

# External Bursary Scheme

—Policy and Procedures—

2011



agriculture,  
forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA



# **External Bursary Scheme**

## **—Policy and Procedures—**

### **2011**

---

**Directorate: Education, Training and Extension Services**

---

2010

ISBN 1-86871-328-8

© 2010 Department of Agriculture, Forestry and Fisheries  
All rights reserved

Compiled by the Department of Agriculture, Forestry and Fisheries  
Directorate Education, Training and Extension Services

Layout and publishing by the Department of Agriculture, Forestry and Fisheries  
Directorate Agricultural Information Services  
Private Bag X144, Pretoria, 0001 South Africa

## CONTENTS

<b>1.</b>	<b>Preamble</b> .....	1
<b>2.</b>	<b>Purpose</b> .....	1
<b>3.</b>	<b>Authorisation</b> .....	1
<b>4.</b>	<b>Scope of application</b> .....	1
<b>5.</b>	<b>Definition of terms</b> .....	1
<b>6.</b>	<b>Objectives of External Bursary Scheme</b> .....	2
6.1	New entrants .....	2
6.2	Access .....	2
6.3	Competitiveness .....	2
6.4	Needs driven .....	2
6.5	Redress .....	2
<b>7.</b>	<b>Governing structure</b> .....	2
7.1	The Ministry of Agriculture, Forestry and Fisheries .....	2
7.2	National Bursary Committee .....	3
7.3	Directorate: Education, Training and Extension Services .....	3
<b>8.</b>	<b>Recruitment and selection</b> .....	3
8.1	Advertisement .....	3
8.2	Applications .....	3
8.3	Shortlisting .....	3
8.4	Final selection .....	4
8.5	Award letters .....	4
8.6	Award contracts .....	4
8.7	Criteria for selection .....	4
<b>9.</b>	<b>Financial guidelines for bursary award</b> .....	4
9.1	What the bursary award shall cover .....	4
9.1.1	<i>Undergraduate</i> .....	4
9.1.2	<i>Postgraduate</i> .....	4
9.1.3	<i>High school</i> .....	5
9.2	Administration of payments .....	5
9.3	Tuition fees .....	5
9.4	Accommodation .....	5
9.4.1	<i>Universities and other institutions</i> .....	5
9.4.2	<i>Private accommodation</i> .....	5
9.4.3	<i>Residing at home</i> .....	5
9.5	Book allowance .....	6

9.6	Meal allowance .....	6
9.6.1	<i>University/other institutions full catering residence</i> .....	6
9.6.2	<i>University/other institution/private residence self-catering</i> .....	6
9.6.3	<i>Residing at home</i> .....	6
9.7	Monthly allowance/stipend .....	6
<b>10.</b>	<b>Special request for payments</b> .....	6
10.1	Accommodation and meal allowance during holidays .....	6
<b>11.</b>	<b>Conditions</b> .....	6
11.1	Other bursaries .....	6
11.2	Completion of qualification .....	7
<b>12.</b>	<b>Monitoring and evaluation</b> .....	7
12.1	Disbursement and refunds .....	7
12.2	Bursary monitoring meetings .....	7
12.3	Counselling .....	7
12.4	Academic performance .....	7
12.5	Visits to residents .....	7
12.6	Academic year-end assessments .....	7
12.7	Continued funding .....	8
<b>Annexures</b>		
Annexure A1	Application form for full-time postgraduate studies .....	9
Annexure A2	Application form for undergraduate studies .....	15
Annexure A3	Application form for full-time high school studies .....	19
Annexure B1	Bursary award agreement for undergraduate and postgraduate studies .....	23
Annexure B2	Bursary award agreement .....	29
Annexure C	Application for continued funding .....	35
Annexure D	Private residence details—student .....	37

## 1. PREAMBLE

The Department of Agriculture, Forestry and Fisheries is engaged in various initiatives in human resource development, capacity building and human capital development to address acute skills deficits in the agriculture, forestry and fisheries sectors. The provision of bursaries or study assistance for qualifying students to further their studies in one of the identified scarce and critical skills in the agriculture, forestry and fisheries sectors is one of these initiatives.

The fields of study sponsored as well as the number of bursary awards are determined annually with consideration for changing circumstances, availability of funds and the needs of the Department of Agriculture, Forestry and Fisheries.

The External Bursary Scheme policy therefore focuses on the recruitment and financing of deserving young people to obtain qualifications which are identified as critical and scarce in the agriculture, forestry and fisheries sectors.

## 2. PURPOSE

The purpose of this policy is to provide guidelines for the implementation and management of the External Bursary Scheme of the Department of Agriculture, Forestry and Fisheries in terms of the department's responsibility to develop the country's agriculture, forestry and fisheries human resources.

## 3. AUTHORISATION

This policy derives its mandate from the following:

- 3.1 The Employment Equity Act, No. 55 of 1998
- 3.2 The Human Resource Development Strategy for Public Service (Vision 2015)
- 3.3 The National Skills Development Strategy (2006-2010)
- 3.4 The Public Service Regulations 2001
- 3.5 The Skills Development Act, No. 97 of 1998
- 3.6 The Skills Development Levies Act, No. 9 of 1999

## 4. SCOPE OF APPLICATION

This policy is applicable to all recipients of bursary funding through the External Bursary Scheme.

