

SACTWU BURSARY FUND RULES 2014

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 2014. 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 2014. 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.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 2013 (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 75% of the qualifying tuition fees per academic year subject to such maxima as the union's national structures may decide from time to time.

4. Spouses are considered as a dependant and will receive half of the qualifying bursary amount for 2014. Payment to spouses in 2014 shall be reconsidered once the number of applicants within this category has been determined for 2014.

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. Post Graduate. Degrees B-Tech, Diplomas and Certificates (Public Institution) - Bursaries are payable to all students who are studying a recognised Post Graduate (Honours), Degree, B-Tech, Diploma and Certificate at a university and university of technology.

The bursary would be equivalent to 75% of the tuition fees per academic year, subject to such maxima as the union's national structures may decide from time to time. The union has now decided that the maximum payable will be R35000.

7. Degrees B-Tech, Diplomas and Certificates (Private Institution) - Only courses accredited by the DoE for such institutions would qualify. 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, then the bursary will be discontinued.

The bursary would be equivalent to 75% of the tuition fees up to a maximum of R7000 per academic year.

8. 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.

9. 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.

10. 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.

11. 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).

12. 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.

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

14. 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.

15. 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.

16. 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.

17. 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.

18. 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 2013 bursary year will be subjected to the following penalties.

Those who have completed more than 50 hours

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

19. The closing date for the submission of applications for whole year and first semester courses is on 28th February 2014. The closing date for second semester courses is 8th August 2014.

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