



Bursary Policy Tompi Seleka College

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Recommended by:



Head of Department

(Maisela, RJ)

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Date

Approved by:



Hon MEC for Agriculture and Rural Development (Acting)

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2018-02-07

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1. Acronyms and abbreviations

DAFF	Department of Agriculture, Fisheries and Forestry
FET	Further Education and Training
HOD	Head of Department
HRD	Human Resource Development
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council
MTSF	Medium Term Strategic Framework
PFMA	Public Finance Management Act

2. Executive summary

This Bursary Policy explains the requirements and management of the Bursaries exactly and also indicated who should be qualifying to be awarded the bursary. It ensures that no uncertainty arises when dealing with Bursaries at the College.

3. Introduction

One of the Government priorities in line with the MTSF and the National Youth Development Strategy is to strengthen the skills and human resource base for all people who live in South Africa. However, this cannot be an event but will require that there is a coordinated and holistic response by all stakeholders involved in youth development programmes and activities. To this effect, the South African Government has developed a regulating policy framework.

This Framework regulates and encourages youth of South Africa to access and enrol for programmes that will see them realising their goals. South African Government interventions necessitate that Government establish institutions that will reinforce youth training programmes. Both Madzivhandila and Tompi Seleka Colleges of Agriculture under the auspices of the LDARD, therefore contributes towards the development of our communities – particularly in agricultural related fields.

The Department of Agriculture, Forestry and Fisheries (DAFF) has therefore, realised the need to make an intervention around this subject area. The resolution was that, the Agricultural Colleges should develop a policy that will regulate the Bursary allocations within these institutions, without losing sight of Government-wide Policies and other prescripts.

NB: This policy should be read in conjunction with the LDARD External and Internal bursary policy.

4. Purpose and objectives

The main aim of the Bursary Policy will be to regulate student bursaries and to provide financial support to competent and financially deserving students registered with the College as part of supporting skills development in the agricultural sector through quality, effective and accessible academic and practical agricultural education and training that is relevant to the needs of society and the market.

The prime purpose of this Bursary Policy is to contribute towards human resource development and to promote agricultural education and training by regulating student bursaries and broadening financial assistance amongst College students under the auspices of the LDARD.

The objectives of this Bursary Policy are as follows:

- i) To broaden financial assistance to financially needy and best performing students.
- ii) To contribute to a competitive agricultural sector through the creating of skills base in designated fields.

- iii) To help build and prepare future farmers.
- iv) To make a contribution towards removing barriers to access to agricultural training and education.

5. Authority

This Bursary Policy for Tompi Seleka Agricultural College is issued under the custodianship of the Hon MEC for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

6. Legal framework

- Green Paper on Agricultural Training Institutes
- Approved Norms and Standards for Agricultural Training Institutes
- Constitution of the Republic of South Africa, 1996
- National Youth Development Strategy
- Treasury Regulations
- Public Finance Management Act
- Skills Development Act
- College Student Disciplinary Policy

7. Scope of application

This Bursary Policy is applicable to students and prospective students who:

- 1) Endeavour to enrol for study at the Tompi Seleka Agricultural College (irrespective of whether it is for further studies and research or whether it is a student who has recently passed Grade 12).
- 2) Acquired financial assistance in order to be able to study at the College.
- 3) Qualify for financial assistance in terms of academic achievements and financial need.
- 4) Students who qualify for bursaries on the grounds of their academic performance at the College.
- 5) Students or prospective students who qualify in terms of their financial situation.

8. Definitions

Bursary:

In modern English usage, the term has become synonymous with “bursary award”; a monetary award made by an institution to an individual or a group to assist the development of their education. This bursary refers to bursaries awarded by the LARD as well as other institutions.

Students:	For the purpose of this Policy, a student is any individual enrolled in a course of study at Tompi Seleka Agricultural College.
Department:	For the purpose of this Policy, department refers to the Limpopo Department of Agriculture and Rural Development.
Principal:	Means Head of the Agricultural College.

9. Policy Pronouncements

9.1 Principles

Criteria that will be taken into consideration before granting a bursary to a student shall include:

- i) Acceptance at the Agricultural Education and Training Institute
- ii) Financial status of students' parents/guardians
- iii) Students whose academic record allow for accreditation qualification
- iv) Equity
- v) Competitiveness in terms of the academic achievements of the student
- vi) Academic performance

9.2 The LDARD Bursaries

9.2.1 The Limpopo Department of Agriculture and Rural Development shall within its available resources, endeavour to provide financial support to academically performing and financially needy students.

9.2.2. Awarding of bursaries to college students will be administered by the Human Resource Development (HRD) of the LDARD and Tompi Seleka Agricultural College management as per the set criteria. For other bursaries refer to 9.15.

9.2.3. Financial support will also be based on the level of income of the parents and/or guardians (which will be thoroughly investigated).

9.2.5 LDARD bursaries will only finance the following key areas:

A) Registration fees at Tompi Seleka Agricultural College:

i) as may be determined in line with Treasury Regulations and Tompi Seleka Agricultural College.

B) Tuition fees as determined through Treasury Regulations and Guidelines:

- i) Depending on the availability of funds, all academically qualifying, performing and financially needy students enrolled at Tompi Seleka Agricultural College **may** qualify for the financial aid.

- certain programmes will be exempted from fees and notice will be given in the relevant cases.
- ii) The Tompi Seleka Agricultural College will ensure that all bursary fees due to the College are collected timeously from the relevant bursary sponsor/s.

