

# WEST COAST DISTRICT MUNICIPALITY



T: (022) 433 8400 F: (022) 433 8484 www.westcoastdm.co.za

## MUNICIPAL EXTERNAL BURSARY FUND APPLICATION FORM

### **NOTES**

1. This document is not in any way an agreement or commitment.
2. The bursaries are awarded annually as per the conditions of the agreement between the recipient and the Municipality.
3. Renewal of the bursary is at the discretion of the Municipality.
4. The closing date for applications is 4 March 2022 at 12:00.
5. Your application will remain incomplete until we receive proof of registration to the university or university of technology and final Grade 12 results or latest transcript'..
6. Applicants provisionally awarded bursaries will be notified by 31 March 2022.
7. Return completed form to West Coast District Municipality, P.O. Box 242, Moorreesburg, 7310 [Attention: Manager: Human Resource Development] or hand deliver at 58 Lang Street, Moorreesburg.
8. No original documents attached to the application will be safe kept/returned.
9. No late applications will be considered.
10. Council beholds the right to award or not award a bursary.

### **REQUIREMENTS**

1. Only candidates who are registered at a University or a University of Technology will be evaluated;
2. Candidates must be registered to study towards an undergraduate degree in the following fields:
  - Finance
  - Accounting
  - Economics
  - Supply Chain Management
  - Internal Auditing
  - Risk Management
  - Information Technology
3. Only students with a minimum level of 40% in Mathematics or 50% in Mathematical Literacy will be considered.
4. Only candidates with an average mark of 60% or higher will be considered; or candidates with an average mark of 50% or higher, with a Mathematics mark of 60% or higher.

### **THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION**

*(failure to provide all required documents in this section will disqualify your application)*

1. **Certified copies of (not older than three months):**
  - Applicants' ID;
  - Parents'/ Guardians' ID's;
  - Proof of permanent residential address of Applicant and Parents/Guardians;
  - Proof of Parents/Guardians' salary advise, pay-slip or 3 months bank statement (if unemployed) or affidavits;
  - Grade 12 results (statement of symbols) or latest transcript;
  - University proof of registration;
  - Copies of ID documents/birth certificates of persons dependent on family income;
  - Affidavit of guardianship (if not staying with parents); and

**TO BE COMPLETED BY APPLICANT**

SECTION A	PERSONAL PARTICULARS OF STUDENT																
SURNAME									TITLE	MR		MRS		MISS			
FIRST NAMES																	
IDENTITY NUMBER															AGE		
(Attach an originally certified copy of your identity document)								DATE OF BIRTH									
For the purpose of monitoring employment equity in terms of bursaries, it would be appreciated if you would provide information regarding your race, gender and disability.																	
GENDER		MALE		FEMALE		DISABILITY (Please specify and attach proof)											
RACE		ASIAN		AFRICAN		COLOURED		WHITE		OTHER							
RESIDENTIAL ADDRESS (Attach proof of permanent residential address)																	
						POSTAL CODE											
PERMANENT ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS																	
						POSTAL CODE											
HOME TELEPHONE NUMBER					CELLULAR NUMBER					ALTERNATIVE NUMBER							
ANY RELATIONSHIP WITH AN EMPLOYEE(S) OF THE WEST COAST DISTRICT MUNICIPALITY																	
YES		NO		1.													
IF YES, NAME(S) OF EMPLOYEE(S)				2.													
ANY RELATIONSHIP WITH A COUNCILLOR(S) OF THE WEST COAST DISTRICT MUNICIPALITY																	
YES		NO		1.													
IF YES, NAME(S) OF COUNCILLOR(S)				2.													
SECTION B1	COMPULSORY EDUCATIONAL INFORMATION (Attach originally certified true copy of results)																
SUBJECTS OF HIGHEST STANDARD PASSED											SYMBOLS/GRADES OBTAINED						

<b>SECTION B2</b>	<b>POST SCHOOL QUALIFICATIONS (Attach originally certified true copy of results)</b>		
<b>NAME OF INSTITUTION (University/College)</b>			
<b>STUDY COURSE</b>			
<b>SUBJECTS ALREADY PASSED</b>		<b>YEAR IN WHICH SUBJECTS WERE PASSED</b>	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
<b>SECTION C</b>	<b>BURSARY PARTICULARS (attach proof of registration, study fees, text books quotation)</b>		
<b>REGISTERED STUDY COURSE BURSARY IS APPLIED FOR</b>			
<b>DURATION OF STUDY COURSE</b>		<b>NQF LEVEL OF STUDY COURSE</b>	
<b>NAME OF EDUCATIONAL INSTITUTION AT WHICH YOU ARE REGISTERED</b>			
<b>STUDENT NUMBER</b>		<b>ACADEMIC YEAR (e.g. 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup>)</b>	
<b>SUBJECTS ENROLLED FOR</b>			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
<b>TOTAL ANNUAL ESTIMATED STUDY FEES</b>		R	
<b>REGISTRATION COST</b>		R	
<b>CLASS FEES</b>		R	
<b>COST OF TEXT BOOKS</b>		R	
<b>OTHER COST (specify – e.g. library card, etc.)</b>		R	
<b>TOTAL COST</b>		R	

