



BURSARY SCHEME IN ASSOCIATION WITH MARSH and CONSTANTIA

GENERAL INFORMATION AND APPLICATION FORM



Bursary scheme background

APPETD, as the leading representative body for post-school private education and training providers in South Africa, has recognised a need within the post-school education and training sector for students who require financial assistance to study further, but who do not qualify for current available bursary funding on financial or socio-demographic grounds. These students and their families are, however, at the same time not in a position to cover post-school study fees independently. Hence APPETD, in association with Marsh Risk Consulting and Constantia Insurance Group, has established a bursary scheme to address this shortfall of funding in the interests of contributing to an economically active, viable pool of employable, skilled graduates.

1. Who is the bursary scheme open to?

The APPETD Bursary Scheme is intended to provide financial assistance to eligible, qualifying students to enable completion of studies in the private post-school sector and is applicable only to studies undertaken at APPETD-member private post-school and training institutions.

It is therefore the applicant's responsibility to determine whether the institutions nominated on the application form are current and valid APPETD members. Whilst the scheme is open to all eligible students for whom post-school studies are a preferred choice, priority will be granted to applicants in areas of study that are aligned to National Skills shortages. This is in line with government's broad socio-economic goals geared towards youth development, upgrading of skills and unemployment reduction.

2. Who may apply for a bursary?

Application for bursary funding is open to South African citizens who have:

- Successfully completed Grade 11 or Grade 12 (or equivalent NQF level 4 qualification or have age exemption) and who meet admission requirements to study at post-school level. It is therefore the responsibility of students to make applications for admission at various private post-school institutions of their choice OR
- Successfully completed a first or second year of study and who are seeking financial assistance for the completion of the studies AND
- Students with financial need based on assessment of financial standing of total household income.

3. What does the bursary cover?

Bursary funds will cover the following as per the "Bursary Remuneration Scale":

- Registration fees
- Tuition fees
- Prescribed textbooks and course materials
- Initial assessment fees if applicable

Bursary funds will NOT cover the following:

- Accommodation
- Meals
- Transport
- Student stipend
- Miscellaneous expenses
- Re-assessment fees for supplementary exams, rewrites, remarks or resubmissions

4. Submission of applications

Application for bursary funding must be made by the student via the attached application form, which must be truthfully completed in full. Incomplete forms or false information will disqualify the application with immediate effect. The application form is also obtainable from www.appetd.org.za.

Please see the **Document Checklist** in Section G of the application to ensure that **ALL** required items are submitted. All certification must be no older than 3 months. Applications without all of these documents or that are found to be fraudulent or incomplete will be disqualified. The closing date for all applications are as follows:

- For first year studies commencing 2018 : 30 September 2017.
- For second- or third-year studies commencing 2018 : 31 October 2017.
- For any new studies commencing in second semester mid-2017 : 09 June 2017.

5. Selection process

APPETD will evaluate valid applications received in line with the set requirements as set out within the agreed APPETD/Marsh/Constantia application rating model. Thereafter a final validation will be conducted by Constantia to verify the outcomes of the application rating model in combination with APPETD's recommendation and all applicants will be informed in writing regarding the outcome of the application evaluation process within 10 working days' of the closing date of application. Approval and allocation of bursary funding is at the sole discretion of APPETD and Constantia and no appeals or objections will be undertaken once a decision has been reached. Upon receipt of this notification, the student and parent(s) or legal guardian(s) will be required to sign acceptance of the bursary and acknowledgement of the contractual terms and conditions within 10 working days. Once this has been received, the institution and student will be advised by APPETD that funding has been approved and that payment will be made directly to the institution once confirmation of student registration/enrolment has been supplied to APPETD. It is therefore the responsibility of the student to register at the approved institution within 15 working days of this notification to the institution and student. Failure to register/enrol within this time frame will disqualify the bursary allocation with immediate effect.

6. Application submission

Applications are to be submitted as hard copy delivered by hand or couriered to the APPETD office at: **UNIT 27, BLOCK G, Lifestyle Riverfront Office Park, Bosbok Road, Randpark Ridge, Johannesburg, ATT: BURSARIES ADMINISTRATOR.** A selection panel will evaluate valid applications received in line with the set requirements as specified. Thereafter all applicants will be informed in writing as to the outcome of their applications as above.

Contact details

For more information, kindly contact APPETD on info@appetd.org.za or tel. 011 791 5463 or visit www.appetd.org.za.



LIFESTYLE RIVERFRONT OFFICE PARK
 UNIT 27 | BLOCK G | BOSBOK ROAD
 RANDPARK RIDGE | 2040
 011 791 5463 | 086 617 8703
pr@appetd.org.za | www.appetd.org.za

REG NO: 2002/025456/08 * NON PROFIT COMPANY

BURSARY APPLICATION FORM

Note: Fraudulent or omitted information will result in disqualification of your application

A: PERSONAL DETAILS (per RSA ID)			
SURNAME		RSA ID NUMBER	
FIRST NAMES AS PER ID		NATIONALITY	
		RACIAL GROUP	
RESIDENTIAL / HOME ADDRESS		GENDER	
		POSTAL ADDRESS	
CITY		PROVINCE	
CONTACT DETAILS OF STUDENT			
CELL NO		E-MAIL ADDRESS	
ALTERNATE CONTACT DETAILS		NAME AND RELATION TO STUDENT	
CELL NO			
EMAIL			
DO YOU HAVE ANY DISABILITY?			
YES	NO	If YES, indicate type of disability:	
HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE?			
YES	NO	If YES, supply details:	
B: EDUCATION / EMPLOYMENT DETAILS			
NAME AND ADDRESS OF HIGH SCHOOL		SUBJECTS	
YEAR GR 12 DUE TO COMPLETE OR COMPLETED			
HAVE YOU APPLIED FOR ADMISSION AT ANY INSTITUTION?		YES	NO
HAVE YOU BEEN ACCEPTED OR DECLINED AT ANY INSTITUTION?		ACCEPTED	DECLINED
Please supply documentary evidence of application(s) and status.			

