

PROJECT NAME: _____

BURSARY AGREEMENT

BETWEEN

WHOLESALE AND RETAIL SECTOR EDUCATION AND TRAINING AUTHORITY

(Herein referred to as "the W&RSETA")

AND

FULL NAME(S)			
SURNAME			
IDENTITY NUMBER			
NAME OF INSTITUTION (UNIVERSITY/TVET COLLEGE)			
PUBLIC INSTITUTION		PRIVATE INSTITUTION	
HET (X)		TVET (X)	
YEAR OF FUNDING			
ADDRESS OF INSTITUTION			
INSTITUTION'S GPS COORDINATES			
STUDENT NUMBER			

(Herein referred to as "the Bursar")

(Compulsory) Supporting documents to be attached:

1. Certified copy of ID/Smart Card Copied double sided (Not older than 3 months)
2. Certified copy of Highest Qualification
3. Proof of Registration/Admission

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

1. PREAMBLE

WHEREAS the **W&RSETA** undertakes to grant the Bursar a bursary in order to allow him/her to obtain a qualification in the respective field of study as indicated in the Agreement

**2. PARTIES TO THE AGREEMENT ARE AS FOLLOWS:
WHOLESALE AND RETAIL SETA**

POSTAL ADDRESS: PRIVATE BAG X106, CENTURION, 0046
 PHYSICAL ADDRESS: RIVERSIDE OFFICE PARK, HENNOPS HOUSE
 1303 HEUWEL AVENUE
 CENTURION, 0157
 TELEPHONE: 012 622 9500

**AND
BURSAR**

SURNAME													
FULL NAME(S)													
INITIAL(S)													
IDENTITY NUMBER:													
AGE:													
POSTAL ADDRESS:													
POSTAL CODE:													
PHYSICAL ADDRESS:													
PHYSICAL CODE:							GPS COORDINATES:						
PROVINCE							MUNICIPALITY:						
CELL NUMBER:													
EMAIL ADDRESS:													
RACE:													
DISABILITY:													
GENDER:													
HOME LANGUAGE:													
INFORMATION ON LAST SCHOOL ATTENDED													
NAME OF LAST SCHOOL ATTENDED													
SCHOOL ADDRESS													
HIGHEST LEVEL/GRADE OBTAINED							YEAR OBTAINED						

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

3. NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

3.1. OBLIGATIONS OF THE BURSAR

3.1.1. To register or is registered for the qualifying programme prescribe for the

(Insert Year of study e.g. 1st Year) of the curriculum for the qualification

(Insert name of Qualification e.g. Diploma in Logistics) at the

(Insert name of the Institution) (“the Institution”) for

(Insert prescribed duration of the programme e.g. 3 years)

(Insert the year on which the student was first awarded the bursary)

- 3.1.2. The Bursar will apply himself / herself diligently and conscientiously in pursuit of his / her studies for the aforesaid.
- 3.1.3. The Bursar shall observe and comply with all relevant and applicable regulations of the Institution.
- 3.1.4. The Bursar shall not deviate from the aforementioned Study Programme or to change from the Institution.
- 3.1.5. The Bursar shall not accept any other bursary, grant, loan or other form of financial assistance without the prior written approval of W&RSETA.
- 3.1.6. The Bursar shall provide the W&RSETA with Proof of Registration, Certified ID Copy, Statement of Fees and Statement of Academic Results.
- 3.1.7. The Bursar shall provide the W&RSETA with June and December Academic Results.
- 3.1.8. The Bursar gives the Institution permission to provide the sponsor with statement of fees and academic records upon request.
- 3.1.9. The Bursar shall inform and provide the W&RSETA with any change to his or her contact details during their studies.
- 3.1.10. Any cost associated with aegrotat exams or supplementary exams will not be paid for by the W&RSETA.
- 3.1.11. The Bursar shall pass 60% of all modules register for in a particular academic year and shall qualify to progress to the next academic year level.

3.2. OBLIGATIONS OF W&RSETA

- 3.2.1. The W&RSETA undertakes to pay student fees to the Institution on behalf of the bursar.
- 3.2.2. The bursary is granted for the prescribed duration of the Qualification or Programme.
- 3.2.3. The W&RSETA will however review the Bursar’s academic performance at the end of academic year of study, to determine whether the funding will be continued.

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

- 3.2.4. The Allowances are subject to review at the discretion of W&RSETA and at all times subject to availability of funds.
- 3.2.5. If the institution does not permit the Bursar to register for any qualifying course or courses of study prescribed for the year/ semester immediately succeeding the year/ semester for which the Bursary was awarded or renewed, as the case may be:
 - 3.2.5.1. The bursary shall be suspended and shall not be renewed, for such succeeding year/ semester
 - 3.2.5.2. The Bursar shall at his/her own expense repeat whatever course of study he/she is required by the Institution to repeat before it will permit him/ her to register for all necessary qualifying courses prescribed for the succeeding year/ semester of study.
- 3.2.6. If the Bursar repeats and successfully completes the course of study referred to in 3.2.5.2 and the Institution permits him/her to register for all the qualifying courses required to be completed for the succeeding year/ semester of study, he/ she shall be entitled to apply to W&RSETA for renewal of the Bursary and W&RSETA shall be entitled in its discretion to renew the Bursary for such year on such terms and conditions as W&RSETA may deem fit.
- 3.2.7. The W&RSETA will reimburse payments effected by the Bursar towards their studies.

