

'ADOPT A STUDENT'

BURSARY PROGRAMME

CRITERIA, PROCESS AND RULES

(FOR MEMBERS OF SA ARMY FOUNDATION ONLY)

It is important that interested parties familiarise themselves with all the information below before submitting an application. Queries can be directed to the closest SA Army Foundation office.

The joint Bursary Programme is an initiative from the **SA Army Foundation** and **Maxi Credit Solutions** to provide comprehensive financial aid to the children of our contributing members who will not otherwise be able to afford to provide their children with a tertiary education.

IMPORTANT: The Bursary Programme does NOT provide financial study aid to all applicants. Only a maximum of 3 applicants per year will be awarded a bursary based on merit, performance and successfully meeting all the qualifying criteria.

Please read the below carefully and make sure you and your child meet the criteria before applying.

1. QUALIFYING CRITERIA

- a. At least one parent must be a contributing member to the SA Army Foundation for more than 24 consecutive months.
- b. The contributing member must currently and actively be in the employ of the SANDF.
- c. The combined gross household income of the member-parent must not exceed **R15 000** per month.
- d. The bursary scheme is exclusively available for the benefit of children of contributing members studying on a **fulltime** basis.
- e. Learners must be in Grade 12 at the time of applying, and the bursary must be taken up in the first year post matriculating. Alternatively applicants must already be in the First Year of study at a Tertiary Institution of their choice. Only learners up to the age of 20 can apply.
- f. Learners must meet the qualifying criteria of their selected course at the tertiary institution of their choice.
- g. Applicants must provide a comprehensive breakdown of the costs involved in the further studies of their choice.
- h. Bursaries are only available for further studies at a recognised tertiary institution in the following categories:
 - i. Higher Education study towards a Bachelor's Degree (NQF Level 6); National Diploma - Academic/Technical (NQF Level 6); National Certificate (NQF Level 5); or
 - ii. Any Further Education and Training Certificate towards a National Certificate (NQF Level 2-4); or

iii. A Technical Education and Training Certificate towards a National Diploma/Certificate. (NQF Level N4 – N6)

2. THE SELECTION PROCESS

- a. All applications will be examined to determine whether applicants meet all the selection criteria as set out in 1 a – h above.
- b. Applicants who meet all the qualification criteria will be shortlisted based on the following:
 - i. A motivational letter from the candidate motivating why they would like to be awarded a bursary and what it would mean to them.
 - ii. A recommendation from their school principal or teacher.
 - iii. Any extracurricular activities, cultural or sports achievements.
- c. Academic performance will be taken into consideration, but will not be the only criteria for selection.
- d. The Bursary Committee will calculate the total cost of the financial requirements of shortlisted candidates who meet the qualifying requirements of their selected course.
- e. A final decision will be made based on merit and a fair distribution of the Bursary funds.
- f. The Bursary Committee's decision is final and no further conversation will be entered into.

3. WHAT DOES THE BURSARY INCLUDE?

- a. The bursary programme is provided on a social premise; therefore no payback is required once the scholar has finished studying.
- b. The bursary is intended to provide comprehensive financial aid to the children of our members who will not otherwise be able to afford to provide their children with a tertiary education.
- c. Successful bursary applicants should be able to focus on their studies without financial concern throughout the minimum period of study.
- d. Fees already incurred in the case of first year students will not be paid back retroactively.
- e. Taking the above into consideration, the bursary **can** include the following depending on the individual needs of the student:
 - i. 100% of the prescribed tuition fees, registration fee and exam fees
 - ii. 100% of the prescribed text books and Study Material
 - iii. An amount equal to the average rate for accommodation in a single room of a university or college hostel, determined in conjunction with the institution.
 - iv. An amount for meals based on three meals per day as determined by the Tertiary Institution.

4. HOW TO APPLY

In order to qualify for the bursary the following application procedures are to be followed:

- a. Complete the application form.
- b. Complete and attach the following supporting documents:

- i. A certified copy of the member and their spouse's latest payslips as proof of household income
 - ii. A certified copy of the applicant's latest Grade 12 or first year study examination results
 - iii. A certified copy of the applicant's Identity Document (ID)
 - iv. A motivational letter from the applicant motivating why they would like to be awarded a bursary and what it would mean to them.
 - v. A recommendation from the applicant's school principal or teacher or lecturer.
 - vi. Any extracurricular activities, cultural or sports achievements.
 - vii. Proof that the applicant meets the qualifying criteria of his/her selected course at the Tertiary Institution of their choice.
 - viii. A comprehensive estimated breakdown of the costs involved in the further studies of their choice.
- c. Applications and supporting documents to reach SA Army Foundation Head Office for 'Attention the Chairperson Adopt a Student no later than **30 September** of each year.
- d. Completed application can be submitted to SA Army Foundation by the following means:
- i. By mail or hand delivery:
The Chairperson Adopt a Student
SA Army Foundation Head Office
31 Super Drive Avenue
Savannah Park
Clubview X 24
0157

or

 - ii. By Fax to 0862994608: Attention the Chairperson Adopt a Student

or

 - iii. By Email to adoptastudent@maxi.co.za: Attention the Chairperson Adopt a Student

or

 - iv. Online on the SA Army Foundation website on: www.armyfoundation.co.za

5. BURSARY MANAGEMENT

- a. The bursary scheme is performance based and the criteria will be reviewed annually.
- b. The fees received each year will be applied to ensure that it covers the entire study period of the selected bursary recipients. This will also ensure continuance and sustainability to the Bursary Programme, enabling a new intake each year.
- c. For the duration of the course semester results must be submitted annually to the Bursary Committee on or before the end of July and December or only in December in case of year subjects.
- d. In the event of non-performance and or failing of any subjects during the course of study the bursary can be terminated at any time by the Bursary Committee. Neither the member nor the student shall have any claim or right of recourse of any nature whatsoever against SA Army Foundation/Maxi Credit Solutions.

- e. Studies must be completed within the minimum allotted time period e.g. 3 years. The bursary will not pay for studies/courses which are not completed within the minimum period of study as stipulated by the Tertiary Institution.
- f. Enrolment, contract and communication for the duration of the Further Studies are solely between the Beneficiaries and the relevant educational institutions.
- g. All invoices to be forwarded by the members to the Bursary Committee. Payments will be made to the relevant institution and not the individual or his/her parents.

6. TERMS AND CONDITIONS

- a. Students who are awarded bursaries based on their end of year academic performance i.e. university exemption, who do not meet the expected criteria, can forfeit the bursary.
- b. Students who are awarded a financial award from their school based on their performance will not be excluded from the Bursary Programme, but all such merit bursaries must be declared to the Chairperson.
- c. The bursary is exclusively available to candidates who have not received any other bursaries from any other institution, be it on a social grant premise, or otherwise.
- d. The bursary scheme is provided on a social premise; therefore no payback is required once the scholar has finished studying.
- e. The bursaries will only be awarded to candidates who meet all the selection and qualification criteria.
- f. The bursary does not prescribe the study direction, course or Tertiary Institution beyond the requirements listed in the criteria.
- g. No applications will be considered without all the supporting documentation.
- h. No late applications will be considered.
- i. The bursary scheme is performance based and the criteria will be reviewed annually.
- j. In the event of non-performance and or failing of any subjects during the course of study the bursary can be terminated at any time by the Bursary Committee.
- k. Any bursary awarded based on fraudulent and incorrect information provided by the applicant can be terminated immediately.
- l. Neither the member nor the student shall have any claim or right of recourse of any nature whatsoever against SA Army Foundation/Maxi Credit Solutions
- m. All Bursary Committee decisions are final and no further conversation will be entered into.