## 5. DEFINITION OF TERMS

- 5.1 **Bursary holder/Bursar** shall mean any person to whom a study bursary/aid is granted.
- 5.2 **Contract** shall mean a legal agreement between the Department of Agriculture, Forestry and Fisheries and the bursary holder.
- 5.3 **Critical skills** shall mean top-up skills or skills required by those who are currently at work but who do not possess the requisite skills to carry out their duties optimally.
- 5.4 **Department** shall mean the Department of Agriculture, Forestry and Fisheries.
- 5.5 **External Bursary Scheme** shall mean a scheme of the Department of Agriculture, Forestry and Fisheries that offers financial assistance to deserving students to further their studies at institutions of higher learning.
- 5.6 **Fail** shall mean the performance of bursary holders who were deemed incompetent and were retained at the same level of study.

- 5.7 **Institution** shall mean any SAQA-recognised university, university of technology, college or secondary school inside the boundaries of South Africa.
- 5.8 **Pass** shall mean the performance of bursary holders who were deemed competent to proceed to the next level of study.
- 5.9 **Previously disadvantaged groups/designated groups** shall mean African, Coloured and Indian people, women and people with disabilities.
- 5.10 **Scarce skills** shall mean skills that are in short supply nationally when compared to demands across the entire labour market.
- 5.11 **Specialised short-term training** shall mean training programmes that are specially arranged for small-scale farmers.
- 5.12 **Study field** shall mean any Department-approved degree or diploma at an institution with a bearing on agriculture, forestry and fisheries' core business.

## **6. OBJECTIVES OF EXTERNAL BURSARY SCHEME**

The primary objective of the scheme is to contribute towards human resource development in the agriculture, forestry and fisheries sectors, in line with the following strategic objectives:

### **6.1 New entrants**

To encourage and enable learners at pre-tertiary level to identify and nurture their potential at an early stage and to have more agricultural scientists at the highest level, relevant to the present and future market needs of the sector and the economy

### **6.2 Access**

To increase the number of agriculture, forestry and fisheries scientists in designated groups and consequently to increase the number of farmers from designated groups at commercial level

### **6.3 Competitiveness**

To contribute towards making the agriculture, forestry and fisheries sectors more competitive and more representative of South Africa's demographics by providing learning opportunities for those previously marginalised

### **6.4 Needs driven**

To focus on the needs of the agriculture, forestry and fisheries sectors

### **6.5 Redress**

To address the government's transformation processes and skewed participation in the agriculture, forestry and fisheries sectors

## **7. GOVERNING STRUCTURE**

### **7.1 The Ministry of Agriculture, Forestry and Fisheries**

The Minister will be responsible for the formulation of a strategic vision, the allocation of budgets and quality reviews, and the ratification of the appointment of the National Bursary Committee.



## **7.2 National Bursary Committee**

- 7.2.1 The External Bursary Scheme shall be overseen by a National Bursary Committee consisting of twelve (12) members made up of representatives from:
  - 7.2.1.1 The nine provincial departments of Agriculture: one (1) representative each
  - 7.2.1.2 The Land Bank: one (1) representative
  - 7.2.1.3 The Agricultural Research Council: one (1) representative
  - 7.2.1.4 The Department of Agriculture, Forestry and Fisheries: one (1) representative (Director: Education, Training and Extension Services), who shall be the Chairperson of the committee.
- 7.2.2 The roles and responsibilities of the National Bursary Committee shall be to –
  - 7.2.2.1 Monitor the implementation of the External Bursary Scheme policy and procedures
  - 7.2.2.2 Approve the final list of bursary recipients
  - 7.2.2.3 Award bursaries to successful applicants using the 14-point system criteria as guide
- 7.2.3 The committee shall be accountable to the Director-General and shall meet twice a year and as and when necessary.
- 7.2.4 The office of the Director: Education, Training and Extension Services shall act as the secretariat of the committee, responsible for all matters relating to the committee, e.g. legal matters, writing of minutes, communication, arranging meetings and other administrative logistics, as well as coordinating the recruitment and selection process.

## **7.3 Directorate: Education, Training and Extension Services**

- 7.3.1 The National Bursary Committee will be chaired by the Director: Education, Training and Extension Services.
- 7.3.2 The Directorate: Education, Training and Extension Services shall be responsible for the overall management and administration of the scheme.
- 7.3.3 The Directorate: Education, Training and Extension Services shall transfer the annual budget (funds) for the scheme to the National Student Financial Aid Scheme (NSFAS) for administration and the NSFAS shall provide the Department of Agriculture, Forestry and Fisheries with an audited financial statement each year.

# **8. RECRUITMENT AND SELECTION**

## **8.1 Advertisement**

Advertising shall be on a national scale, as and when necessary, and shall include advertising as follows:

- 8.1.1 In national mass circulation newspapers
  - 8.1.1.2 In regional newspapers
  - 8.1.1.3 At schools and tertiary institutions
  - 8.1.1.4 In municipalities and districts

## **8.2 Applications**

Application forms shall be lodged with tertiary institutions and supplied to applicants on demand.

## **8.3 Shortlisting**

Application forms shall be captured and sorted according to fields of study advertised and a preliminary list of shortlisted applicants shall be developed.

## **8.4 Final selection**

- 8.4.1 The National Bursary Committee shall make the final selection based on the number of bursaries available for the year as determined by the available budget.
- 8.4.2 The committee shall also identify a number of standby candidates in case a selected student does not/cannot take up the offer of an award.

## **8.5 Award letters**

- 8.5.1 Award letters shall be forwarded to the successful candidates who shall be requested to confirm their acceptance of the award and to furnish letters of acceptance by their respective tertiary institutions.
- 8.5.2 After confirmation by the students of their acceptance of the awards, institutions shall be notified of the sponsorship.

## **8.6 Award contracts**

On confirmation of acceptance by the institutions and the students' acceptance of the awards, award contracts shall be forwarded to students for signature. The contracts shall set out the terms and conditions of the awards.