C) Boarding and lodging fees:

- i) All students lodging in the boarding facilities of Tompi Seleka Agricultural College will be charged boarding and lodging fees according to Treasury Regulations. Should the relevant bursary cover this expense, it will be implemented as such.

9.3 Management of Bursary Funding at Tompi seleka Agricultural College

9.3.1 The management of the bursary fund of Tompi Seleka Agricultural College is the responsibility of the Registrar (who reports to the Principal as the Responsibility Manager).

9.3.2 Bursary allocations will be utilised specifically for supporting financially needy, academically deserving and performing students, who meet the set criteria as specified in 9.1 (above).

9.3.3 The college will make recommendations towards the LDARD bursaries and the final approval of the bursary award will rest with the HOD within the LDARD.

9.3.4 The College finance section will have an effective internal budgetary control system and will manage finances according to Government procedures in liaison with the finance section.

9.3.5 Being a Government institute, all finances (including the Bursaries) at Tompi Seleka Agricultural College, are managed according to the PFMA.

9.4 The selection criteria

Following the admission criteria mentioned in 9.1 above, the following selection criteria for financial aid would be applied:

- a) Students would be expected to provide proof of all income sources of their parents or guardians (which will be accompanied by a certified affidavit from the commissioner of oaths).
- b) Upon receipt of the documents, a further verification on Persal and other sources of income that might not have been revealed by the applicant will be undertaken.
- c) The situation will also be evaluated in terms of whether parents are deceased or are pensioners.
- d) Academic potential/performance as proven by the latest academic reports will be taken into consideration.

- e) Registration on various disciplines as may be offered by the College and in liaison with other identified tertiary institutions will all be recommended for support.
- f) The bursary financial aid will only support students who are South African citizens.

9.5 Conditions under which financial assistance may be granted

9.5.1 The Bursary support will be awarded under the following conditions:

- i) Enrolled full-time students at the College, who are academically performing and financially needy (in their first, second and third year of their studies) will be eligible.
- ii) The availability of funds.

9.5.2 The following shall serve as guidelines for financial aid in terms of Bursary support:

Best academic and financially needy support:

- i) Deserving students at their **first** year of study at Tompi Seleka Agricultural College.
- ii) Deserving students at their **second** year of study at Tompi Seleka Agricultural College.
- iii) Deserving students at their **third** year of study at Tompi Seleka Agricultural College.

9.6 Fees exemption: Proposed guidelines

It must be noted that:

- i) Students that do not perform academically will NOT be eligible to benefit from the proposed financial assistance.
- ii) Admission of any student is dependent on the student's ability to meet prescribed entrance criteria.

9.7 Commencement of the Bursary financial assistance

The financial assistance will be informed by the availability of funds and will be implemented in line with this policy.

9.8 Application for Bursary support

All the available bursaries will be advertised and the procedure for application will be as follows:

- i) Application forms shall be obtainable from the Tompi seleka Agricultural College administration.

- ii) Screening of the applications will be coordinated by the office of the Registrar manager.
- iii) Interviews will be conducted by the bursary committee and recommendations will be submitted to the Head of the Department (within the LDARD).
- iv) Award letters shall be forwarded to successful candidates who will then be requested to confirm their acceptance of the award.
- v) Upon acceptance of the award, the student will need to sign an award contract.

9.9 Termination of Bursary support

- i) Students who do not perform satisfactorily, will lose the opportunity of continued financial support
- ii) Students who do not manage to attain a minimum number of credits will also lose the opportunity of continued financial support
- iii) The Principal, Registrar and the Quality Assurance Manager will review the cases of lost support (as stipulated above) and advise the Bursary Committee accordingly on whether to renew the support or cancel it.
- iv) Unsuccessful students shall be informed of the termination of the award in writing and the reasons thereof.

9.10 Continued funding

- i) All Bursary holders shall re-apply for funding annually by completing the necessary application forms.
- ii) Students who have been awarded continued funding will be advised accordingly in writing.

9.11 Contractual obligations

No contractual obligation with regards to employment is attached to the Bursary. Bursaries are only financial support with the aim of enabling students to enter into the agricultural sector (Refer to purpose and objectives at 4 above).

9.12 Breach of contract

In the event that the bursar fails to fulfil the obligations stipulated in the contract, it shall be considered as breach of contract and the bursar may be liable for repayment of all costs.

9.13 Assumptions

The LDARD will only provide financial assistance based on the availability of funds. The college will make sure that students who are awarded other bursaries produce a letter of proof of bursary award and payments are made in time.

9. 14 Monitoring and Evaluation

Monitoring and evaluation of this Bursary Policy should be conducted by the College itself.

9.15 Regulation of other bursaries

Tompi Seleka College of Agriculture will regulate and monitor of other bursaries awarded to college students to make sure that registration, tuition and accommodation fees are paid to the college account in time.

9. 16 Dispute resolution

Any disputes in relation to this Bursary Policy, its application and the implementation shall be managed in line with the Agricultural College's dispute resolution and grievance mechanisms.

10. Default

This Bursary Policy is issued under the custodianship of the Hon MEC and HOD of the LDARD and therefore no deviation from this Policy will be allowed – unless permitted in writing by the HOD of the Department.

11. Inception date

The date of inception of this Policy is the date of approval (as indicated on the cover of this Policy document.)

12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by DAFF at any time.

Should the policy still be in the review process by the time it lapses, an extension period is applicable and the approved policy remains valid until the reviewed version is approved.


13. Enquiries

All enquiries regarding this Bursary Policy, should be directed towards:
Tompi Seleka Agricultural College at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document.


The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:


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Head of Department
(Maisela, RJ)

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Hon Member of the Executive Council (Acting)
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