



**Bursary Policy  
Madzivhandila**

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Approval of Policy

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Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

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- **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.
- **Students** for the purpose of this policy only, are any individual enrolled in a course of study at Madzivhandila Agricultural College under the Department of Agriculture.
- **Agricultural Tertiary Institution** for the purpose of this policy only, an institution of higher education created to educate and grant Agricultural related qualifications at the Agricultural Training College under Limpopo Department of Agriculture.
- **Department** In this case means the department of Agriculture.
- **Principal** means Head of Agricultural Institution under the Provincial Department of Agriculture.
- **Bursary Scheme** means Financial Aid provided to academically performing and financially needy students.

## DEFINITIONS

|      |                                                   |
|------|---------------------------------------------------|
| MEC  | Member of the Executive Authority                 |
| HOD  | Head of Department                                |
| HET  | Higher Education and Training                     |
| FET  | Further Education and Training                    |
| DAFF | Department of Agriculture, Forestry and Fisheries |

## ABBREVIATIONS

|                                    |                                         |                        |
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# 1. INTRODUCTION

One of the government priorities in line with the Medium Term Strategic Framework, 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. These Agricultural Tertiary Institutes (MADZIVHANDILA AGRICULTURAL COLLEGES) contribute towards the development of our communities, particularly in agricultural related fields.

The Department of Agriculture, Forestry and Fisheries (DAFF) has therefore, realized the need to make an intervention around this subject area. The resolution was that, the MADZIVHANDILA AGRICULTURAL COLLEGES should develop a policy that will regulate the Bursary allocations within these institutions, not losing sight of government wide policies and other prescripts.

The principal aim of the bursary policy will be to provide financial support to competent and financially deserving students registered with the MADZIVHANDILA AGRICULTURAL COLLEGES in the agricultural sector through quality, effective and accessible academic and practical agricultural education and training that are relevant to the needs of society and the market.

## 2. PURPOSE

The prime purpose of the MADZIVHANDILA AGRICULTURAL COLLEGE Bursary Policy is to contribute towards human resource development and to promote

agricultural education and training by broadening financial assistance amongst MADZIVHANDILA AGRICULTURAL COLLEGE students of the Limpopo Provincial Department of Agriculture.

### 3. SCOPE

The Provisions of this policy will only apply to potential students and those who have completed their Agricultural studies, who are South African citizens, enrolling in one of the Agricultural Training Institutes.

### 4. AUTHORITY OF POLICY

The Bursary Policy is issued under the authority of both the Member of the Executive Council (MEC) for Agriculture as the Executive Authority of the LDA and the Head of Department (HOD) as the Accounting Officer of the Limpopo Department of Agriculture.

### 5. APPLICABLE LEGISLATIONS

This policy derives its mandate from:

- Green Paper on National Agricultural Training Institute
- Approved Norms and Standards for Agricultural Training Institutes

### 6. POLICY OBJECTIVES

- 6.1 To increase a number of agricultural technicians and scientists in designated fields
- 6.2 Broaden financial assistance to financially needy, performing and outgoing students
- 6.3 To achieve a competitive agricultural sector through awarding financial assistance
- 6.4 To increase the number of farmers from designated emerging to commercial farmers
- 6.5 To make a contribution towards removing barriers to access to agricultural education and training

6.6 To mobilize learners from the Further Education and Training institutions to train and nurture them to be competent technicians and prospective farmers relevant to the present and future market needs of the agricultural sector.