## **8.7 Criteria for selection**

The criteria for selection shall include:

- 8.7.1 Academic performance as proven by the latest academic reports
- 8.7.2 Fields of study and demand for a particular discipline
- 8.7.3 Financial circumstances
- 8.7.4 Representation (gender, disability and race) in line with the equity plan of the department and the demographics of the country
- 8.7.5 Demonstrated ability/potential
- 8.7.6 South African citizenship

# **9. FINANCIAL GUIDELINES FOR BURSARY AWARD**

## **9.1 What the bursary award shall cover**

The bursary award shall cover the following:

### **9.1.1 Undergraduate**

- 9.1.1.1 Registration
- 9.1.1.2 Tuition
- 9.1.1.3 Accommodation
- 9.1.1.4 Prescribed books
- 9.1.1.5 Meals
- 9.1.1.6 Monthly allowance/stipend.

### **9.1.2 Postgraduate**

- 9.1.2.1 Registration
- 9.1.2.2 Tuition
- 9.1.2.3 Prescribed books
- 9.1.2.4 Monthly allowance/stipend (for meals, travelling and accommodation)

9.1.3 **High school** (total amount payable for high school subject to a set limit which will be determined by the department annually):

9.1.3.1 Registration

9.1.3.2 School fees

9.1.3.3 Stationery

9.1.3.4 Prescribed books

9.1.3.5 Boarding fees (if applicable)

9.1.3.6 School uniform (once every two years).

## **9.2 Administration of payments**

9.2.1 The National Student Financial Aid Scheme (NSFAS) shall administer payment of fees to institutions as advised by the department.

9.2.2 Any monies that accrue in students' accounts because of unutilised funds for tuition, books and accommodation shall be returned to the NSFAS.

9.2.3 Any monies that accrue in students' accounts as a result of unutilised funds for meals and allowances shall be refunded to students once a request for funds is approved by the department and payments shall be subject to set maximums.

9.2.4 Refunds for discontinuing a course or for dropping out shall be returned directly to the NSFAS by the institution and the department shall be informed in writing of such refunds.

## **9.3 Tuition fees**

Payments shall cover costs and fees as prescribed by the institution.

## **9.4 Accommodation**

### **9.4.1 Universities and other institutions**

The award will cover the cost of accommodation as prescribed by the institution.

### **9.4.2 Private accommodation**

9.4.2.1 If proof is provided that the student applied for accommodation within the institution on time and cannot be accommodated in the institution's residences and requires private accommodation, an accommodation allowance will be paid. The External Bursary section of the department will undertake its own verification process, if this is considered necessary.

9.4.2.2 Private accommodation shall be prioritised for first-year new bursary holders who cannot be accommodated at institutions' residences because of late application for admission.

9.4.2.3 In fixing the allowance the cost of residing in institutions' residences will be used as a guideline.

9.4.2.4 Students residing in a private residence will be required to complete the necessary forms, giving details of the accommodation and landlord.

9.4.2.5 In the event that current bursary holders applied for university residence late and subsequently could not be accommodated or prefer to stay in private accommodation while the university residence is available, only 50% of the cost indicated in 9.4.2.1 will be paid.

### **9.4.3 Residing at home**

Students residing at home with parents/spouses or guardians do not qualify for residence allowance but are entitled to a subsistence/travel allowance equal to 30% of the cost of the institution residence.

## **9.5 Book allowance**

The different institutions of learning will advise the department on the book allowance required by their students for a particular field of study and for a particular academic year. The amount of the allowance is dependent on the field of study and on the fees of the university or other institution that the student is attending. The book allowance will vary, depending on recommendations by various universities or other institutions on the total cost.

## **9.6 Meal allowance**

### *9.6.1 University/other institutions full catering residence*

The institution will provide an estimate of the amount required to cover meals for the year. The full amount or instalments thereof shall be paid to the institution.

### *9.6.2 University/other institution/private residence self-catering*

Meal allowances for this category of student will be paid over in instalments and will be based on predetermined maximums, comparable to institutions of learning with full catering residences. Allowances will be subject to a maximum.

### *9.6.3 Residing at home*

Students residing at home with parents/spouses/guardians do not qualify for a meal allowance.

## **9.7 Monthly allowance/stipend**

The budget at any given stage will determine the amount of monthly allowance/stipend offered to bursary holders.

Students residing at home with parents/spouse or guardian do not qualify for a meal allowance.

## **10. SPECIAL REQUEST FOR PAYMENTS**

### **10.1 Accommodation and meal allowance during holidays**

Only under special circumstances will meal and residence costs incurred during holidays be considered. Such payments will be authorised by the department.

## **11. CONDITIONS**

### **11.1 Other bursaries**

11.1.1 The Bursar will not be allowed to accept any additional sponsorship/bursary that will impose an obligation on him/her to accept employment at the end of the study programme.

11.1.2 In the event of the Bursar being granted an additional sponsorship without contractual obligations, the Bursar must inform the department about the value of the other sponsorship/bursary. The department will determine the amount it will contribute to the Bursar depending on the level of study.

11.1.3 The Bursar cannot have both provincial and national department of agriculture bursaries at the same time or switch sponsors between the provincial and national departments of agriculture because the sponsorships are from the same source.

## **11.2 Completion of qualification**

The department is not obliged to offer employment or experiential training after completion of studies.

## **12. MONITORING AND EVALUATION**

### **12.1 Disbursement and refunds**

Ongoing interaction with students and institutions regarding payments and refunds shall serve as the basis for ongoing monitoring of progress, e.g. analysis and reconciliation of students' statements of accounts are indicative of student activity regarding courses registered for, as well as courses dropped, changes in residence, etc.

