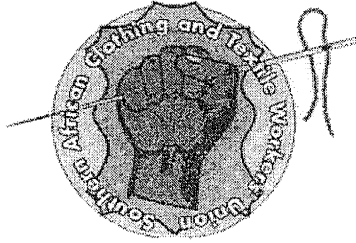


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SACTWU BURSARY FUND APPLICATION FORM 2012

HINTS TO COMPLETE

D. Kelly
24/10/2011.
approved

1. Please complete all information requested on the application form.
2. Write clearly and legibly
3. Please ensure that all documents requested are certified copies and are submitted promptly. (Your local Post Office or Police Station will be able to certify the documents)
4. Please ensure that the correspondence address provided at the top of page 4 is the address at which you will receive your mail. Please inform us immediately of any changes.
5. Where there is a difference in surname between student and union member, please provide:
 - an affidavit by member stating that you are the biological parent (full name and identity number) of the applicant (full name and identity number)
 - an affidavit by member (as above, a certified copy of your parent's marriage certificate and certified copy of both parents' identity documents.
 - Valid letter of guardianship from Department of Social Development.
6. All applicants are required to be members of the SACTWU Students Union (SaSU) and agree to 50 hours of community service. Please complete the separate application form.

CLOSING DATES:

- 29th February 2012 for full year and 1st semester study
- 10th August 2012 for 2nd semester study

Late applications will not be considered

Faxed copies will not be accepted.

TO BE COMPLETED BY STUDENT**DETAILS OF STUDENT**

Surname: _____

First Names in full: _____

Identity Number: _____

Date of Birth (dd/mm/yy) : _____ Age: _____

Ethnic/Population Group : _____ Gender Male FemaleMarital Status : Married Single

Home Address: _____

_____ Code : _____

Contact No. (Home) : _____ Cell : _____

Email : _____

How is the SACTWU member related to you:

 Member Mother Father Guardian Spouse

(if member is the legal guardian, please provide court order to prove guardianship)

DETAILS OF PROPOSED STUDY DURING 2012

Faculty:

Arts	Commerce	Health Science	Education	Engineering
Law	Humanities	Built Environment	Science	Other

Nature of Study: Certificate Diploma B - Tech Degree Post Graduate

Course: (Eg: BSc – Engineering) _____

Occupation for which you are studying: _____

Duration of course 1yr 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrsAcademic year of study: 1st 2nd 3rd 4th 5th 6th 7th finalAre you repeating any subjects: Yes No

Which subjects are you repeating: _____

Have you changed your faculty or course? Yes NoIs your registration : Annual Semester

Commencement date of study (dd/mm/yy) : _____

Your student registration number: _____

Tuition fees for the year 2012 : _____

Name of institution of study in 2012: _____

Faculty tel no : (_____) _____ Faculty fax no : (_____) _____

Have you received a bursary from SACTWU in the past Yes No

If Yes, please complete the following: Have you received a bursary from another sponsor

Year	Amount

Year	Name of Sponsor	Amount

Are you studying part-time/full-time? Part-time Full-time

Are you employed/unemployed? Employed Unemployed

I have completed an application form to join the SACTWU Students Union (SASU) and agree to undertake 50 hours of community service as set out in the application form.

No of community service hours completed in 2011: _____

Signature of student: _____ Date: _____

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TO BE COMPLETED BY MEMBER

DETAILS OF SACTWU MEMBER

Surname: _____

First Name in full : _____

Identity Number: _____

Home Address: _____

_____ Code : _____

Contact no (Home) : _____ Cell: _____

Name of Factory: _____

Factory Address: _____

_____ Code: _____

Telephone number of factory: (_____) _____

Fax number of factory: (_____) _____

Your Occupation: _____ Clock No _____

How many years have you worked in this factory? _____ Council No _____

Date employed at this factory: _____

How many years have you been a union member? _____

I am employed in the : Clothing Textile Leather Retail Staff

SACTWU Region: _____ SACTWU Branch: _____

I, (Name and Surname of member) _____

I hereby confirm that the information furnished above is accurate. I grant the union the right to render an enquiry to verify this information.

