover the following:

- 10.1 Tuition fees-100 %;

- 10.2 Accommodation and meals -100%;
- 10.3 Book fees-100%- Proof of purchase of books or a quotation from a credible bookshop must be provided, coupled with the list of prescribed books from the institution before any payments can be made. Only authentic invoices with clear references will be accepted as proof of purchase.
- 10.4 The tuition fees will be paid directly to the tertiary institution and under no circumstances to the bursary holder.
- 10.5 Where bursary holders paid money to the institution, they will be refunded on receipt of an authorised invoice provided the invoice falls under the contract period and is in line with the bursary criteria and provisions.
- 10.6 A stipend will be paid to a bursary holder who undertake practical training

11 Processes for awarding bursaries

- 11.1 The closing date for bursary application will be on the last week of September of each year.
- 11.2 Awarding of Bursaries must be done no later than the second week of November each year.
- 11.3 The Skills Development Committee will annually consider applications for bursaries taking into consideration the availability of resources.
- 11.4 Bursaries will be only awarded for studies at recognised tertiary institutions.

12 Bursary conditions

- 12.1 Applications for part-time bursaries must be submitted on the prescribed application forms for consideration.
- 12.2 A bursary is awarded based on an academic year, not a financial year.
- 12.3 Contractual commitment of part-time students must be fully met before the same student will be considered for a next bursary.
- 12.4 A bursary holder is obliged to utilise the bursary only for the approved direction of study.
- 12.5 A bursary recipient must enter into a contract with the department within 30 days of the approval of the bursary.
- 12.6 Payment of a bursary, which is due for study fees, will be made directly to the relevant institution after receiving specified invoices/accounts.
- 12.7 Bursary holders will not receive any financial assistance before they submit results or letter of acceptance and/or proof of registration to the department.
- 12.8 No monies will be paid out for failed or repeated subjects.
- 12.9 The department shall grant a grace period of 2 years for undergraduate study and 1 year for postgraduate.
- 12.10 Preferably, bursary will be awarded to the youth of Mpumalanga Province

13 Administration of bursaries

- 13.1 The awarding of bursaries will be administered by the Skills Development Committee.
- 13.2 A Confirmation letter to pay the bursary will be forwarded to the applicant and the institution.
- 13.3 A Bursary contract should be signed within 30 days after the approval of the bursary before any payment is made.
- 13.4 The Human Resource Development Unit is responsible to administer and monitor progress on studies of all bursary holders.

14 Circumstances for the recovery of money from employees

- 14.1 The Department will recover money provided as a form of bursary with interest to the employee and the employee has an obligation to pay back financial assistance received if he/she discontinues studying or resigns from the Department or Public Service before he/she has fulfilled his/her contractual obligation.
- 14.2 Bursary funds will be recovered with interest in cases where bursary holders fail to submit results within 30 days after the results have been released or on request by the Human Resource Development Unit.
- 14.3 Bursary funds will also be recovered with interest in cases where bursary holders accept an offer of employment in the private sector where such employer does not take-over the bursary obligations and related costs.
- 14.4 The department will terminate the bursary contract where the bursary holder transfers to another Department which refuse to take over the bursary obligations.

15 Review of policy

- 15.1 This policy will be reviewed annually and any review thereof is the responsibility of the accounting officer of the Department.
- 15.2 The policy may be amended at any time, whenever the need arise

16 Contraventions

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.