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## **INVITATION: EXTERNAL BURSARY APPLICATION – 2023/24**

The Steve Tshwete Local Municipality intends to offer bursary opportunities for deserving and qualifying youth (18-35) residing within the Steve Tshwete Local Municipality. Applicants wishing to undertake full-time or distance learning undergraduate studies at Public Universities or TVET Colleges are invited to submit their applications.

### **1. Eligibility/Admissibility Requirements:**

- South African citizen residing within the borders of Steve Tshwete Local Municipality (MP313) shall be considered.
- People from previously disadvantage groups and people living with disability are encouraged to apply;
- Applicants must have applied for, and been admitted into a public institution of higher learning to pursue the undergraduate qualification;
- Current grade 12 learners who have applied for admission and granted provisional admission pending their final grade 12 results can apply.
- Applicant must meet the financial qualifying criteria for funding which is a combined gross family/household income of not more than R350 000.00 per annum;
- Applicants who are studying at a public institution of higher learning (Universities and TVET Colleges) for the first time;
- Applicants must have only one study bursary or loan;
- Applicants with incomplete undergraduate qualifications and are first-time recipients of a study bursary or loan may be considered subject to assessment of all supporting documents (e.g. history of financial statements and academic records from the institution) submitted with their application.

## 2. Bursary Funding:

The municipality shall fund approved bursary recipients annually in line with the academic curriculum, mode of study undertaken by the learner and in line with the costs as stipulated by the academic institution.

Subject to budget availability, the bursary fund is comprised of the following segments:

- Tuition fees as per the institution's fee structure;
- Accommodation and meals subject to submission of supporting documents (e.g. on campus boarding fee structure, private lease agreement) and established criteria.
- Learning material fees in line with study curriculum and learning requirements.
- Monthly allowance: availability of budget

**NB:** The municipality does not guarantee full scale bursary to selected candidates and funding shall be allocated as per affordability and in line with the bursary agreement entered into between learners and the municipality.

## 3. The following certified documents must accompany the bursary application:

- 3.1 Certified ID Copy of applicant and parents or guardians;
- 3.2 Certified grade 12 results/certificate
- 3.3 Certified Grade 11 results or grade 12 progress/term reports for current grade 12 students who are still in high school
- 3.4 Admission letter from the academic institution;
- 3.5 Academic record for applicants already studying in higher learning institutions;
- 3.6 Detailed written motivation letter
- 3.7 Marriage certificate (if applicable)
- 3.8 Proof of applicant's income or family/house hold income (including that of both parents or legal guardian/s);
- 3.9 Affidavits by both parents or guardians if unemployed;
- 3.10 Certified death certificates in case one or both parents are deceased;
- 3.11 Proof of SASSA grant recipient (if applicable)



**4. The following field of studies shall be considered for funding:**

- 4.1 Engineering studies (Civil, Electrical, Chemical, Mining and Mechanical Engineering)
- 4.2 Financial Management/Accounting, Internal Auditing
- 4.3 Town & Regional Planning, Architectural Design, Quantity Surveying, Real Estate/Property Valuations & Management
- 4.4 ICT
- 4.5 Legal Studies
- 4.6 Environmental Studies, Development Studies
- 4.7 Media Studies
- 4.8 National Certificate-Vocational Education

**CLOSING DATE: 31 OCTOBER 2023**

**Please Note:**

- 1. Applications should be completed on the prescribed application form (available from Municipal Offices) and submitted to the Office of Director Human Resources at the Steve Tshwete Municipal Building, ground floor, Cnr Walter Sisulu Street and Wanderers Avenue, Civic Centre Building main entrance.**
2. The selection of a candidate is at the Steve Tshwete Local Council's sole discretion, taking into account all relevant legislation, council policies and procedures.
3. The submission of application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding applicant's background, qualifications/academic transcripts, employment reference checks of parent/s or guardian etc.
4. Applicants who have not been responded to within eight weeks of the closing date should consider their applications unsuccessful and correspondence will only be limited to short-listed candidates.
5. Incomplete or incorrect information on a bursary application form will disqualify an applicant.
6. No late and emailed/faxed applications shall be accepted.