### **12.2 Bursary monitoring meetings**

Bursary monitoring meetings will be conducted once per semester and will be held with a formal agenda. Minutes will be taken. All bursary holders studying at various universities in the same province will converge at a common venue for such meetings. Issues relating to orientation, induction and bursary administration processes will be discussed. Specialists in various careers funded by the External Bursary Scheme will be invited to motivate the students.

### **12.3 Counselling**

12.3.1 Counselling shall take place on an ongoing basis either telephonically for students at a distance or personally for students in close proximity. Counselling sessions shall include issues relating to health, personal circumstances, financial problems, family matters and academic progress.

12.3.2 After the first semester results are obtained and analysed, students shall be visited on campus for a counselling session, where the greater emphasis shall be on academic performance. Students who have performed poorly will be alerted to impending cancellation of funding if the poor performance continues. Reasons for poor performance shall be identified and corrective action agreed on. A consultation report on each student visited shall be compiled. This shall form the basis for further monitoring of academic progress.

### **12.4 Academic performance**

First semester results shall be analysed to assess academic performance and poor performers shall be identified. Funding of students who performed poorly and whose continued funding is conditional upon improved academic performance shall be terminated and they shall be advised accordingly.

### **12.5 Visits to residents**

As a result of the inherent benefits of residing on campus, students shall be encouraged to choose this option. Where this is not possible and students are residing at private residences, on-site inspections shall be undertaken to determine the suitability of the premises for study purposes. If the premises are found to be unsuitable then students shall be urged to find more suitable premises.

### **12.6 Academic year-end assessments**

Academic year-end results shall be collected and analysed. Recommendations shall be made to the National Bursary Committee for continued funding with or without conditions. (An example of

conditional funding may be that funding is provided for the first semester only, and, depending on performance, funding may be terminated or continued.) Recommendations shall also be made for termination of funding.

**12.7 Continued funding**

12.7.1 All departmental bursary holders shall reapply for funding annually by completing the necessary forms. Students who have met the criteria for continued funding shall be advised accordingly. Unsuccessful students shall be informed of the termination or suspension of the award and the reasons for it. This completes the cycle for the year.

**12.7.2 Criteria for continued funding**

The bursary holder must be declared competent to register for the next level of study by the relevant institution.

**BURSARY APPLICATION FORM**

—Full-time postgraduate studies—  
**Department of Agriculture, Forestry and Fisheries**

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form.
- ❖ Give concise answers and, where applicable, mark with an X.
- ❖ This form is only for use by persons who are not staff members of the department.
- ❖ Attach a recent copy of your ID, academic records and copies of qualification/certificates.
- ❖ Incomplete or late applications will not be considered.
- ❖ Forward application to:

The Director  
 Education, Training and Extension Services  
 Department of Agriculture, Forestry and Fisheries  
 Private Bag X250  
 PRETORIA  
 0001

How did you learn about Department of Agriculture, Forestry and Fisheries bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
-----------	------------------	--------	----------	------------------	-------------------------

**A. Particulars of applicant**

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Coloured	Indian	White
---------	----------	--------	-------

Nationality .....

Province ..... Municipality .....

Disability

Yes

No

Marital status .....

Home language .....

Postal address

Residential address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Postcode

--	--	--	--

Postcode

--	--	--	--

E-mail .....

Cellphone no. ....

Tel. no. (h) .....

Code .....

Tel. no. (w) .....

Code .....

Fax no. ....

Code .....

**B. Particulars of postgraduate for which you wish to receive the bursary**

HONOURS STUDY

MASTER'S STUDY

DOCTORAL STUDY

At which university/institution are you/do you intend studying? .....

Degree, e.g. B.Sc.Agric.(Hons) .....

Main subjects .....

Mark the academic year of study for which you are applying

1	2	3	4
---	---	---	---

Short description or title of proposed research project



Details of the research proposal. Indicate the problem statement and the importance of your study (research) to society.

**C. Educational qualifications**

List all the degrees/diplomas obtained, including the present degree:

Degree/diploma	First registration (year)	Year obtained	Full time/ part time	Name of institution
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**NB: Full certified copies of academic records must be attached for each degree/diploma obtained.**

If you are not currently enrolled at an educational institution, please indicate what you are doing at present.

**D. Other bursaries or sponsors**

Are you at present studying with a bursary? 

Yes	No
-----	----

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation .....

Mother's occupation .....

Guardian's occupation .....

Mark your father's monthly income group (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home? .....

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan? 

Yes	No
-----	----

If yes, name of the loan .....

For what purpose?.....

When did you get it?.....

**E. Research experience and output**

List all scientific articles/papers you have published and/or presented and the name of the journal or conference where the article was published or presented.

Article title .....

Authors

Journal name/Conference name ..... Date published/presented .....

Article title .....

Authors

Journal name/Conference name ..... Date published/presented .....

**F. Details about parents/guardian/next of kin**

Title ..... Surname .....

Initials .....

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship	Mother	Father	Other, specify .....
--------------	--------	--------	-------------------------

Postal address  
.....  
.....  
.....  
.....

Residential address  
.....  
.....  
.....  
.....

Postcode 

--	--	--	--

Postcode 

--	--	--	--

E-mail .....

Cellphone no. ....

Tel. no. (h) .....

Code .....

Tel. no. (w) .....

Code .....

Fax no. ....

Code .....

**G. Documentation**

**Please attach certified copies of the following:**

- ❖ Identity document
- ❖ Certificates of qualifications
- ❖ Academic records
- ❖ Family income or an affidavit if parents are unemployed
- ❖ Admission letter
- ❖ Research proposals

**H. Declaration**

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

.....