HAVE YOU APPLIED FOR BURSARY FUNDING ELSEWHERE?		YES	NO
HAVE YOU BEEN APPROVED OR DECLINED FUNDING ELSEWHERE?		APPROVED	DECLINED
Please supply documentary evidence of application(s) and status.			
ARE YOU CURRENTLY STUDYING AT/WITH AN INSTITUTION?		YES	NO
If YES, state course for which you are registered:		If YES, provide FULL NAME and PHYSICAL ADDRESS of Institution:	
Student no:			
CURRENT YEAR OF STUDY	1 st	2 nd	
	3 rd	4 th	
ARE YOU CURRENTLY REPEATING ANY MODULES/SUBJECTS?		YES	NO
If YES, supply details:			
ARE YOU CURRENTLY EMPLOYED?		YES	NO
If YES, Indicate:	FULL-TIME	PART-TIME	LEARNERSHIP
EMPLOYER CO NAME			
PHYSICAL ADDRESS			
CONTACT TEL			
EMAIL			

C: PARENT / LEGAL GUARDIAN / CAREGIVER INFORMATION (per RSA ID)			
PARENT / GUARDIAN 1			
SURNAME			
NAMES			
RELATIONSHIP		RSA ID NUMBER	
EMPLOYED	UNEMPLOYED	SELF EMPLOYED	RECEIVES GRANT
EMPLOYER CO NAME			
PHYSICAL ADDRESS			
CONTACT TEL			
EMAIL			
HAVE YOU EVER BEEN SEQUESTERED, DECLARED BANKRUPT OR CURRENTLY UNDER DEBT REVIEW?			
YES	NO	If YES, supply details:	
PARENT / GUARDIAN 2			
SURNAME			
NAMES			
RELATIONSHIP		RSA ID NUMBER	

EMPLOYED	UNEMPLOYED	SELF EMPLOYED	RECEIVES GRANT
EMPLOYER CO NAME			
PHYSICAL ADDRESS			
CONTACT TEL			
EMAIL			
HAVE YOU EVER BEEN SEQUESTERED, DECLARED BANKRUPT OR CURRENTLY UNDER DEBT REVIEW?			
YES	NO	If YES, supply details:	
Will one of these parents/guardians be signing surety for the bursary?			
YES	NO	If NO, supply details of nominated Surety:	

D: FINANCIAL DECLARATION : TOTAL HOUSEHOLD INCOME	
GROSS ANNUAL COMBINED SALARIES (incl student income)	R
ADDITIONAL INCOME (rental, investments, grants, maintenance etc)	R
TOTAL ANNUAL HOUSEHOLD INCOME	R
APPROX. COST OF STUDIES PER YEAR INCL. TEXTBOOKS AND ASSESSMENTS	R

E: STUDY DETAILS	
PROPOSED COURSE OF STUDY	
PROVIDER INSTITUTION 1	
PHYSICAL ADDRESS	
CONTACT TEL	
EMAIL	
QUOTED COST OF STUDIES PER YEAR INCL. TEXTBOOKS AND ASSESSMENTS	R
PROVIDER INSTITUTION 2	
PHYSICAL ADDRESS	
CONTACT TEL	
EMAIL	
QUOTED COST OF STUDIES PER YEAR INCL. TEXTBOOKS AND ASSESSMENTS	R

F: ADDITIONAL SUPPORTING ITEMS

Please list here and attach any optional supporting or motivating items you believe may be of positive value eg. Testimonials, aptitude tests, certificates, news items etc.

- 1.
- 2.
- 3.

G. APPLICATION DOCUMENTATION CHECKLIST

NB: APPLICATIONS RECEIVED WITHOUT ALL OF THESE MANDATORY DOCUMENTS WILL BE DISQUALIFIED

NB: ALL CERTIFICATION TO BE NO OLDER THAN 90 DAYS

	SUBMITTED BY STUDENT	RECEIVED BY APPETD
1. Personal letter from student explaining and motivating application		
2. Certified copies of student ID, parent/guardian ID's and surety ID		
3. Proof of residence of parent/guardian, applicant and surety		
4. 3 months' certified payslips/income confirmation for parent/guardian, applicant and surety		
5. Proof of unemployment if applicable *		
6. 3 months' bank statements with bank stamp for parent/guardian, applicant and surety		
7. Statement of income/expenditure for the household		
8. Certified copy of latest academic results		
9. Copies of any applications for study and/or other funding		
10. Prospectus and course outline from nominated Provider(s)		
11. Quotation of fees from nominated Provider(s)		
12. Quotation for textbooks/external assessments if not included in 11		
13. Any additional supporting documentation		
*UIF registration/retrenchment letter/sworn affidavit		

H: PERSONAL DECLARATION

I, (FULLNAME) _____, hereby declare that this application for bursary funding is true and accurate in all respects and submitted of my own free will. I understand that there is no guarantee that my application will be successful and I agree to accept the outcome decision of APPETD as final. Should I be granted bursary funding, I understand that I and/or my parent(s)/guardian(s) and/or a surety party will be required to sign a bursary contract involving legal, financial and academic obligations and that the contract will be binding and enforceable.

DATE: _____ SIGNED : _____