## BURSARY APPLICATION FORM – 2024 ACADEMIC YEAR

Please attach certified copies of the following documents: (All the certified copies of income must not be older than 3 months) Your documents can be certified at the South African Police Service or the South African Post Office. • If you are under the age of 18 or if you are 18 and older and are STILL DEPENDENT on the household income of your parent or legal guardian, then this also applies to you.	Compulsory
Certified proof of bank account. This can be a bank statement or letter from the bank where you have your account.	Yes
Certified copy of your Identity Document	Yes
Certified copy Of Identity Document of each household member including parents or legal guardian.	Yes
If you are younger than 16 years of age and do not have a green bar-coded ID, you must submit a certified copy of your birth certificate.	Yes
If you have been exempted from paying school fees, please provide a letter from the school informing STLM that you have been exempted	Yes
Certified or official copy of recent pay-slip, letter of employment, not older than three months, of each of your parents, or the person who supports you, or your guardian or yourself if you are employed This is for all types of employment. Proof of income of all members of the household. This includes any income received from SASSA grants, Unemployment Insurance Fund (UIF), or any retirement, life. Disability or Other benefits paid as a lump sum or in monthly payments.	Yes
Proof of residence - such as water and electricity accounts or other accounts	Yes
If your parents or the person who supports you or your legal guardian are retired, please provide a copy of an official pension slip or bank statement showing pension payment	Yes
If your parents or the person who supports you or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.	Yes
If your parents or the person who supports you or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.	Yes
If you are supported by someone Who is not your parent or legal guardian, please provide an affidavit explaining the reasons	Yes
Certified copy of a SASSA letter if any of your family members are receiving a social grant and are also contributing to your household income. This also applies to your legal guardian.	Yes
If you have indicated that a dependent in your household is a student, please provide proof of registration or acceptance at the university or FET college for each dependent.	Yes
If you have a disability, please complete the supporting documents Annexure A and submit them with your application form	Yes
Certified copy of your latest academic transcript or exam results. If you are currently in Grade 12 you are excluded from this requirement	Yes

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## SECTION A: PERSONAL DETAILS

Please fill out as per your ID documents\*:  
 (Tick the appropriate boxes. Field with \* are compulsory)

\*Surname: ..... \*Date of birth: .....  
 \*Full name: ..... \*ID number: .....

Title  Mr  Miss  Ms  Mrs.

Gender  Male  Female

Do you have a Disability?  Yes  No (\*Please provide proof detailing the nature of disability)

Race  African  Asian  Coloured  Indian  White

Marital status  Divorced  Married  Unmarried  Widowed  Other

Do you receive a SASSA\* grant \*(south African Social Security Agency)  Yes  No

### HOME ADDRESS (physical) \* compulsory field

\*address ..... \*City.....  
 \*Province..... \*Country..... \*Postal code.....

What are you Doing this year?  Secondary school  Employed  Not employed  Studying & Employed

Highest academic level achieved  Gr 9  Gr 10  Gr 11  Gr 12  
 1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year

Name of Institution where u achieved your highest academic level .....

Year achieved .....

Do you have any form of financial assistance?  NSFAS  Other  None

If you answered **NSFAS** or **Other** in the previous, what type of assistance do you receive?

Loan  Bursary  Other (if other, please elaborate) .....

How much do you receive?.....

Have u ever been declared mentally unfit by a court of law?  Yes  No

Has there ever been an administration order against you?  Yes  No

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**SECTION A: YOUR DETAILS (Continued)**

**CONTACT DETAILS** (Preferred means of contact where a cell number or an email must be provided.)

\*Compulsory field

Home telephone..... \*Cell phone..... \*Email.....

**SECTION B1: FAMILY DETAILS – FATHER or STEP FATHER**

**If you are the age of 18 and not dependent on the house income of your parent or legal guardian, then ignore Father, Mother and legal guardian details.**

Deceased  Yes  No \*if you answered Yes, Please Provide a supporting document.

Surname..... Name.....

Date of birth..... ID number.....

Marital status  Divorced  Married  Unmarried  Widowed  Other

**CONTACT DETAILS** (Preferred means of contact where a cell number or an email must be provided.)

\*Compulsory field

Home telephone..... \*Cell phone..... \*Email.....

What is the occupation of your father?  Employed  Unemployed  Other

Is the above mention person your next of kin?  Yes  No

Source of income?  Salary  Pension  Child support  Contribution  
 Business profit (specify).....(E.g. taxi, Hawkers or enterprise)

Annual income amount if not a salary (before deduction and tax) .....