## 7. PRINCIPLES

- 7.1 Access to Agricultural Education and Training Institute
- 7.2 Qualified Agricultural Graduate
- 7.3 Accredited Qualification
- 7.4 Equity
- 7.5 Competitiveness
- 7.6 Sustainability

## 8. POLICY PROVISIONS

8.1 The Provincial Department of Agriculture will be the main donor towards Madzivhandila agricultural College bursaries to support the academically performing and financially needy students

8.2 The MADZIVHANDILA AGRICULTURAL COLLEGE bursary scheme will operate separately from the existing departmental employee's bursary scheme

8.3 Awarding of bursaries and other financial assistance will be administered by the HRD and the MADZIVHANDILA AGRICULTURAL COLLEGE bursary committee as per set criteria

8.4 Financial support will also be based on the level of income of the parents and or guardians which will be thoroughly investigated

MADZIVHANDILA AGRICULTURAL COLLEGE bursary scheme will only finance the following key areas:



#### 8.1.1 Registrar Madzivhandila Agricultural College on fees:

- ❖ as may be determined in line with treasury regulation and Madzivhandila Agricultural College

#### 8.1.2 Tuition fees as determined through Treasury Regulation and guidelines

- ❖ Depending on availability of money, all academically qualifying, performing and financially needy students enrolled at the MADZIVHANDILA AGRICULTURAL COLLEGES may qualify for the financial aid

- ❖ Certain programmes will be exempt from fees and notice will be given for such programmes

- ❖ The MADZIVHANDILA AGRICULTURAL COLLEGE will ensure that all student fees due to the MADZIVHANDILA AGRICULTURAL COLLEGE are collected timeously.

#### 8.1.3 Boarding and lodging fees

- ❖ All students lodging in the boarding facilities of the MADZIVHANDILA AGRICULTURAL COLLEGES will be charged boarding and lodging fees according to Treasury regulations.

### 9. MANAGEMENT OF BURSARY FUNDING

- 9.1 The Management of MADZIVHANDILA AGRICULTURAL COLLEGE finances is the responsibility of the Registrar, who reports to the Principal, as the Responsibility Manager

- 9.2 Bursary allocations will be utilised specifically for supporting financially needy and academically deserving and performing students who meet the set criteria



9.3 The MADZIVHANDILA AGRICULTURAL COLLEGE will be responsible for the preparations and application of the appropriate student's financial aid scheme guidelines

9.4 The Training Directorate will make recommendations and the final approval of the bursary financial aid & expenditure will rest with the HOD from the Limpopo Department of Agriculture

9.5 The MADZIVHANDILA AGRICULTURAL COLLEGE will have an effective internal budgetary control system and will manage finances according to Government procedures in liaison with the finance section

9.6 All finances in the MADZIVHANDILA AGRICULTURAL COLLEGE, being a government institute, are managed according to PFMA (Public Finance Management Act)

## 10. THE SELECTION CRITERIA

The selection criteria for financial aid would be applied as follows:

10.1 Students would be requested to provide proof of all income sources of their parents or

10.2 Guardians which will be accompanied by a certified affidavit from the commissioner of oaths

10.3 Upon receipt of the documents, a further verification on personal and other sources of income that might not have been revealed by the applicant will be undertaken

10.4 The situation will also be evaluated in terms of whether parents are deceased or are pensioners

10.5 Academic potential/performance as proven by the latest academic reports will be taken into consideration

10.6 Registration on discipline (Diploma and Bachelors Degree), as may be offered by the MADZIVHANDILA AGRICULTURAL COLLEGE and in liaison with other identified tertiary institutions will all be recommended for support

10.7 The scheme will only support students who are South African citizens.

# 11. CONDITIONS UNDER WHICH FINANCIAL ASSISTANCE MAY BE GRANTED

11.1. The bursary support will be awarded under the following conditions:

- ❖ Enrolled full-time student who are academically performing and financially needy in their first, second or third year of their studies at the MADZIVHANDILA AGRICULTURAL COLLEGES will be eligible

- ❖ Granting of bursaries/financial assistance is a privilege not a right or entitlement under the auspices of the Skills Development Act

- ❖ The Head of Department has the final say in the approval of such assistance and in exercising the prerogative may refuse the support owing to several reasons.