4. BURSARY COSTS AND DURATION

- 4.1. The Bursary is for the prescribed duration of the Qualification or Programme. The W&RSETA will however review the bursar's academic performance at the end of each academic year to determine whether the funding will be continued; and review the availability of funds.
- 4.2. The Bursary amounts as prescribed by the Institution; shall be paid out to the Institution on behalf of the Bursar.
- 4.3. The Bursary will be in tranche payments.
- 4.4. The Bursar acknowledges that the total fees will be paid out once the deliverables have been met.
- 4.5. The Bursary Agreement is valid for the prescribed duration of the Qualification or Programme; subject to the bursar's academic performance and availability of funds.

5. TERMINATION OF BURSARY

- 5.1. The W&RSETA shall be entitled to terminate the Bursary forthwith:
 - 5.1.1. If the Bursar either ceases to be a South African; or
 - 5.1.2. If the Bursar either ceases to pursue or repeats but fails to complete successfully the courses of study referred to 3.2.5.2 and does not register or is not permitted by the Institution to register for all the qualifying courses required to complete the succeeding year/ semester of study; or
 - 5.1.3. if the W&RSETA is not satisfied with the Bursar's examination results as per academic report from the Institution or with any report from the Institution authorities on the Bursar's progress and conduct; or
 - 5.1.4. If W&RSETA has good reason to believe that the Bursars' intends to discontinue or to interrupt the pursuit of his/ her studies for the qualification referred to in 3.1.1; or
 - 5.1.5. If the Bursar is convicted of a criminal act; or
 - 5.1.6. If the Bursar is guilty of misconduct in terms of the rules of the Institution; or
 - 5.1.7. Bursar fails to observe any one or more of the terms and conditions of this Agreement.

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

6. DECLARATION AND CONSENT TO PROCESS INFORMATION IN TERMS OF THE POPI ACT

6.1 PROTECTION OF PERSONAL INFORMATION

The W&RSETA is committed to protecting and promoting the privacy of Personal Information of learners that take part in W&RSETA programmes and any other individuals or organizations that the W&RSETA engages with; to give effect to an individual or company's constitutional right to privacy; and to fulfil its obligations under the Protection of Personal Information (POPI) Act No 4 of 2013.

The W&RSETA is also committed in ensuring that Personal Information provided by persons taking part in W&RSETA programmes will not be processed for purposes prohibited by POPI Act and/or the principles contained in POPI. Where provision of information of W&RSETA programmes participants is required by national departments e.g. the Department of Higher Education and Training, the W&RSETA will ensure that such information is processed in compliance with the provisions of the POPI Act.

Participants in W&RSETA programmes are requested to ensure that the information provided is complete and accurate as incorrect information may cause delays with programme implementation.

6.2 CONSENT BY LEARNER

I _____ declare that all information provided herein is complete and correct. I further acknowledge that I understand the purposes for which it is required and for which it will be used and agree to my personal data being processed as required.

Signature of Learner _____
Date

Name and Surname of Guardian/Parent (If Bursar is a Minor i.e. below the age of eighteen (18) years)

Signature of Guardian/ Parent _____
Date

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

7. NOTICE AND DOMICILIA ET EXECUTANDI

7.1 All correspondence sent under this Agreement shall be in writing and shall be deemed to have been duly given or received if emailed to the last email address provided or delivered to the residential address set out below of the party for whom such communication or notice is intended and shall be deemed to have been received by such party on the day of delivery or 10 working days after posting, as the case may be

W&RSETA

Private Bag X106

(Postal Address)

Centurion

0046

The Bursar

(Postal Address)

7.2 For the purpose of serving all legal documents the parties choose their respective domicilium citandiet executandi as follows:

W&RSETA (Physical Address)

Riverside Office Park

Hennops House

1303 Heuwel Avenue

Cnr. Lenchen and Heuwel Street

Centurion

0157

The Bursar (Physical Address)

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	

THUS DONE AND SIGNED on behalf of W&R Seta at Centurion on this

_____ day of _____ 20____

W&RSETA

AS WITNESSES:

1. _____

2. _____

THUS DONE AND SIGNED on behalf of the Bursar at _____

On this _____ day of _____ 20____

The Bursar

AS WITNESSES:

1. _____

2. _____

Should the Bursar be under 18 years of age assisted by his / her parent(s) or guardian(s).

Name and Surname of Guardian/Parent (If Learner is a Minor)

(Insert Name(s) and Surname)

Signature of Parent or Guardian

FOR OFFICE USE ONLY

Bursary Agreement Details captured on MIS	YES		NO	
Signature (Authorised SETA Official)				

Document Name:	FOM_B&P_009_Bursary Agreement – Unemployed Bursars_V3.0	Next Review Date: 30/06/2022
Version Control	Created: 09/04/2018	
	Approved: 09/04/2018	
	Reviewed: 30/06/2021	