Signature of member: _____ Date: _____

Postal address for all correspondence:

Code: _____

CHECKLIST - TO BE COMPLETED BY THE STUDENT

The following documents must be submitted with this application:

		Yes	No
1	Certified copy of student's identity document		
2	Certified copy of member's identity document		
3	ID size photo of applicant		
4	Latest or certified copy of member's payslip		
5	Original/certified copy of detailed statement of account from institution for 2012 (cost per subject)		
6	Certified copy of matric certificate if 1 st year of study or 1 st time applicant		
7	Certified copy of academic record for previous years of study (all years)		
8	Proof for difference in surname: *affidavit by member stating that you are the biological parent (full name and identity number) of the applicant (full name and identity number) of the member *affidavit by member (as above) and marriage certificate and certified copies of both parents identity document *valid letter of guardianship from Department of Social Development (where applicable)		
9	Affidavit from member re status of employment (if member has been retrenched)		
10	Affidavit from applicant stating employed/unemployed if studying part-time or through correspondence (if employed part-time/contract – attach payslip)		
11	Application form to join SaSU		

Postal address

SACTWU Bursary Department
P.O. Box 18359
Dalbridge 4014
Tel : 0313011351
Fax : 0865003646

Delivery address:

3RD Floor - James Bolton Hall
127 Magwaza Maphalala (Gale) Street
Durban 4001
Email : bursaries@sactwu.org.za
Website : www.sactwu.org.za



WE WISH ALL STUDENTS THE VERY BEST FOR THEIR STUDIES IN 2012

Application form to join SACTWU Students Union (SaSU) and to commit to community service.

This application form contains my request to be enrolled as a member of the Sactwu Students Union (SaSU) and to commit to undertake community service on terms determined by SACTWU.

Part 1: Application to join

Surname and Name: _____

ID Number: _____

Name of Institution: _____

Campus _____

Contact number: _____

Address: _____

Postal Code: _____

Do you have a valid driver's licence?

Do you have a car?

I hereby apply to join SaSU and to be active in its activities while I am a student. I understand that there is no membership fee required. As a condition of my membership, I will meet with other SaSU members at the institution where I am studying to discuss matters of mutual interest and to help advance the cause of social justice in SA

Part 2: Details of Proposed Study:

Nature of Study:

Certificate	Diploma	BTech	Degree	Post Graduate
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Course: _____

Occupation for which you are studying: _____

Part 3: Commitment to render community service.

I understand that SACTWU has introduced a requirement that students should commit to be available to undertake 50 hours of community service for each year that we receive a bursary, commencing in 2008. SACTWU will determine the type of community service but will take into account my preferences which I will list below. I understand the community service may involve working at night, weekends or during vacations based on my availability. It may involve work at the union office, winter school for matriculants, the Proudly South African campaign or other community service. I can use my skills as a student (eg medical, legal, financial) or my generic skills (eg speaking to HIV positive persons or shoppers).

I would prefer to do the following community service: _____

I prefer to do the community service in the following city/town: _____

I prefer to do it at the following times:

Vacation:

Weekends:

Afternoons during term:

Evenings during term:

I have the following skills that I think may be of help in community service:

Signature: _____

Date: _____

SACTWU BURSARY FUND RULES 2012

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 2012. This policy is being reviewed and may change in future.

A private higher education institution is one registered with the national Department of Education as at 1 January 2011, 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>.

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 2011 (13 weeks membership).

3. Bursaries are granted automatically (subject to the rules) to dependants who are 25 years or younger. 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 R12 000 for degrees.

4. Spouses are considered as a dependant and will receive half (50%) of the qualifying bursary amount for 2012. Payment to spouses in 2012 shall be reconsidered once the number of applicants within this category has been determined for 2012.

5. Once a learner qualifies for a bursary, and the member is subsequently retrenched or has retired, 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/subjects 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 R12 000 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 R12 000 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 R4000 per academic 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. The bursary would be equivalent to 50% of the tuition fees up to a maximum of R4000 per academic year. Students whose parents are from factories paying 20c a week to the Fund will receive an additional R200.

7.2. Btech - bursaries are payable to all students who are studying for a Btech at a recognised university, university of technology or a private higher education institution. The amount payable will be 50% of the tuition fees up to a maximum of R12 000 per academic year.

7.3. Diplomas - students studying for a diploma at a university, university of technology and private higher education institution will receive a bursary equivalent to 50 % of the tuition fees up to a maximum of R4000 per academic year. Students whose parents are from factories paying 20c a week to the Fund will receive an additional R200.

7.4. Certificates - students studying for a certificate at a university, university of technology and private higher education institution will receive a bursary equivalent to 50% of the tuition fees up to a maximum of R4000 per academic year. Students whose parents are from factories paying 20c a week to the Fund will receive an additional R200.

7.5. Post graduates - 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

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 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. Bursaries will be paid regardless of students receiving other bursaries or sponsorships. 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. 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 2011 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

13. The closing date for the submission of applications for whole year and first semester courses is on 29th February 2012. The closing date for second semester courses is 10th August 2012

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