



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



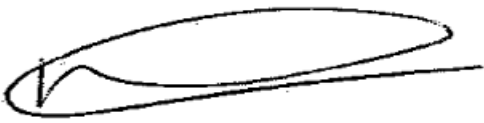
Tel : +27 47 401 6400  
Fax : +27 47 401 6431  
Email: [info@kinghintsacollege.edu.za](mailto:info@kinghintsacollege.edu.za)

# QUALITY MANAGEMENT SYSTEM

## BURSARY POLICY

**This Policy has been issued on the authority of the College  
Council of King Hintsa TVET College**

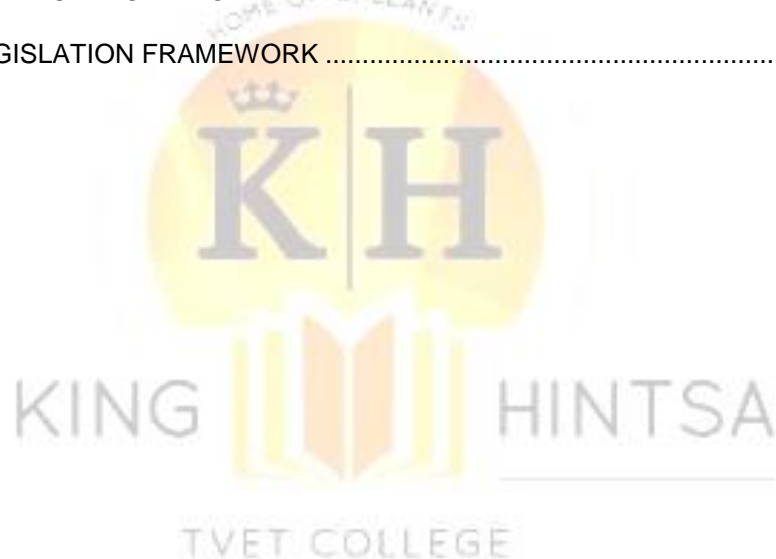
## DOCUMENT CONTROL SHEET

<b>Document Title:</b> Bursary Policy	<b>Formal Document Number</b>	DPR-SBP-006
	<b>Revision</b>	E
<b>Purpose of Document:</b> To provide all qualifying and deserving students with an opportunity to study, through the availability of financial assistance and support in the form of bursaries.	<b>Commencement Date</b>	2014/08/15
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## **1. PREAMBLE:**

It has long been recognized that many academically deserving students do not have the financial assistance and means in order to continue their studies.

Various funding provided by the government, international donors, and the private sector now exists in order to alleviate certain of these hardships and to enable many deserving and qualifying students to continue their studies and to fulfill their potential.

## **2. MAIN PURPOSE**

To provide all qualifying and deserving students with an opportunity to study, and/or further their studies, through the availability of financial assistance and support in the form of bursaries.

## **3. KEY OBJECTIVES**

To enable all qualifying and deserving students who register to study at King Hintsa TVET College, to have the opportunity to access bursary funding that may be available within their field of study and interest.

## **4. GUIDING PRINCIPLES**

This Bursary Policy is bound by the following guiding principles:

- 4.1 Students (existing and potential) are all to be provided with information regarding the bursaries that are both available and applicable to them.
- 4.2 All bursary applicants must be allowed to apply online and be assisted and also submit the supporting documents
- 4.3 All interested and qualifying students will be given equal opportunities to apply for bursaries and will be provided with the necessary administrative support.
- 4.4 All students applying for a bursary will be required to formally “pre-register” (Finance Section to clarify the Registration /initial Fee for Bursary holders; DHET guidelines pg. 15 No.26) with King Hintsa TVET College, in order that this registration detail be provided to the relevant external body.
- 4.5 All the returning students who are bursary holder’s progress to the next level should be allowed to register without initial fee.
- 4.6 King Hintsa TVET College undertakes to provide the relevant administrative support, to forward the relevant documentation to the bursary body, to advise this body timeously of results received, and to advise the applicant of the outcome.

## 5. SCOPE

This policy is applicable to all students who attend King Hintsa TVET College. Administrative support and action required is to be provided by all Administrative Support Staff and staff of the Student Advisory Office Support services who deal specifically with admissions and related queries.

The following bursary opportunity exists for students who have registered with King Hintsa TVET College:

- National Student Financial Aid Scheme (NSFAS)

## 6. GOVERNANCE ISSUES

6.1 The College Council will ensure that this Policy is reviewed every year and more often as required, in order to ensure that the terms and conditions of each Bursary remains updated.

6.2 Policy Implementations

The Administrative staff (Admissions and Bursaries) are responsible for ensuring that the requirements of Bursary is adhered to at an administrative level, and are required to provide professional support, advice and maintenance in respect of these policies.

