**ANNEXURE: A**



MUNICIPAL MAYORAL BURSARY APPLICATION FORM

## Please attach passport size photograph

### CLOSING DATES:

### Applications for Ratlou Local Municipality bursaries are to be returned on or before 28 February 2022.

### For office Use only:

Date Receipt: ……………………..

Received by: ……………………...

###### THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED

|  |  |
| --- | --- |
| SURNAME (BLOCK LETTERS) |  |
| FIRST NAME (S) |  |
| NAME OF COURSE APPLIED FOR |  |
| ALTERNATIVE COURSE OF STUDY |  |
| NAME OF INSTITUTION AT WHICH STUDIES HAVE BEEN APPLIED FOR N |  |
| REASON/S FOR COURSE SELECTION |
|  |
|  |
|  |
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| --- |
| 1. **PERSONAL PARTICULARS OF APPLICANT** |
| 1.1 | Marital Status |  |
| 1.2 | Postal Address |  |
|  |  |  |
|  |  |  |
| 1.3 |  Residential Address  |  |
|  |  |  |
|  |  |  |
| 1.4 | How long have you been staying at the address above  |  |
| 1.5 | Do you intend to study full time or part-time  |  |
| 1.6 | Telephone Numbers | Home: | Work: |
|  |  | Cell: |  |
| 1.7 | Date of Birth |  |
| 1.8 | Identity Number |  |
| 1.9 | Gender (Tick whichever applicable) | Female | Male |
| 1.10 | Race (Tick whichever applicable) | African | Coloured | Indian | White |
| 1.11 | Full Name of Parent(s)/guardian(s) |  |
| 1.12 | Occupation of Parent(s)/guardian(s) |  |
| 1.13 | Name of organization where Parent(s)/guardian(s) is/are employed |  |
| 1.14 | Address of above-mentioned organization |  |
|  |  |  |
|  |  |  |
|  | Telephone number |  |
| 1.15 | Number of Siblings or legal dependents that are financially depended on your parent (s) or guardian (s). |  |

|  |
| --- |
| **2. EDUCATION: PARTICULARS OF SECONDARY SCHOOL (S) ATTENDED BY APPLICANT** |
| 2.1 | **NAME OF SCHOOL** | **YEARS OF ATTENDANCE** |
|  |  | **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2.2 | **SCHOOL RECORD** |
|  | Certificate obtained at Grade 12 or equivalent level.  |
|  | 2.2.1 Name of Certificate |  |
|  | 2.2.2 Month and year obtained |  |
| NOTE | If still at school, attach a copy of latest school report. |
| 2.3 | Subjects written in Grade 12 or equivalent examination. i.e. English, Tshivenda, etc  |
| **SUBJECT** | **HG/SG** | **RESULT/SYMBOL** | **SUBJECT** | **HG/SG** | **RESULT/SYMBOL** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- | --- |
| 3. | **SCHOOL ACTIVITIES (Leadership, Sports, Arts & Culture, etc)** |
|  |  |
|  |  |
| 4. | OTHER ACTIVITIES |
|  | 4.1 | Have you been employed by any organization previously? **(Tick the appropriate block)** | YES | NO |
| **If yes, please complete:**  |
| **YEARS** | **NAME OF ORGANISATION** | **TYPE OF WORK** | **POSITION HELD** |
| **FROM** | **TO** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 4.2 | Are you currently employed? **(Tick the appropriate block)** | YES | NO |
|  |  | **If yes, please complete:** |
|  |  | Name of organisation? |
|  |  | Address: |
|  |  |  |
|  | 4.3 | Have you attended any Institution of Higher learning? | YES | NO |
| **If yes, please complete:** |
| **NAME OF INSTITUTION**  | YEARS | **NAME OF QUALIFICATION** | **RESULTS** |
|  | FROM | TO |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

NOTE: Please attach copies of academic record.

|  |  |
| --- | --- |
| 5. | **LOANS, GRANTS, BURSARIES** |
|  | **5.1** | **Are you a recipient of a grant, loan, bursary or any financial assistance for study purposes?** (Tick the appropriate block) | **YES** | **NO** |
| **If yes, please complete**: |
| **NAME OF AWARD** | **AMOUNT** |
|  |  |
|  |  |
|  | **5.2** | **Have you applied for any other loan, grant or bursary?**(Tick the appropriate block) | **YES** | **NO** |
|  |  | **Details:** |
|  |  |  |