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

## 11.2 CATEGORY 1: Best Academically Performing and Financially Needy Students:

- Deserving students in their first year of study at the MADZIVHANDILA AGRICULTURAL COLLEGE
- Deserving students in their second year of study at the MADZIVHANDILA AGRICULTURAL COLLEGE
- Deserving students in their third year of study at the MADZIVHANDILA AGRICULTURAL COLLEGE

**11.3 CATEGORY 2:** Financially Challenged Students Based on Income Levels of Parents or Guardians.

**12. FEES EXEMPTION: PROPOSED GUIDELINES**

It must be noted that students that do not perform academically will not be eligible to benefit from the proposed scheme. Admission of any student is dependent on student's ability to meet prescribed entrance criteria.

**13. COMMENCEMENT OF THE BURSARY SCHEME:**

- The scheme will be informed by the availability of money and can only be implemented as soon as this policy is approved

**13.1 Application for Bursary Support**

The bursary would be internally advertised (Departmentally and in MADZIVHANDILA AGRICULTURAL COLLEGES) as it would be applicable only to registered students in the MADZIVHANDILA AGRICULTURAL COLLEGES

- Application forms shall be obtainable from the MADZIVHANDILA AGRICULTURAL COLLEGES or in the office of the Agricultural Education and Training Manager
- Screening of applications will be coordinated by the office of the Training Manager and the appointed committee
- Interviews will be conducted by the same committee and recommendations will be submitted to the Head of Department
- Award letters shall be forwarded to successful candidates who will then be requested to confirm their acceptance of the award
- Upon acceptance of the award an award contract will be signed by the student



### 13.2 Termination of Bursary Support

- ❖ Students who do not perform satisfactorily will lose the opportunity of continued financial support
- ❖ Students who do not manage to attain a minimum number of credit will also lose the opportunity

- ❖ The Principal, Academic Registrar and the Quality assurance manager will review the cases and advise the bursary committee accordingly on whether to renew the support or cancel it

- ❖ Unsuccessful students shall be informed of the termination of the award in writing and the reasons thereof.

### 13.3 Continued funding

All bursary holders shall reapply for funding annually by completing the necessary application forms. Students who have been awarded continued funding will be advised in writing. Students will only qualify for continued funding to a Bachelors Degree after the completion of their Diploma studies.

### 13.4 Contractual Obligations

In line with the policy provisions and objectives, funded students on the completion of their studies will be obliged to serve the department for a period equals to that of their funding.

In cases where the department cannot absorb them, they will have latitude to pursue their careers elsewhere.

### 13.5 Breach of Contract

Students who fail to honour their contractual obligations unless the context indicates otherwise, will be deemed to have breached their contract and will have to refund all the monies used for that particular period.

#### 14. ASSUMPTIONS

The Department will only provide financial assistance to students based on the availability of funding

#### 15. MONITORING AND EVALUATION:

16.1 The policy will be reviewed as determined by the new developments.

16.2 MADZIVHANDILA AGRICULTURAL COLLEGES shall conduct monitoring of bursary allocation.

15.3 MADZIVHANDILA AGRICULTURAL COLLEGES will be responsible for monitoring academic performance of funded students on a semester basis.

15.4 Graduates shall be evaluated at the end of each academic year.

15.5 MADZIVHANDILA AGRICULTURAL COLLEGES shall ensure resources are allocated in accordance with the set criteria.

#### 16. DISPUTE RESOLUTION

Any disputes in relations to this policy, its application and implementation shall be managed in line with the Agricultural Training Institute's dispute resolution and grievance mechanisms.

#### 17. DEVIATION FROM THE POLICY

This Bursary Policy will be applicable in all relevant cases and under no circumstances will any deviation of the Policy be allowed. Should any deviation be deemed necessary, it will only be done with the written consent of the

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HOD of the Limpopo Department of Agriculture

#### 18. INCEPTION DATE

The inception date is the date of approval of this document.

#### 19. TERMINATION AND REVIEW CONDITIONS

The Bursary Policy will be reviewed every 24 months (2 years) or as and when a need arise and may be replaced by the Policy from DAFF.

#### 20. ENQUIRIES

All enquiries regarding this policy should be directed towards the Limpopo Department of Agriculture at 015 294 3000/ Madzivhandila Agricultural College at 015 962 7200

Recommended by:



Head of Department

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Approved by:



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2015/6/23