

AGAE 51312145; 591 L 0x1

51 Plein Street Johannesburg 2001 Tel (011) 29 3337/9

P.O Box 7748 Johanngipggq\_2;ggg\_\_ .. 011 29 0050

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Dear .....

Be guidelines gor bugsary applications

I should like to take this opportunity to thank you for the work

. you have done to date, to facilitate bursary applications for returnees.

Herewith please find guidelines for processing applications in the regions. Please note these guidelines are for regional co-ordinators only and are not for general distribution.

We wish to implement strict, standardised procedures for processing claims which includes the need to deal with one designated person, as co-ordinator, in each region. This person needs to be a representative of the NCCR and in the absence of an NCCR office, a representative of the liberation movements in the area. If the co-ordinator leaves the area for any time, they should appoint a person in their absence and inform the Johannesburg office.

The co-ordinator needs to exercise his or her authority through and in consultation with the Johannesburg office, when decisions about bursaries need to be made. The Batlagae Trsut cannott accept responsibilty for' bursaries whiCh have been approved .without the authorisation of the Johannesburg office.

Trustees :M.A.S Corkc (Chairperson), John Samuel,8arbara Watson ,willam Setiti  
Neil McCurk

Executive-Dirccuor : Mohammad Tikl

All documentation needs to reach the Johannesburg office timeously and must contain an acceptance letter from the relevant institution indicating tuition fees. No application can be considered without this. Where possible all other expenses should also be indicated such as books and uniforms. Please contact us if you have any queries or require any further information.

Yours sincerely  
Mohammed Iikly  
Executive Director

Internal Guidelines: B

MAXI SC E

A. ANNUAL BURSARIES

i) Pre-school children R2,500

Primary pupils R3,500

Secondary students R4,000

Students on bridging courses R4,000

ii) Vocational/Technical Students R4,500

. Technikon/University students R10 , 000

Notes: 1. The allocation per candidate will be dependent on the financial need of parents or guardians.

2. The amount allocated for books and uniform will be determined by the amount approved for fees; if fees absorb the above maximum amounts, no allocation will be made for books/stationery and uniform.

3. Deposits are payable by parents/students, not the Trust.

4. Allocations are not made for transport.

B. gEORI-TEBH BQEGABIES

Whereas the Trust primarily funds longterm studies, some short-term funding will be considered, if consistent with the educational integration programme and where employment opportunities could result from the course.

. A maximum of R2000 for fees for a minimum of 6 months study/training will apply. A book allocation of R200 will be considered, not guaranteed. No other payments will be considered. Registration fees to the institution or with a professional agency are included in the maximum of R2000.

C. CO SPOND

A maximum of R1500 for fees and R500 for books will apply. The candidate must be able to give a written assurance of being able to sustain the study programme.

nt n u' ' e :

Guidelines agd Proceguzg f9; Administering Bgrsary Applicatiggs

A. initial Egocessing

1. Check all sections before accepting a form. If the form is incomplete, phone parents/student.
2. Applications are prepared for presentation to the Bursary Sub-Committee.
3. Feedback is given to applicant or parent.

3- MAKLHQ EAXMEHI&

1. All applications must be endorsed for payment of fees and for grants for uniform and books by the Executive-Director.
2. Pro-Forma invoices must be attached to Application Forms and presented for endorsement. Cheques are made out to the institution or shop concerned.
3. As far as possible, proforma invoices should be presented before payment can be made, but where parents/students unavoidably make payments in advance, receipts should be presented with the name and stamp of the school/shop concerned. Cash slips are not acceptable. Receipts must be attached to Application Forms and presented for endorsement.
4. Deposits are not paid by the Trust. '
5. Cheques are accompanied by our letter, a copy of which must be attached to the Applicatibn Form.
6. See maximum scales as reflected in Internal Guidelines in B.

C- UHIEQBM

1. Confirmation is required by the school about the basic items required, the average cost and the preferred shop.
2. Our letter (B) is sent to the shop, requesting a proforma invoice.
3. Where accounts with shops, schools are operational, payments will be made according to the agreed payment method and schedule.
4. Original receipts must be obtained and attached to the Application Form.
5. Grants for uniform will be determined by the cost estimate of the school concerned. If the cost estimate is high, the following maximum rates apply:-
  - (a) state schools with low fees R300 (Sec)  
R200 (Prim)
  - (b) independent School with high fees R100 (Sec)  
R 50 (Prim)with moderate fees R200 (Sec)  
R100 (Prim)

(c) no uniform allocation is made for pre-school children  
6. Where the maximum rates are paid for fees (See Internal Guidelines B), no grant will be made for uniform.

D. S O Y

1. Confirmation is required by the institution about the basic items required, the average cost and the preferred shop/s.
2. Obtain original proforma invoices and make out cheques to the shop/institution concerned.
3. Where accounts with shops/institutions are operational, payments will be made according to the agreed payment method and schedule.
4. Grants for books/stationery will be determined by the items identified by the school.

The following maximum rates apply:-

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Standards 9/10 R300 100

Standards 6/8 R200 75

Primary R100 50

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5. Where the maximum of rates are paid for fees (see Internal Guidelines B), no grant will be made for books.
- Vocational/technical students will receive a maximum of R500.00 while those at University/Technikon will receive a maximum of R600.00.

C S O E

1. Students/parents are sent letters confirming the approval of the bursary application and the terms of the bursary.
2. Learning institution's are sent letters with payments, stating the terms of the grant awarded.
3. Shops supplying uniform and books/stationery are sent letters with our cheque.

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1. Information on each approved applicant is fed into the computer according to the agreed data base.
2. Files are kept for each approved applicant in alphabetical order and according to institutional level, with cross referencing with (a) common institutions (b) family grouping.
3. Files are kept on learning institutions and shops.

# Liiivha School

Liiivha is an independent, non-racial, co-education school situated in Thohoyandou, Venda. The medium of instruction is English. At present there are approximately 220 pupils from pre- -school to Std .10 (J. M. B).

Liiivha School needs an English (second language) teacher able to support academically disadvantaged pupils in all school standards. The ideal candidate will have a qualification in Applied Linguistics, as well as counselling skills. Liiivha offers considerable opportunities for teachers to participate in the development of alternative curricula.

Service conditions are to be negotiated between the successful applicant, the school and the sponsors of this post, but would include a housing, rent subsidy and full benefits.

Commencement of duties: To start as soon as possible.

Please apply in writing with full CV to: The Principal, Liiivha School. P O Box 1518, Louis Trichard, 0920.

Telephonic enquiries: Roz Monat (011) 642-8562

immediately or directly to the school (015581)

22326 from 27 January 1992.

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