

# **CEDERBERG MUNICIPALITY**



# **STUDY AID POLICY**

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## **1. OBJECTIVE**

The primary objective of the study assistance scheme is to annually award financial assistance to needy students in order to address the following:

- 1.1. The financial inability of students that have passed grade 12 currently enrolled at tertiary institutions to pay for tertiary education at an approved educational institution registered with the South African Qualification Authority (SAQA).
- 1.2. The need for vocational skills within the Municipal area.
- 1.3. Achievement of Employment Equity Targets within specific occupational categories.
- 1.4. Preference will be given to historically disadvantaged applicants

## **2. FIELDS OF STUDY**

2.1. The fields of study for which assistance will be granted will be determined annually by the Council

The following fields of study will be prioritized, but not exclusively:

- a) Engineering
- b) Finance
- c) Tourism
- d) Agriculture
- e) Health Sciences
- f) Economic and Business Studies, and
- g) Any other field the council may see fit.

The Municipal Financial Aid Committee will make recommendations to council based on applications received.

## **3. QUALIFYING CRITERIA**

- 3.1. Applications for assistance must be submitted in writing to the Municipal Manager or on prescribed application form.
- 3.2. Assistance will only be awarded to residents in the Municipal area.
- 3.3. No applicant may make him/her guilty of attempts to gain favour with any member of the Study assistance committee and Municipal Manager. Proof hereof will result in disqualification of the application
- 3.4. Assistance will only be provided to students who are enrolled for courses for one (1) year or longer (can be theory or practical) provided that the study assistance committee approves the content.
- 3.5. The combined household income will be one of the determining factors for identifying needy students.
- 3.6. The committee can decide from time to time on the level of total household income that will be regarded as a ceiling for qualifying students.
- 3.7. Students in possession of bursary that fully covers their tertiary education fees do not qualify for assistance.

- 3.8. Seeing that this policy seeks to address poverty, preference will be given to students from poor households, and where possible, will be allocated additional funding, provided that budget is available.
- 3.9. Students will not receive study aid to repeat (failed) modules, and in the instance where more than 50% of the modules were failed or exams not attended in terms of an academic year, no study aid will be provided, unless the student show good cause why study aid should be paid (eg student was sick during exam or could not study or write exams due to matters beyond their control).

#### **4. STUDY ASSISTANCE COMMITTEE**

4.1. This committee shall consist of:

- 4.1.1. Director: Financial and Administrative Services or his/her representatives
- 4.1.2. Director : Integrated Services or his/her representatives
- 4.1.3. Director: Engineering and Planning Services or his/her representatives
- 4.1.4. Manager: Human Resource or any nominee by the responsible director
- 4.1.5. Municipal Manager or his/her nominee

4.2. The function of the committee will be to:

- 4.2.1. Evaluate applications received for financial assistance
- 4.2.2. Present a list of names of candidates approved to the Council for information

#### **5. FINANCIAL BUDGET AND STUDY COMMITTEE**

- 5.1. An amount will be budgeted each year for the external study assistance scheme.
- 5.2. The said assistance must be utilized towards the funding of registration fees, class fees, books and accommodation.
- 5.3. The assistance will only be paid to the educational institution on submission by the student of documentary proof of the above (5.2)
- 5.4. The financial assistance that is awarded annually is subject to the availability of funds.

#### **6. DURATION OF ASSISTANCE**

6.1. Once-off assistance

- 6.1.1. The Council may award assistance depending on the availability of funding. This decision is at the sole discretion of the Council.

**7. CANCELTION OF STUDIES**

- 7.1. In the event of the student deciding to stop his/her studies, the student will not qualify for future financial assistance from the Municipality.
- 7.2. The student may lay no claim to any disbursements from the tertiary institution on the monies that was paid by the Municipality.

**8. CONTRACTUAL OBLIGATIONS**

- 8.1. It may be expected from recipients to do practical training at the Municipality as and when required or needed.
- 8.2. Furthermore, it may be required of the student to do vocational work at the Municipality for a period as agreed upon by the Council and the student.
- 8.3. Should Council so decide, the recipients may, in accordance with this External Study assistance Policy, be required to enter into employment with the Municipality. If Council decides not to appoint recipient, such a student is exempted from any further contractual obligations.
- 8.4. The Municipality may require the beneficiary to participation on a vacation work programme with the Municipality at the discretion of the municipality.
- 8.5. Assistance commitments will cease, should the recipients become permanently disabled.
- 8.6. A contractual agreement to this effect will be signed by all the relevant parties.

**9. IMPLEMENTATION**

The policy shall be implemented after the adoption and the approval by council.

Signed                    at.....on                    this.....day  
of.....