

SIYATHEMBA LOCAL MUNICIPALITY
BURSARY POLICY
FOR
COUNCIL OFFICIALS

1. CRITERIA FOR AWARDING A BURSARY

1.1 Eligibility of officials

An official will be eligible for a Bursary subject to the following conditions:-

- 1.1.1 He/ she must be a full time employee of the council.
- 1.1.2 He/she must meet the minimum registration requirements of the providing institution.
- 1.1.3 The field of study must be appropriate to the official's career path (Personal Development Plan) and current job description.
- 1.1.4 He/she must meet any requirements that Council may have in terms of academic, merit and leadership potential.
- 1.1.5 Employees (for example: Security and Drivers) with a limited career span will be assisted with training and the selection of a field of study by the Human Resource Section and subject to approval by their respective Departmental Heads.

1.2 Scope of Bursary

- 1.2.1 The Bursary shall only cover the cost of the year of study in which it is awarded.
- 1.2.2 Study costs for the following study years must be covered by new Bursary applications.
- 1.2.3 A further may only be granted once the official has satisfied the conditions, having passed all courses registered for in the previous year.
- 1.2.4 Examination results shall be handed in at human resources section as soon as they become available.
- 1.2.5 Satisfactory reports in respect of courses undertaken must be submitted timeously.

1.2.6 If the duration of the course is less than 1 year - it must be for the minimum period of six (6) months, and the Bursary shall cover only such course.

1.3 Training Institution

Studies may only be undertaken at an acknowledged and accredited College, Technikon, University or other approved educational institution situated within the Republic of South Africa as defined by relevant legislation and approved by Council.

2. SERVICE OBLIGATION

An official shall not resign from the employment of Council for a period of two years, commencing on the first day of the month in which he/she obtain the qualification. This entails that, after a successful completed study year, the beginning of the study year shall be seen as the first year of the back-year period.

3. SPECIAL LEAVE

An official shall be granted special leave for examination and assessment purposes in accordance with Council's Conditions of Service.

4. FAILURE TO COMPLETE STUDIES

4.1 Should an official fail to complete his/her studies/modules? prescribed by the institution, for any reason whatsoever, he/she shall pay back to Council all monies advanced as stipulated in Clause 6 of this Agreement.

4.2 Council shall have the right to independently verify the results of the official.

5. CONDITIONS OF THE BURSARY

5.1 Council undertakes to pay tuition- and registration fees in respect of the approved course at an approved educational institution upon receipt of documentary proof that the official has registered for the particular course, directly to the institution concerned.

- 5.2 **Payment** shall be made upon the representation/receipt of a letter of acceptance and a registration form from the training institution.
- 5.3 The Bursary shall cover prescribed textbooks/study material for registered subjects/course/modules only to a maximum of R2000.00 per annum after satisfactory proof has been submitted that the said books/study material is relevant to the course. such items shall remain the property of the official.
- 5.4 The maximum amount for prescribed books and study material will increase by CPI (Core) index.
- 5.5 Training providers that provide specific study guides as training material will be covered in full by the Bursary, provided such request is made upon registration accompanied by the proof of documentation from the training provider.
- 5.6 Additional study equipment shall be for the account of the official.
- 5.7 Double registrations for different courses and/or registration at other institutions shall not be covered by this Bursary.
- 5.8 All other costs such as travel and subsistence allowance, remarking of exam papers and accommodation shall be for the account of the official.

6. REPAYMENT OF BURSARY

- 6.1 Repayment of the Bursary together with the interest calculated at prime rate per annum in the case of failure, termination of service, suspension of studies or violation of any conditions of the agreement will be repayable as follows:
 - 6.1.1 Full amount plus interest accumulated from date of granting in respect of all courses/subject/half modules where a pass/competent certificate cannot be submitted. The period of redemption shall be determined by the Finance Department.
- 6.2 Any amount owing and payable to Council in accordance with this agreement can be covered from a salary, leave payment or any other money that Council may owe to the official, and should this not be enough to cover the debt, interest will be charged at prime rate.

7. STUDY LOANS

7.1 Introduction

This option applies to:

- students repeating subjects for which a bursary has previously been granted.

7.2 Loan conditions

An interest-free study loan for the payment of registration and tuition fees to a recognised educational institution, as well as for the purchase of study books to a maximum amount as determined by the Municipal Manager from time to time, may be granted to a staff member, provided that:

- The prescribed application form is correctly and appropriately completed by the staff member.
- The field of study is work related and in the interest of the Municipality.
- Satisfactory proof of registration for such field of study and supporting statements from the institution are submitted.
- Satisfactory proof of the purchase of study books relevant to the field of study is submitted.
- The relevant Head of Department certifies the correctness thereof, and considers and recommends such payment.
- The Municipal Manager approves payment of the loan to either the staff member concerned, or the relevant institution.
- The amount of the study loan approved and paid by Finance to either the staff member, or the relevant institution, will be recovered from the staff member's salary in ***not more than 12 equal monthly payments***, with effect from the first month following the approval and payment of the loan. When a staff member to whom a study loan has been granted, discontinues his/her studies for any reason, or leaves of the office for any reason, the loan amount that was paid, or any outstanding part thereof, shall be repaid to the office within 20 working days.

8. GENERAL

Completion of a diploma/degree/certificate shall not automatically lead to the expectation of promotion or any kind of incentive by the Council.

Submitted by:

Chief Financial Officer
H.E.E Nieuwenhuizen