<b>SECTION D</b>		<b>GENERAL INFORMATION</b>						
HAVE YOU RECEIVED A BURSARY FROM THE WEST COAST DM IN THE PAST?					YES		NO	
DO YOU RECEIVE A BURSARY AND / OR ASSISTANCE FROM ANOTHER INSTITUTION?					YES		NO	
IF YES, STATE WHETHER IT IS A FULL BURSARY AND / OR ASSISTANCE								
<b>NB:</b> In your own handwriting on a separate sheet of paper write an essay on: <ol style="list-style-type: none"> <li>1. Firstly: What motivates you studying towards the funded field? and</li> <li>2. Secondly: Why do you believe you should be awarded the bursary?</li> </ol> (Note that the essay must not exceed 1 000 words.)								
<b>SECTION E</b>		<b>REFERENCES</b>						
PLEASE PROVIDE THE NAMES OF TWO TEACHERS / LECTURERS / TUTORS TO WHOM YOU ARE WELL KNOWN AND WHOM THE WEST COAST DM MAY CONTACT:								
NAME					TELEPHONE			
NAME					TELEPHONE			
<b>SECTION F</b>		<b>DECLARATION BY APPLICANT</b>						
I _____ hereby declare that the information stated in this application, (FULL NAMES AND SURNAME) including information about my parents/ guardian is true to the best of my knowledge and belief. I have submitted this information knowing that, if I wilfully stated in anything which I know to be false or which I do not believe to be true, I may be declared ineligible for the bursary by the Municipality. I agree that the Municipality may have access to my Grade 12 results and university transcripts for use in the process of awarding bursaries.								
SIGNATURE OF APPLICANT						DATE		

**TO BE COMPLETED BY PARENT/GUARDIAN**

<b>SECTION G</b>		<b>PERSONAL PARTICULARS OF PARENT/GUARDIAN</b>											
SURNAME							TITLE	MR		MRS		MISS	
FIRST NAMES													
IDENTITY NUMBER												AGE	
(Attach an originally certified copy of your identity document)							DATE OF BIRTH						
For the purpose of monitoring employment equity in terms of bursaries, it would be appreciated if you would provide information regarding your race, gender and disability.													
GENDER		MALE		FEMALE		DISABILITY (Please specify)							
RACE		ASIAN		AFRICAN		COLOURED		WHITE		OTHER			
PERMANENT RESIDENTIAL ADDRESS (Attach proof of permanent residential address)													
						POSTAL CODE							

HOME TELEPHONE NUMBER	CELLULAR NUMBER	ALTERNATIVE NUMBER

**SECTION H HOUSEHOLD CIRCUMSTANCES**

**MONTHLY HOUSEHOLD INCOME AND EXPENDITURE STATEMENT**  
(Attached originally certified true copies of payslips of at least three (3) months or sworn affidavits)

R0 – R2,500	R2,501 – R5,000	R5,001 – R7,500	R7,501 – R10,000
R10,001 – R12,500	R12,501 – R15,000	R15,001 – R17,500	R17,501 and more

Income A	Rand Value	Income B	Rand Value	Expenditure C	Rand Value
Salaries (gross)		Salaries (gross)		Rent	
Business		Business		Bond	
Informal selling		Informal selling		Loans	
Pensions		Pensions		Rates	
Disability Grant		Disability Grant		Groceries	
Forester Grant		Forester Grant		Maintenance	
Child Grant		Child Grant		Telephone	
Rental		Rental		Clothing	
Other		Other		Transport	
				Other	
<b>Total A:</b>	<b>R</b>	<b>Total B:</b>	<b>R</b>	<b>Total:</b>	<b>R</b>

Total net income (A + B - C): R

**DETAILS OF ALL PERSONS DEPENDENT ON THE FAMILY** *(Please list all those who are dependent on the family income. If you have a sibling studying at another institution, please provide proof of their registration and indicate their year of study.)*

**STATE NUMBER OF PERSONS DEPENDANT ON THE MONTHLY HOUSEHOLD INCOME**

Name	Age	How is the person related?	State why the person is dependent if not part of immediate family.	Categories of the persons, e.g. pre-school, school, scholar student, adult	Indicate type of income receive by/for dependents: wage/salary/child support/business profit, etc.

<b>SECTION H</b>	<b>DECLARATION BY PARENT/GUARDIAN</b>		
<p>I _____ hereby declare that the information stated in this application,  <b>(FULL NAMES AND SURNAME)</b>  is true to the best of my knowledge and belief. I have submitted this information knowing that, if I wilfully stated in it anything which I know to be false or which I do not believe to be true, the Applicant may be declared ineligible for the bursary by the Municipality. The above consent also extends to the personal information of the Applicant, where the Applicant is a minor and I confirm that I am a competent person to provide this consent on behalf of the minor Applicant.</p>			
<b>SIGNATURE OF PARENT/GUARDIAN</b>		<b>DATE</b>	

**PLEASE NOTE THAT IN TERMS OF THE APPROVED EXTERNAL BURSARY FUND POLICY OF THE WEST COAST DISTRICT MUNICIPALITY:**

- The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.
- Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.
- West Coast District Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.
- Should Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the External Bursary Fund.
- Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the External Bursary Fund, or a claim that all fees be paid back to the West Coast District Municipality. In appropriate cases, the matter may also be reported to the South African Police Services.
- Students will be obliged to submit progress reports twice per year at the end of July and November.
- Students to whom participation in the External Bursary Fund have been granted will be obliged to sign a Study Agreement (Memorandum of Agreement) with the West Coast District Municipality.