Date .....

If still a minor, signature of parent/guardian

.....

Date .....

**BURSARY APPLICATION FORM**

**—Undergraduate studies—  
Department of Agriculture, Forestry and Fisheries**

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form.
- ❖ Give concise answers and, where applicable, mark with an X.
- ❖ This form is only for use by persons who are not staff members of the department.
- ❖ Attach a recent copy of your ID, academic records and copies of qualification/certificates.
- ❖ Incomplete or late applications will not be considered.
- ❖ Forward application to:

The Director  
Education, Training and Extension Services  
Department of Agriculture, Forestry and Fisheries  
Private Bag X250  
PRETORIA  
0001

How did you learn about Department of Agriculture, Forestry and Fisheries bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
-----------	------------------	--------	----------	------------------	-------------------------

**A. Particulars of applicant**

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Coloured	Indian	White
---------	----------	--------	-------

Nationality .....

Province ..... Municipality .....

Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Marital status .....			Home language .....
Postal address			Residential address
.....			.....
.....			.....
.....			.....
Postcode	<input type="text"/>	<input type="text"/>	Postcode
E-mail .....			Cellphone no. ....
Tel. no. (h) .....			Code .....
Tel. no. (w) .....			Code .....
Fax no. ....			Code .....

**B. Particulars of degree/diploma for which you wish to receive the bursary**

Student number (if available) .....

At which university/institution are you/do you intend studying? .....

Degree, e.g. B.Sc.Agric.(Hons) .....

Main subjects .....

Mark the academic year of study for which you are applying

1	2	3	4
---	---	---	---

**C. Other bursaries or sponsors**

Are you at present studying with a bursary?  Yes  No

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation .....

Mother's occupation .....

Guardian's occupation .....

Mark your father's monthly income group (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home? .....

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan? 

Yes	No
-----	----

If yes, name of the loan .....

For what purpose?.....

When did you get it?.....

If you are not currently enrolled at an educational institution, please indicate what you are doing at present.

**D. Details about parents/guardian/next of kin**

Title ..... Surname .....

Initials .....

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship 

Mother	Father	Other, specify .....
--------	--------	-------------------------

Postal address	Residential address
.....	.....
.....	.....
.....	.....
.....	.....
Postcode <input type="text"/>	Postcode <input type="text"/>
E-mail .....	Cellphone no. ....
Tel. no. (h) .....	Code .....
Tel. no. (w) .....	Code .....
Fax no. ....	Code .....

**E. Documentation**

**Please attach certified copies of the following:**

- ❖ Identity document
- ❖ Certificates of qualifications
- ❖ Academic records
- ❖ Family income or an affidavit if parents are unemployed
- ❖ Admission letter
- ❖ Research proposals

**F. Declaration**

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

..... Date .....

If still a minor, signature of parent/guardian

..... Date .....



**BURSARY APPLICATION FORM**

**—Full-time high school studies—  
Department of Agriculture, Forestry and Fisheries**

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form.
- ❖ Give concise answers and, where applicable, mark with an X.
- ❖ This form is only for use by persons who are not staff members of the department.
- ❖ Attach a recent copy of your ID, academic records and copies of qualification/certificates.
- ❖ Incomplete or late applications will not be considered.
- ❖ Forward application to:

The Director  
Education, Training and Extension Services  
Department of Agriculture, Forestry and Fisheries  
Private Bag X250  
PRETORIA  
0001

How did you learn about Department of Agriculture, Forestry and Fisheries bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
-----------	------------------	--------	----------	------------------	-------------------------

**A. Particulars of applicant**

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Coloured	Indian	White
---------	----------	--------	-------

Nationality .....

Province ..... Municipality .....

Disability

Yes

No

Marital status .....

Home language .....

Postal address

Residential address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Postcode

Postcode

E-mail .....

Cellphone no. ....

Tel. no. (h) .....

Code .....

Tel. no. (w) .....

Code .....

Fax no. ....

Code .....

**B. High school attended**

Grade applied for .....

Name of your school .....

School address .....

Years attended: From ..... to .....

Subjects (List them)

Level (HG/SG)

Marks/symbol

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**C. Other bursaries or sponsors**

Are you at present studying with a bursary? 

Yes	No
-----	----

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation .....

Mother's occupation .....

Guardian's occupation .....

Mark your father's monthly income group (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R)

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home? .....

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan? 

Yes	No
-----	----

If yes, name of the loan .....

For what purpose?.....

When did you get it?.....

**D. Details about parents/guardian/next of kin**

Title ..... Surname .....

Initials .....

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship 

Mother	Father	Other, specify .....
--------	--------	-------------------------

Postal address	Residential address
.....	.....
.....	.....
.....	.....
.....	.....
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E-mail .....	Cellphone no. ....
Tel. no. (h) .....	Code .....
Tel. no. (w) .....	Code .....
Fax no. ....	Code .....

**E. Documentation**

Please attach certified copies of the following:

- ❖ Identity document
- ❖ Certificates of qualifications
- ❖ Academic records
- ❖ Family income or an affidavit if parents are unemployed
- ❖ Admission letter

**F. Declaration**

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

.....

Date .....

If still a minor, signature of parent/guardian

.....

Date .....



