



## **UMZINYATHI DISTRICT MUNICIPALITY**

### **BURSARY POLICY**

## 1. General Conditions

- 1.1 The municipality grants a bursary to Officials and Councillors of the uMzinyathi District Municipality for examinable part time tertiary study at a recognized educational institution.
- 1.2 The proposed study must be related to activities of Local Government.
- 1.3 A bursary will be awarded to an official upon approval by the Municipal Manager provided he / she submits a fully completed and signed bursary application. (See Annexure "A")
- 1.4 Studies may only be followed at an accredited college, Technikon or University situated within the Republic of South Africa as defined by relevant legislation.
- 1.5 Studies at a non-South African educational institution will only be approved if the relevant course is not presented in South Africa, provided that the applicant must submit a satisfactory assessment of value from SAQA (South Africa Qualifications Authority).
- 1.6 The bursary in respect of this agreement only covers one academic year of the course of study for which the applicant has registered. Study costs for the remaining year(s) of study will be paid by the municipality upon an application for continuation of studies by the official/or Councillor and bursary agreement as amended from time to time, or prevailing at that point in time, will apply.
- 1.7 Where an official fails one or more subjects, a bursary **will not** be granted for the subject(s) to be retaken and will be for the Official's own account.
- 1.8 A bursary **will not** be granted in order to write supplementary examinations for subjects nor entry examinations for the course of study.
- 1.9 The municipality will pay 40% for post graduate qualifications and employee pays 60%
- 1.10 The municipality reserves the right whether or not to allocate a bursary and amend the conditions of the bursary schemes.

## 2. **COST AND PAYMENT OF STUDY FEES**

The municipality undertakes to pay tuition and registration fees or part thereof for the employee in respect of an approved course at an accredited educational institution upon receipt of a pro-forma invoice

showing the registration and tuition fees, including examination fees where necessary and/or a documentary proof that the official has registered for those particular subjects of the approved course of study,

- 2.1 The municipality will pay the cost of the prescribed books to a maximum of R2 500.00 per academic year per employee or councillor, upon receipt of a pro-forma invoice.
- 2.2 Prescribed books remain the property of the Official.

### **3. CONDITIONS**

- 3.1 The full cost of the bursary taken and paid for by the municipality will be recovered from the salary of the official over a period not exceeding 12 months if the official does not provide proof that he/she has passed his or her subject(s) successfully within one month following the examination.
- 3.2 The repayment of the bursary granted to the official by the municipality will be waived upon proof of passing the particular course of study for which the study assistance was granted.
- 3.3. An official who suspends or does not complete his or her studies within the prescribed time limit as determined by the municipality in its sole discretion is liable to pay back as at date of termination of studies, the full bursary amount.
- 3.4 As referred to in clause 3.1, the official is obligated to submit results within one month following the examination or the assignments for non-examination courses. Failure to do so will result in repayment of the amount paid by the municipality for those specific subject(s) being recovered from the official's salary.
- 3.5 In the event of an official failing a subject(s) in the respective year of study, he/she will be liable to pay back the amount paid by the municipality for that particular subject(s), alternatively, the official may retake the subject(s) at his/her own cost and upon proof of successful completion of the subject(s), the amount will be waived. After having undertaken the subject(s) at his/her own cost and still having failed such subject(s), the official will remain liable to pay back the amount paid by the municipality for that particular subject(s).
- 3.6 An official shall be expected to remain with the municipality for a period equivalent to the time bursary was granted.

- 3.7 Should an official resign whilst having a bursary, the municipality shall deduct all monies due to the municipality.

#### **4. ABSENCE TO ATTEND LECTURES/TUTORIALS/GRADUATION**

- 4.1 Studies will take place outside normal working hours and the usual study leave procedure will apply.
- 4.2 In cases where Officials are required to write examinations/attend compulsory lectures outside the local area, the Official will be responsible for all related travel and accommodation expenses.
- 4.3 In the case of the attendance of compulsory lectures, the Official is required to submit an application for Special Leave to the Human resources section together with proof of lecture dates, for submission to the Municipal Manager for consideration.
- 4.4 An Official who has been granted Special Study Leave may not claim overtime equivalent to the number of hours that Special Leave is granted for a specific month.
- 4.5 The municipality will not be responsible for any costs relating to the attendance of graduation ceremonies.