|  |  |
| --- | --- |
| 6. | SUPPORTING DOCUMENTS |
|  | **Where applicable, the following certified documents must be attached to this application:** |
|  | **6.1** | **Testimonial from your employer/school or person of authority.** |
|  | **6.2** | **A recent passport size photograph to be attached to the designated area on the application form.** |
|  | **6.3** | **Copy of results obtained in Grade 12 or NTC3 or equivalent examination or Grade 12 midyear examination results in the case of learners scheduled to sit for Grade 12 exams during October/November examination period.****Take note that applicants who will be sitting for their grade 12 examinations during October/November 2019 period are required to submit their Grade 12 results no later than the 1st day of school reopening.**  |
|  | **6.4** | **Copy of your identity document.** |
|  | **6.5** | **Copy of the latest examination or academic record obtained from the Technikon/University/College/School/other educational institution.** |
|  | **6.6** | **Any additional information.** NB.  **No faxed/emailed applications will be accepted.** |
|  | **6.7** | Copies of proof of earnings or sworn affidavits |
|  | **6.8** | Copy of Identity documents of the applicant‘s parents |
|  | **6.9** | Proof of residence (a title deed/confirmation letter from the municipality or letter from the tribal authority) whichever is applicable. |
|  | **6.10** | Preliminary Confirmation of registration or application at an institution of higher learning.  |
| **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full names & Surname)** **Identity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the undersigned hereby certify that information contained herein is true and correct.****Signed at : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Place)****Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

### For office Use only:

**Municipal Date Stamp**

**7. TERMS AND CONDITIONS GOVERNING THE AWARD OF MAYORAL BURSARY**

7.1. Ratlou Local Municipality Bursary Fund allocation is deemed to be covering expenses related to registration, tuition, study materials; learner support and contribution towards residence fees for the academic year or semester;

7.2. Each bursary is awarded annually for one year or 2 semesters in a calendar year initially and is renewable based on academic performance and/or fund availability;

7.3. Only applicants studying towards a three year tertiary qualification at a recognized Institution of Higher Learning in the fields of: Electrical Engineering; Civil Engineering; Mechanical Engineering Financial management; Auditing; Property & Land Valuation; Town & Regional Planning; Water Reticulation; Waste Management, Human Resources, Welding, Painting and Plumbing will be considered;

7.4. Only applicants who have proven legitimate exceptional academic performance and are from household with a combined monthly family income of between R0 and R3 500.00 per month will be considered;

7.5. Should the bursar’s financial circumstances improve tremendously during the study the study duration the municipality may withdraw its financial support in favour of the bursar to help other needy and deserving students;

7.6. The bursar undertakes to complete their studies within the maximum period provided for the course, a bursary award may not exceed the normal period specified for the course;

7.7. The municipality reserves exclusive rights to discontinue bursary awards if in its opinion the academic performance of the student is unsatisfactory; or the students violates and is charged and found guilty of contravening any regulation of that tertiary institution;

7.8. Ratlou Local Municipality bursary holder may NOT be a recipient of any other conditional concurrent bursary funding from any other bursary provider for the term of the bursary unless prior approval has been granted by the municipality;

7.9. Ratlou Local Municipality is under no obligation to cover the full expenses related to registration, tuition; study material and residence fees of the bursary holder; a bursary allocation will be once off allocation for each year or semester the value thereof is to be determined on application;

 7.10. Applications must be accompanied by all the specified supporting documents; the municipality reserves the right to request additional information in order to authenticate any information provided so as to ensure that only deserving students/prospective students receives financial assistance;

 7.11. Any fraud and / or non-disclosure and / or misrepresentation shall result in the application being disqualified;

## 7.12. A limited number of bursaries will be awarded based on academic and financial merit of applicants;

## 7.13. Successful candidates are to enter into an agreement with the Municipality to serve council for the duration equivalent to that of the bursary immediately after completing his/her studies, or refund the bursary;

7.14. The municipality undertakes to remunerate the bursar at applicable market related rate upon bursar’s resumption of duty;

7.15. Upon completion of the agreed period the bursar and / or the municipality reserves the right to renegotiate or not renegotiate the terms of employment;

7.16. Failure to renew or enter into a new agreement/contract shall not constitute unfair labour practice and / or constructive dismissal as contemplated by the labour relations act;

## 7.17. The municipality may out of its own consideration opt not to enforce sub section 7.13 upon completion of study of the bursar in which instance the municipality will not require that the bursar reimburse the bursary advanced to the bursar.

## Bursary application forms are available at Ratlou Local Municipality Youth offices; completed applications on the prescribed form must be sent to the below addresses on or before closing date:

**Private Bag x 209 or R 507, Setlagole-to-Madibogo Road**

 Madibogo Setlagole Village

 2772 2772

#### NB: Faxed or e-mailed applications or late applications will not be considered.

Upon evaluation and adjudication of applications, only successful candidates will be contacted and informed of the outcomes. Should you have not been contacted 90 days after the closing date, kindly accept that your application is unsuccessful.