## 1. PREAMBLE

**WHEREAS** the Department undertakes to grant the Bursar a bursary award in order to allow him/her to obtain a degree/diploma/school pass (delete that which is not applicable) in .....  
..... (name of study field) subject to the terms and conditions contained in this Agreement,

**AND WHEREAS** the Bursar indicated an intention to engage in studies to obtain a degree/diploma/school pass (delete that which is not applicable) in .....  
..... (name of study field) subject to the terms and conditions contained in this Agreement,

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

## 2. OBLIGATIONS OF THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

- 2.1 The Department grants the Bursar the bursary in terms of this Agreement for the specific purpose of obtaining a ..... (degree/diploma/school pass) in the study course at ..... (state institution) for the year ..... (state year of study, eg. 1<sup>st</sup> or 2<sup>nd</sup>).
- 2.2 The bursary award shall consist of an amount, determined by the Department, equivalent to the registration, class and examination fees of the ..... (state institution) in respect of the study course, as well as reasonable costs in respect of tuition, accommodation, meals and study books for the academic year of hereinafter collectively referred to as "allowances".
- 2.3 The allowances are subject to review at the discretion of the Department and at all times subject to the availability of funds of the Department set aside for the purposes of awarding bursary awards.
- 2.4 The allowances shall be paid out to and/or on behalf of the Bursar as deemed fit and arranged by the Department.
- 2.5 The bursary award shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of the Department. Each renewal shall be subject, *inter alia*, to receipt by the Department of satisfactory reports from the relevant institution in respect of the Bursar's academic progress and conduct.
- 2.6 Nothing contained in this Agreement will oblige the Department or place any liability upon the Department to provide or secure employment for the Bursar during the course of this Agreement or subsequent to the Bursar having obtained the prerequisite qualifications in terms of the study course, nor to provide experiential training for the Bursar.
- 2.7 If the Department should at any time after the coming into effect of this Agreement grant the Bursar any concession of whatever nature in respect of the observance of the Bursar's obligations in terms of this Agreement, such concession shall in no way be construed as a waiver by the Department of

any of its rights in terms of this Agreement and such concession shall, at all times, be subject to the Department's right to cancel the bursary.

### **3. OBLIGATIONS OF THE BURSAR**

- 3.1 The Bursar shall not, without first having obtained written permission from the Department, be entitled to deviate from the aforementioned study course or to change institutions.
- 3.2 The Bursar shall provide the Department of Agriculture, Forestry and Fisheries with a statement of account from the institution, the postal address of the institution and any change in his/her contact numbers.
- 3.3 In the event of the Bursar residing in a private residence during his/her studies at the institution that is not the home of any direct relatives of the Bursar, the Bursar must submit proof of his/her residence contract to the Department.
- 3.4 The Bursar will be required by the institution to sign a form/document when receiving/acknowledging any payment/allowance due to him/her, e.g. Schedule of Particulars.
- 3.5 After the successful attainment of the relevant qualification, he/ she will submit a copy of his/her qualification to the Department.
- 3.6 The Bursars agrees, if the Department so desires, to serve the Department of Agriculture, Forestry and Fisheries or its public entities (Provincial Departments of Agriculture, Agriculture Research Council and Land Bank) in any capacity for which the Department deems him/her suitable, for a period of one year for each year's participation in the External Bursary Scheme .
- 3.7 The Bursars agrees that the Department of Agriculture, Forestry and Fisheries or its aforementioned public entities will be given first preference in appointing him/her, after successful completion of his/ her studies, provided that he/she meets the minimum requirements for a specific post. Permanent employment will be determined by the availability of funds, and future needs regarding personnel composition, provided that appropriate vacancies exist.
- 3.8 If there is no vacancy within the Department of Agriculture, Forestry and Fisheries or its public entities, nothing in this agreement shall be construed as to impose an obligation on the Department to employ the candidate after completion of the programme.
- 3.9 In the event the Bursar refuses an offer of permanent employment with the Department of Agriculture, Forestry and Fisheries, or the trainee terminates his/her services prior to the expiry of this contract, the trainee will be liable to reimburse the Department for all costs relating to the bursary awarded to him/her by the Department.
- 3.10 Unless otherwise agreed in writing between the Department and the Bursar, the Bursar shall travel to and from his/her place of residence to the institution at his/her own expense.
- 3.11 Costs associated with aegrotat exams or supplementary exams will not be paid for by the Department but will be for the account of the Bursar.
- 3.12 Under no circumstances will the allowances cover costs or fees not normally associated with academic progress in the study course, such as fines, interest or penalties.
- 3.13 All claims of the Bursar in respect of unpaid parts of the allowances must be received by not later than 30 November of each year. Any claims received after this date will not be considered for payment by the Department.
- 3.14 The bursar agrees to the jurisdiction of the Magistrate's Court in terms of section 45 of Act No. 32 of 1944 (as amended) to the effect that the Department can institute any legal proceedings in respect

of this agreement in the Magistrate's Court of any district which has jurisdiction over the Bursar according to the aforementioned Act.

- 3.15 The Bursar agrees to pay legal costs on the attorney and own client scale as well as collection commission on the then outstanding amount should any legal steps be taken by the Department in accordance with this Agreement.

#### **4. ADDITIONAL SPONSORSHIP/BURSARY**

- 4.1 The Bursar will not be allowed to have any additional sponsor/bursary that will impose an obligation on him/her to serve at the end of the study programme.
- 4.2 In the event that the Bursar is granted additional sponsorships without contractual obligations, the Bursar must inform the department about the value of the other sponsorship/bursary. The department will determine the amount it will contribute to the Bursars depending on the level of study.
- 4.3 The Bursar cannot have both provincial and Department of Agriculture, Forestry and Fisheries bursaries at the same time or switch from provincial to Department of Agriculture, Forestry and Fisheries sponsorships because the funds are from the same source.