## 7. POLICY PROCEDURES

Each Bursary Scheme and the specific conditions applicable will be detailed separately below.

Application forms are available at the following areas: the administrative branch of King Hintsa TVET College, Centane Campus, Dutywa Campus, HB Tsengwa Willowvale Campus and the Teko Campus.

## 8. NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

NSFAS is a statutory body, funded primarily by the South African National Department of Education to administer bursary funds, which provides study bursary to provide financial assistant to financially needy and academically deserving students.

### CRITERIA FOR AWARDING BURSARIES TO STUDENTS

College will use the criteria below when awarding bursaries to students:

- Only South African citizen are eligible to this bursary scheme.
- Students must be enrolled for the NC (V) or Report 191 programmes for the bursary to be awarded.

- The College must be certified that the student meets the criteria for academic capability using evidence of good academic performance.
- The financial need of the student must be assessed using Means Test Tool when awarding bursaries to students.
- The bursaries should be awarded against an approved and signed agreement between NSFAS and the student-the agreement is referred to as the Schedule of Particulars(SoP)
- Students may be awarded bursaries up to exit level provided there are funds available programme to allow students to complete any outstanding subjects.
- Report 191 students may also be awarded bursaries if they have successfully completed N3 and N6 and have outstanding subjects for full certification.
- Where bursaries are awarded for outstanding subjects only, the cost per subject should be calculated (refer to DHET Guidelines)
- Bursary recipients are not allowed to switch from one programme to another (ie from NC(V) to Report 191 Programme or change programme within an NC(V) or Report 191 programme N1-N3 during the course of their studies.
- Bursary should cover 80% of the tuition ie the total amount f allocated to the college should cover 80% for tuition and 20% for allowances.
- Bursary holders are expected to attend a minimum percentage of 80 as in line with Attendance Policy failing to adhere to this will result in cancellation of Bursary.
- Switching of programmes during their studies is not allowed.
- Completed programmes are not eligible for funding to further their studies.
- NSFAS regulates that will be paid available/be balance or cash payments to be received/or refund.
- Reallocation of un utilized funds from drop-outs should be returned to NSFAS
  - a) NSFAS is applicable to financially needy and academically deserving students who are pre-registered for formal NCV Courses, In December 2010, the Minister of Higher Education and Training, Dr Blade Ndzimande, approved policies which extended the provision of the Report 191 Programmes.

**The NSFAS bursary** is a portion of this same award (i.e. loan) that does not need to be repaid.

- b) The award covers the cost of study fees, accommodation and transport and academic essentials, such as prescribed books and stationery.
- c) In order to qualify for this award a student must be:
  - i. A South African citizen
  - ii. Accepted as a student who is registered with King Hintsa TVET College, at the time of application;
  - iii. An undergraduate or post graduate student;
  - iv. Able to demonstrate potential for academic success

- v. Financially needy and academically needy students
- d) Should a student drop out of a course of study prior to 1 July of that year, 50% of the amount will be required to be returned immediately to NSFAS.
- e) A student will be required to qualify annually for this award. (Also refer to NSFAS guidelines)
- f) All application forms must be accompanied by all required documentation, such as:
  - Report and / or academic records
  - Applicant ID
  - ID's of Parents
  - Proof of Income
  - Proof of Residence
  - Letters from Social Workers (to confirm where orphaned, together with certified death certificates and the like)
  - Affidavits to verify that parents not working.
  - Pension Details of grandparents/ parents/ guardians – as applicable to indicate financial means in the absence of parents.
- g) King Hintsa Public FET TVET College undertakes to provide all required detail and documentation to NSFAS for processing and to manage all administrative requirements related to this **as per stipulated timeframes**.

## 9. COMPETENCE AND CAPACITY TO IMPLEMENT

- 6.1 All parties (Administrative Support Staff involved) must be trained on the application of this policy and their specific roles within its implementation.
- 6.2 All updates/ reviewed documents must be provided to all relevant personnel.
- 6.3 All parties must have access to all required forms and updated procedures in order to be able to operate effectively.

## 10. POLICY AND LEGISLATION FRAMEWORK

The legislative and policy framework surrounding bursary's is determined by updated policy and legislation relating to each bursary.

As such documentation surrounding the following areas must be considered and continuously updated:

- National Student Financial Aid Scheme (NSFAS)
- To gain a comprehensive understanding of illegal and the policy framework that underpins the FET College Bursary Scheme, the following documents have to be used:
  - a) National Student Financial Aid Scheme Act, 1999
  - b) FETC ACT No.3 of 2006
  - c) The National Plan for Further Education and Training Colleges in South Africa, 2008.

- d) National Norms and Standards for Further Education and Training Colleges, 2009.
- e) Approval of the policy document Formal FET Colleges programmes at levels 2 to 4 of the NQF, Government Gazette No.33795
- f) NSFAS Guidelines