#### **5. STUDY AND EXAMINATION LEAVE**

- 5.1 An official will be allowed one day's examination leave for each paper to be written.
- 5.2 In addition to the above, an Official will be allowed one day's study leave in respect of each paper to be written. In the event that a learner writes his/her examination on a Monday, the Friday before the date of the examination is considered to be the one day's study leave.
- 5.3 In cases where additional study leave days are required, the excess must be taken as part of the annual or unpaid leave. No advanced study leave is permissible.

#### **6. OBLIGATIONS OF AN OFFICIAL**

- 6.1 An official who has been granted a bursary undertakes to provide the Human resources with certified copies of successful studies within one month of receipt thereof, and further undertakes to:

- i) Submit results for each examination written, to the Human resources section.
- ii) Notify the municipality immediately of suspended studies if he/she is of the opinion that it is impossible to abide by the conditions.
- iii) Seek approval in writing from the municipality for deferment of subject(s).

**COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: 17 December 2008

**ANNEXURE "A"**

**APPLICATION FOR BURSARY: OFFICIAL PART-TIME STUDY**

**NOTE: THIS APPLICATION MUST BE SUBMITTED IN ADVANCE. APPLICATION FOR COURSES ALREADY COMPLETED MAY NOT BE CONSIDERED.**

**APPLICANT'S NAME:** \_\_\_\_\_

**DATE** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**DEPARTMENT** : \_\_\_\_\_

**NAME OF STUDY COURSE TO BE TAKEN:** \_\_\_\_\_

**STUDENT NUMBER** : \_\_\_\_\_

**TOTAL LENGTH OF STUDY COURSE:** \_\_\_\_\_

**CURRENT YEAR OF STUDY:** \_\_\_\_\_

**TOTAL PERIOD REMAINING FOR COMPLETION OF STUDIES:** \_\_\_\_\_

**SUBJECTS TO BE STUDIED DURING THIS YEAR:**  
(Attach a list of the courses to be studied from the institution of study as proof)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CREDITS ALREADY RECEIVED FOR THIS COURSE (SUBJECTS AND YEARS OF EXAMINATION):** (Letter from institution of study as proof of credits received to be attached)

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF CORRESPONDENCE COLLEGE, UNIVERSITY, CONTACT PERSON AND CONTACT TELEPHONE NUMBER, ETC:**

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT OF COURSE FEES APPLYING FOR**

DEPOSIT PAYABLE : R \_\_\_\_\_  
REGISTRATION FEES : R \_\_\_\_\_  
TUITION FEES : R \_\_\_\_\_  
EXAMINATION FEES : R \_\_\_\_\_  
PRESCRIBED BOOKS : R \_\_\_\_\_  
**TOTAL FEES : R \_\_\_\_\_**

**I HEREBY APPLY FOR THE ABOVE COURSE TO BE RECOGNIZED BY THE MUNICIPAL MANAGER AS QUALIFYING ME FOR A REFUND OF CERTAIN FEES IN THE CASE OF PAYMENT BEING MADE UPFRONT BY MYSELF. I UNDERSTAND THAT ANY SUCH REFUND WILL BE SUBJECT TO THE CONDITIONS AS APPROVED BY THE UMZINYATHI DISTRICT MUNICIPALITY**

\_\_\_\_\_  
**BURSAR**

\_\_\_\_\_  
**DATE**

**FOR COMPLETION BY HEAD OF DEPARTMENT**

**I RECOMMEND THIS APPLICATION.**

**REASONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**HUMAN RESOURCES SECTION**

**THIS APPLICATION IS RECOMMENDED**

**REASONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**MUNICIPAL MANAGER**

**APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**