#### **5. SUSPENSION OF THE BURSARY**

- 5.1 In the event of the Bursar not being successful in the field of study, the Department shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the level of study in question has been successfully completed by the Bursar at his/her own expense. Nothing contained in this clause shall prevent the Department from waiving its right to invoke the provisions contained in this clause in circumstances deemed appropriate by the Department.

#### **6. TERMINATION OF THE BURSARY CONTRACT**

- 6.1 The Department of Agriculture, Forestry and Fisheries may terminate the bursary anytime should the Bursar:
- 6.1.1 Fail to observe any one or more of the terms and conditions of this Agreement
- 6.1.2 Be guilty of misconduct in terms of the rules of the institution or not be making satisfactory progress in his/her studies
- 6.1.3 Discontinue his/her studies for the study course or another course embarked on without the prior written consent of the Department as stated
- 6.2 The Department will be entitled to cancel this agreement forthwith, even during the course of an academic year. After the date of such cancellation, the Department shall make no further payments whatsoever to or on behalf of the Bursar. The Department will also have the right to recover any monies paid plus interest at the rate determine by the Minister of Finance in terms of section 80(1)b of the Public Finance Act, 1999 (Act No. 1 of 1999) from time to time, from the date of breach of contract.

#### **7. NOTICES AND *DOMICILIA CITANDI ET EXECUTANDI***

- 7.1 Any notice, request, consent, or other communication made between the parties pursuant to the agreement shall be in writing and shall be deemed to have been made when delivered in person to an authorised representative of the party to whom the communication is addressed, or when sent by registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3.



7.2 A party may change its address for receipt of communications by giving the other party 5 (five) days' advance notice of such changes.

7.3 The parties select as their respective *domicilia citandi et executandi* the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this Agreement, the following:

7.3.1 **The Department of Agriculture, Forestry and Fisheries**

<i>Physical</i>	<i>Postal</i>
Agriculture Place	Private Bag X250
20 Beatrix Street	PRETORIA
Arcadia	0001
PRETORIA	
0002	

**The Bursar**

<i>Physical</i>	<i>Postal</i>
.....	.....
.....	.....
.....	.....
.....	.....

7.4 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be deemed to have been given –

7.5.1 If posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof

7.5.2 If hand delivered, on the day of delivery

7.5.3 If sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a fax confirmation printout

Signed by the Bursar at .....

on this ..... day of ..... 20.....

in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

Bursar

Duly assisted by me as the parent/guardian of the Bursar.

.....  
Parent/Guardian

.....  
Initials and surname of Parent/Guardian  
in block letters

Address of parent/guardian

.....  
.....  
.....  
.....

Signed on behalf of the Department at .....

on this ..... day of ..... 20.....

in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

Department

**BURSARY AWARD AGREEMENT FOR HIGH SCHOOL STUDENTS**

**Entered into by and between**

the Government through the Department of Agriculture, Forestry and Fisheries herein represented  
by ..... (for office use),

duly authorised thereto (hereinafter referred to as “the Department”)

**and**

.....  
(full names and surname of the Bursar)

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*for the agreement to be valid, please attach an ID copy

(hereinafter referred to as “the Bursar”)

## 1. PREAMBLE

**WHEREAS** the Department undertakes to grant the Bursar a bursary award in order to allow him/her to obtain a national certificate subject to the terms and conditions contained in this Agreement,

**AND WHEREAS** the Bursar indicated an intention to engage in studies to obtain a national certificate subject to the terms and conditions contained in this Agreement,

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

## 2. OBLIGATIONS OF THE DEPARTMENT

- 2.1 The Department grants the Bursar the bursary in terms of this Agreement for the specific purpose of obtaining a National Senior Certificate/Grade 12 at .....  
(state school name) for the ..... year (state year of study, eg. grade 10 or 11).
- 2.2 The bursary award shall consist of an amount, determined by the Department, in respect of school fees, boarding, prescribe books, stationery and uniform for the academic year.
- 2.3 The bursary award shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of the Department. Each renewal shall be subject, *inter alia*, to receipt by the Department of satisfactory reports from the relevant school in respect of the Bursar's academic progress and conduct.
- 2.4 Should the Department at any time after the coming into effect of this Agreement grant the Bursar any concession of whatever nature in respect of the observance of the Bursar's obligations in terms of this Agreement, such concession shall in no way be construed as a waiver by the Department of any of its rights in terms of this Agreement and such concession shall, at all times, be subject to the Department's right to cancel the bursary.

## 3. OBLIGATIONS OF THE BURSAR

- 3.1 The Bursar shall not, without first having obtained written permission from the Department, be entitled to change from his/her current school to another or change subject combinations.
- 3.2 The Bursar agrees that after completing National Senior Certificate/Grade 12 studies, he/she will follow a career in one of the identified scarce and critical skills in Agriculture, Forestry and Fisheries.
- 3.3 The Bursar agrees that in the event he/she decides to follow a different field of study other than the ones identified by the Department as scarce and critical, he/she shall repay all the money paid plus interest at the rate determine by the Minister of Finance in terms of section 80(1)b of the Public Finance Act, 1999 (Act No. 1 of 1999) from time to time, from the date of breach of contract.
- 3.4 The Bursar shall provide the Department of Agriculture, Forestry and Fisheries with a statement of account from the school, the postal address at the school and any changes in his/her contact numbers.
- 3.5 The Bursar agrees to furnish the department with his/her academic progress reports quarterly.
- 3.6 Unless otherwise agreed in writing between the Department and the Bursar, the Bursar shall travel to and from his/her place of residence to the school at his/her own expense.
- 3.7 The Bursar agrees to the jurisdiction of the Magistrate's Court in terms of section 45 of Act No. 32 of 1944 (as amended) to the effect that the Department can institute any legal proceedings in respect

of this agreement in the Magistrates Court of any district which has jurisdiction over the Bursar according to the aforementioned Act.

