



## **BURSARY POLICY**

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## 1. PURPOSE

The purpose of this study policy is to assist potential future employees of the Company to improve their education and skills in order to maximize efficiency and productivity of the Company.

## 2. WHO QUALIFIES

- All South Africans between the ages of 18 and 26 years of age. Preference would be given to those from poor family backgrounds but who meets the minimum admission requirements of the tertiary institution(s) of his / her choice.
- Applicants must have achieved excellent academic results (aggregate symbol C).
- The Company shall have the discretion to decide on who should be granted the financial assistance.
- In exercising the discretion, the company shall be guided by its business needs and financial position.

## 3. HOW TO APPLY

- Application forms may be obtained from our offices or by downloading them from our [website](#).
- Application should be done in writing and addressed to:

HR Manager  
Mtema Mashao Consulting Engineers (Pty) Ltd  
P.O. Box 78  
Nelspruit  
1200

- Applications for the following academic year shall be submitted not later than **30October** of the current year.
- Applications for the current academic year would not be considered as they would not have been budgeted for.

- The application should include, amongst others, the full details of the intended course to be studied.
- The application should contain details of all expenses involved in the study as well as the amount of the financial assistance required.
- The company reserves the right to request further information should that be considered necessary.
- The company shall have the right to reject any application if full information is not provided.
- Only certified copies should be attached where required.

#### **4. AMOUNT OF FINANCIAL ASSISTANCE**

The company shall pay for the following:

- Full tuition
- Prescribed books
- Accommodation
- Meals (provided by the institution or service provider appointed by the institution; money shall be paid directly to the institution and not to the bursary holder)

The applicant shall be required to furnish the company with official proof of acceptance / admission by the institution and official proof of fees payable.

If there are different types of accommodation available, the company will determine the accommodation which the bursary holder will use.

#### **5. CONDITIONS FOR GRANTING THE ASSISTANCE**

- 5.1 An applicant whose application for bursary is approved shall be required to work for the company for a period not less than the academic years for which he / she received financial assistance.
- 5.2 The bursary holder shall also be required to report for duty during June and December holidays. The period that the bursary holder works during the school holidays shall not be regarded

for purposes of reducing the period that the bursary holder is required to work in terms of clause 5.1.1 of the policy.

- 5.3 The bursary holder will report for duty on the first working day after end of term, semester or academic year of school.
- 5.4 The company may from time to time demand from the bursary holder a progress report in respect to his / her studies.
- 5.5 The company shall require the bursary holder to furnish the HR Manager with official examination results before payment of the next amount.
- 5.6 In case the bursary holder fails to furnish the company with such progress report and/or examination results, the company may withdraw the financial assistance and require the bursary holder to repay the amount of the financial assistance already provided in terms of this policy.
- 5.7 If the bursary holder is repeating a course, semester or a year, the company shall have a right to withhold payment for any expenses/ fees which have been caused by the fact that the bursary holder is repeating.
- 5.8 If studies are terminated for whatever reason (e.g. as a result of the company withholding further funding or in case the bursary holder decides not to continue with the studies), the company shall have the right to:-
  - (i) terminate further assistance and require the bursary holder to either report for duty as contemplated in the contract, or
  - (ii) to demand that the bursary holder repays the amount of the financial assistance already provided in terms of this policy.
- 5.9 In the event of breach of any term of this agreement or upon completion of his / her studies, the bursary holder shall be required to resume duty in terms of clause 5.1.1 of the policy.
- 5.10 Should the bursary holder not comply with clause 5.1.1 of the policy or should the circumstances not permit employment of the bursary holder by the company, the company may require the

bursary holder to pay back the amount of the financial assistance already provided in terms of this policy.

5.11 The company reserves the right to vary any clause of this contract in writing.

**6. EXCLUSIVITY**

The contents of this policy cannot be varied by any verbal or other forms of communication or representation save the ones reduced to writing and signed by the Director of the company.

**7. COMPANY'S DISCRETION**

The company may at its discretion relax certain conditions of the policy should circumstances so require.

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Applicant

\_\_\_\_\_

Date

If minor, signature of parent / guardian

.. Date .

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

\_\_\_\_\_

HR Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Director

\_\_\_\_\_

Date