



## **BUSARIES**

### **1. OBJECT OF BUSARY SCHEME:**

The object of the bursary scheme is to render financial assistance to staff in order to develop them further so that they may become better equipped to do their work to the benefit of the Municipality.

### **2. QUALIFYING CRITERIA:**

2.1. All permanent staff and those staff appointed on fixed term contracts ("Section 57 employees") who have completed their probation periods and are contributing to a council approved pension fund may apply for and be granted a bursary.

2.2. Only part time studies may be undertaken and a bursary recipient may not use official working hours for study purposes.

2.3. Studies must be undertaken through a registered and recognised educational institution.

2.4. The course, and any future approved changes thereof, must be in line with approved study courses applicable to the contents of the job being done by the employee.

### **3. PROCESS OF APPLICATION FOR A BURSARY:**

3.1. An application form (Form HR 016) must be completed by the applicant.

3.2. Attached to the application form must be the formal curriculum from the educational institution together with the fee structure.

3.3. The Municipal Manager shall approve or disapprove applications for bursaries. This authority may not be delegated. Employees whose applications have been disapproved by the Municipal Manager may appeal to the Executive Committee whose decision on the matter shall be final.

3.4. An applicant shall receive a letter informing him/her of the decision.

3.5. If a bursary is approved, the employee will be required to sign an undertaking as per the form HR 017.

3.6. Payment of fees may only be done with effect from the date of approval.

3.7. Payment of fees for the modules to be undertaken for the academic year must be paid on presentation of an invoice, once the signed undertaking referred to in clause 3.5. is on file, and a receipt to the same value must be provided for file purposes.

**4. CONDITIONS:**

4.1. Books/study material is paid for once documentary evidence is provided to substantiate that the prescribed books for the course. Subject to clause 4.2. books/study material remains the property of Municipality and must be returned to the Director of Corporate Services on completion or suspension of the course.

4.2. The bursary recipient may at any time during and within the period described in clause 4.3. after the completion of the studies for which the books/study material were used, purchased such books/study material at prices determined by the Executive Committee.

4.3. If, after three months after the completion of the course/module/subject for which the books were prescribed, the bursary recipient fails to purchase the books/study material, such books/study material may be sold to any other employee at prices determined by the Executive Committee.

4.4. Study leave must be handled in terms of Chapter 14 of the Staff Regulations. It is the responsibility of the bursary recipient to submit examination result immediately they are available. If bursary recipient fails to provide results or was absent from the exam the special leave referred to in Chapter 14 shall be converted to ordinary vacation leave. Nothing herein contained shall prohibit the bursary recipient to apply for ordinary vacation leave for study purposes and he/she shall be granted such leave subject to the contingencies of the services.

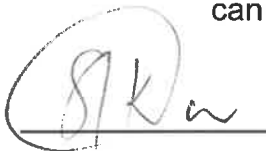
4.5. If a bursary recipient fails an exam he/she will be required to provide evidence of re-registration for the subject/module and only on receipt of proof of having successfully passed the exam, will further payments for further studies be made. If the bursary recipient fails the subject/module and decides not to re-register for the subject/module at own cost he/she will have to repay all the costs incurred by the municipality for the subject/module in question.

4.6. It is an explicit condition of the bursary that the bursary recipient must complete each prescribed year of study before proceeding to the next year as a bursary progress recipient. Therefore, in reference to clause 4.5. no further payments for further studies will be made until each prescribed study year is successfully completed.

4.7. Should a bursary recipient wish to make changes to his/her course of study, prior written approval of the Municipal Manager must be obtained. Such application must be comprehensively motivated and the Municipal Manager must believe that such changes will be in the interest of the recipient. Changes to an easier course of study could disqualify the recipient unless the

Municipal Manager is of the opinion that such change is in the best interests of firstly the municipality and secondly the recipient. The new course of study must comply with the stipulations contained in clauses 2.2. to 2.4.

- 4.8. The Municipal Manager shall not withhold such approval if the recipient's academic institution prescribes such change.
- 4.9. In the event of the bursary recipient not making satisfactory progress the Municipal Manager may suspend payment of any further monies until it is considered that satisfactory progress has been made, or the bursary may be withdrawn. Satisfactory progress means any of the following:
- 4.9.1. The event described in clause 4.5.
  - 4.9.2. The event described in clause 4.6.
  - 4.9.3. Continued failure to pass subjects/modules.
  - 4.9.4. Any other event that, in the discretion of the Municipal Manager, indicates unsatisfactory progress.
- 4.10. In the event of the bursary having been withdrawn, the employee abandoning the course for any reason, or leaving the Municipality's employ he/she shall be required to repay the Municipality the monies paid on his/her behalf. If such fees are not repaid in full interest will be charged at the treasury rate determined by the Minister of Finance from time to time.
- 4.11. The employee must work for the Municipality for the same number of years taken to complete the course failing which pro-rata repayment of the monies must be made. Interest will be charged at Treasury rates on overdue amounts.
- 4.12. On completion of the course the original certificate ( degree/diploma) issued by the institution is required so that two certified copies thereof can be made for file purpose.



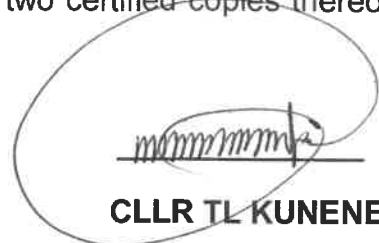
**SL SOKHELA**

**MUNICIPAL MANAGER**



**APPROVED**

**DATE**



**CLLR TL KUNENE**

**SPEAKER**

**APPROVED BY COUNCIL**