- 3.8 The Bursar agrees to pay legal costs on the attorney and own client scale as well as collection commission on the then outstanding amount should any legal steps be taken by the Department in accordance with this Agreement.

#### **4. ADDITIONAL SPONSOR/BURSARY**

- 4.1 The Bursar will not be allowed to have any additional sponsor/bursary that will impose an obligation on them to serve at the end of their study programme.
- 4.2 In the event the Bursar is granted additional sponsor without contractual obligations, the Bursar must inform the department about the value of the other sponsor/bursary. The department will determine the amount it will contribute to the Bursar depending on the level of study.
- 4.3 The Bursar cannot have both the provincial and national Department of Agriculture, Forestry and Fisheries bursaries at the same time or to switch sponsors from provincial to national Department of Agriculture sponsors because the fees are from the same source.

#### **5. SUSPENSION OF THE BURSARY**

- 5.1 In the event of the Bursar not being successful in the grade of study, the Department shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the grade of study in question has been successfully completed by the Bursar at his/her own expense. Nothing contained in this clause shall prevent the Department from waiving its right to invoke the provisions contained in this clause in circumstances deemed appropriate by the Department.

#### **6. TERMINATION OF THE BURSARY CONTRACT**

- 6.1 The Department of Agriculture, Forestry and Fisheries may terminate the bursary anytime should the Bursar:
- 6.1.1 Fail to observe any one or more of the terms and conditions of this Agreement; or
- 6.1.2 Be guilty of misconduct in terms of the rules of the school or not be making satisfactory progress in his/her studies; or
- 6.1.3 Discontinue his/her approved subjects combination for another subjects embarked on without the prior written consent of the Department as stated.
- 6.2 The Department will be entitled to cancel this agreement forthwith, even during the course of an academic year. After the date of such cancellation, the Department shall make no further payments whatsoever to or on behalf of the Bursar. The Department will also have the right to recover any monies paid plus interest at the rate determine by the Minister of Finance in terms of section 80(1) b of the Public Finance Act, 1999 (Act No.1 of 1999) from time to time, from the date of breach of contract.

#### **7. NOTICES AND DOMICILIA CITANDI ET EXECUTANDI**

- 7.1 Any notice, request, consent, or other communication made between the parties pursuant to the agreement shall be in writing and shall be deemed to have been made when delivered in person to an author ised representative of the party to whom the communication is addressed, or when sent by

registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3

7.2 A party may change its address for receipt of communications by giving the other party 5 (five) days advance notice of such changes.

7.3 The parties select as their respective domicilia citandi et executandi the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this agreement, the following:

7.3.1 **The Department of Agriculture, Forestry and Fisheries**

<i>Physical</i>	<i>Postal</i>
Agriculture Place	Private Bag X250
20 Beatrix Street	PRETORIA
Arcadia	0001
PRETORIA	
0002	

**The Bursar**

<i>Physical</i>	<i>Postal</i>
.....	.....
.....	.....
.....	.....
.....	.....

7.4 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be deemed to have been given –

7.5.1 if posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof,

7.5.2 if hand delivered, on the day of delivery, and

7.5.3 if sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a fax confirmation printout.

Signed by the Bursar at .....

on this ..... day of ..... 20.....

in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

Bursar

Duly assisted by me as the parent/guardian of the Bursar.

.....  
Parent/Guardian

.....  
Initials and surname of Parent/Guardian  
in block letters

Address of parent/guardian

.....  
.....  
.....  
.....

Signed on behalf of the Department at .....

on this ..... day of ..... 20.....

in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

Department





## APPLICATION FOR CONTINUED FUNDING

### A. Personal details

Surname .....

Full names .....

Date of birth .....

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home address .....

.....

Tel. no. .... Cell no. ....

### B. Academic progress

Student no. ....

University/other institution .....

Field of study .....

Academic year and level of study (e.g. 2010 – 2<sup>nd</sup> year) .....

Total modules registered this academic year .....

Total modules passed ..... Total modules failed .....

Has the university declared you competent and promoted you to the next level of study?

Yes

No

Number of years left for completion of degree/diploma .....

How long have you been sponsored by the Department of Agriculture, Forestry and Fisheries? .....

The above information is to, the best of my knowledge, true and correct.

.....  
Signature of student.....  
Date

**NOTE: Please return this form together with your final academic results.**



**PRIVATE RESIDENCE DETAILS—STUDENT****(To be completed by student)**

Student name ..... Year of study .....

Field of study ..... Institution .....

Home address .....

.....

Home telephone no. .... Code .....

Student telephone no. .... Code .....

Name of parent/guardian .....

Do you reside in a:

Residence of a relative?

Yes

No

If so, what is the relationship? e.g. uncle, etc. ....

Boarding/guesthouse?

Yes

No

If so, give number of people living in guesthouse .....

Private student residence?

Yes

No

Residential address .....

.....

Name of landlord .....

Telephone no. of landlord .....

Date of occupation ..... Rent to be paid monthly .....

Do you have meals at the residence?

Yes

No

If so, at what monthly cost .....

The above information is to, the best of my knowledge, true and correct.

.....  
Signature of student                      Date                      Witness                      Date

.....  
Signature of landlord                      Date                      Witness                      Date

**NOTE: In the event of you knowingly providing incorrect or misleading information, your bursary may be terminated. You may be required to refund any payments already made.**

**If you change residences please advise the Implementing Agency immediately in writing.**