Other form of income?  Yes  No (specify).....

Assistance amount.....

**HOME ADDRESS** (physical) \* compulsory field

\*address ..... \*City.....

\*Province..... \*Country..... \*Postal code.....

**EMPLOYEMENT DETAILS**

Occupation..... Company.....

Income Tax No..... Annual Income amount.....

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**SECTION B2: FAMILY DETAILS – MOTHER or STEP MOTHER**

**If you are the age of 18 and not dependent on the house income of your parent or legal guardian, then ignore Father, Mother and legal guardian details.**

Deceased  Yes  No \*if you answered Yes, Please Provide a supporting document.

Surname..... Name.....

Date of birth..... ID number.....

Marital status  Divorced  Married  Unmarried  Widowed  Other

**CONTACT DETAILS** (Preferred means of contact where a cell number or an email must be provided.)

\*Compulsory field

Home telephone..... \*Cell phone..... \*Email.....

What is the occupation of your mother?  Employed  Unemployed  Other

Is the above mention person your next of kin?  Yes  No

Source of income?  Salary  Pension  Child support  Contribution  
 Business profit (specify)..... (E.g. taxi, Hawkers or enterprise)

Annual income amount if not a salary (before deduction and tax) .....

Other form of income?  Yes  No (specify).....

Assistance amount.....

**HOME ADDRESS** (physical) \* compulsory field

\*address ..... \*City.....

\*Province..... \*Country..... \*Postal code.....

**EMPLOYEMENT DETAILS**

Occupation..... Company.....

Income Tax No..... Annual Income amount.....



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**SECTION B3: FAMILY DETAILS – LEGAL GUARDIAN**

**If you are the age of 18 and not dependent on the house income of your parent or legal guardian, then ignore Father, Mother and legal guardian details.**

Surname..... Name.....

Date of birth..... ID number.....

Appointed by the court of law?  Yes  No

Family or other individual has assumed responsibility for you  Yes  No

**CONTACT DETAILS** (Preferred means of contact where a cell number or an email must be provided.)

\*Compulsory field

Home telephone..... \*Cell phone..... \*Email.....

What does your guardian currently do?  Employed  Unemployed  Other

Is the above mention person your next of kin?  Yes  No

Source of income?  Salary  Pension  Child support  Contribution  
 Business profit (specify)..... (E.g. taxi, Hawkers or enterprise)

Annual income amount if not a salary (before deduction and tax) .....

Other form of income?  Yes  No (specify).....

Assistance amount.....

**HOME ADDRESS** (physical) \* compulsory field

\*address ..... \*City.....

\*Province..... \*Country..... \*Postal code.....

**EMPLOYEMENT DETAILS**

Occupation..... Company.....

Income Tax No..... Annual Income amount.....

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**SECTION B4: FAMILY DETAILS – NEXTS OF KIN Compulsory (if not father, mother or legal guardian)**

**If you are the age of 18 and not dependent on the house income of your parent or legal guardian, then ignore Father, Mother and legal guardian details.**

Surname..... Name.....  
 Date of birth..... ID number.....  
 Source of income?  Salary  Pension  Child support  Contribution  
 Business profit (specify)..... (E.g. taxi, Hawkers or enterprise)  
 Annual income amount if not a salary (before deduction and tax) .....  
 Other form of income?  Yes  No (specify).....  
 Assistance amount.....

**SECTION C: STUDY DETAILS**

**SECTION C1: Qualification or course – 1<sup>st</sup> preference**

Are you planning to study at a university or FET college?  University  FET college  
 Registration\* will be for?  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  
 field of study.....  
 Student number (if are applicable) .....

**SECTION C2: Qualification or course – 2<sup>nd</sup> preference**

Are you planning to study at a university or FET college?  University  FET college  
 Registration\* will be for?  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  
 Field of study.....  
 Student number (if are applicable) .....  
 What type of accommodation will you make use of?  
 Rental accommodation  On-campus residency  Off-campus residency

Do you need funding for the meals provided by the residency?  
 Yes – need funding for meals  No – Meals are part of the residency  not applicable  
 Do you need funding for travel to the university or FET College?  Yes  No  
 Distance between accommodation (while studying) and the institution?.....

\_\_\_\_\_  
 Applicants Signature

\_\_\_\_\_  
 Date