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Internal Guidelines: g (regional)

GUIDELINES FOR ADMINISTRATION OF BURSARIES FROM BATLAGAE TRUST  
TO RETURNEE STUDENTS

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The following guidelines have been prepared to give regions an outline of the procedure to be followed for application for bursaries through Batlagae Trust. '

Whilst head office is based in Johannesburg, the Trust still has the responsibility to ensure that returnees in all regions, are afforded the opportunity to apply for and receive funding. We therefore need to establish proper guidelines and practices for this procedure. The following guidelines apply to all applications.

GUIDELINES

A- GENERAL

A1. The Batlagae Trust provides educational assistance for scholars and students who have returned from exile.

A2. The Trust provides assistance for pre-school education, primary and secondary schooling, vocational training, technical training and bridging courses. The fund has also decided to extend its support to university entrants. Each application for the latter will be assessed for individual merit.

A3. The bursary covers full or partial expenditure for fees, books and uniforms.

A4. All bursary categories are allocated to a maximum amount and expenses incurred over and above this, will have to be negotiated elsewhere. The allocation per candidate will be dependent on financial need and family circumstances. In the case of independent schools, co-funding will be sought.

A5. Bursaries are renewable; Que year 1991. If further funding is made available to the Trust, bursaries will be renewed on an annual basis, depending on academic progress, continuing need and availability of funds.

A6. Bursaries will be renewable from January 1992.

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Priority is given to those from institutions established in exile by liberation movements. In addition are those who are or were studying in various other institutions abroad, and wish to complete their education in South Africa.

If the demand for assistance exceeds the level of available funds, priority will be given to those in most need and affirmative action will be applied according to age, gender and urban/rural distribution.

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Applicants must have a referral from from NCCR or other repatriation organisation.

Application forms must be accompanied by a letter of acceptance from the relevant institution where the applicant has applied.

Fees are payable direct to the academic institution.

Parents or guardians are expected to provide pro-forma invoices or receipts for endorsement for payment.

For maximum rates payable for fees, please refer to Internal Guideline A.

Book and uniform applications must be handled in the following way:-

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i. Confirmation is required by the school about the basic items required, the cost and preferred retailer.

ii. Our letter is sent to the retailer, requesting a pro-forma invoice. Pro-forma invoices must be attached to Application Forms and presented for endorsement.

Cheques are made out to the supplier only.

In exceptional circumstances, where parents/students have made payments in advance, receipts should be presented with the name and stamp of the supplier.

i.Cash slips are not acceptable.#

Receipts must be attached to Application Forms and presented for endorsement.

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Where accounts with shops or schools are operational, payments will be made according to the agreed payment method and schedule. Such monies will be paid direct to the supplier.

Receipts must be obtained and filed.

Please note that no uniform allocation is made for pre-school children.

Grants for school uniforms will be determined by the cost estimate of the school concerned. If the cost is high, the following maximum rates will apply:-

a. state school 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)

Please note that where maximum rates for tuition have been paid (see Internal Guideline B), no grant will be made for uniforms.

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Confirmation is required by the institution about the basic items required, the average cost and the preferred shop/s.

Pro-forma invoices must be obtained from the suppliers. Pro-forma invoices must be attached to Application forms and presented for endorsement. Cheques are made out to the supplier only. Such payments are not transferable to items other than stated on the proforma invoice.

In exceptional circumstances where parents/students have paid in advance, receipts should be presented with the name and stamp of the supplier. Cash slips are not acceptable. Receipts must be attached to application forms and presented for endorsement.

Where accounts with suppliers are operational, payments will be made according to the agreed payment method and schedule.

Grants for books/stationery will be determined by the items as identified by the schools.

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The following maximum rates apply:-

Level State school Independent

Stds 9/10 R300 R100

Stds 6/8 R200 R 75

Primary R100 R 50

Please note, where the maximum of R4000.00 is paid for fees, no grant will be made for books.

Each parent or student is expected to complete an application form and to provide whatever additional documentation which is required, such as copies of certificates, CVs etc.

Please note that a letter of acceptance from the academic institution is essential and must indicate the cost of tuition.

A copy of the application form must be faxed or sent by priority mail to the Johannesburg office. If sent by priority mail the Johannesburg office must be informed. Original receipts and invoices must be attached to the applications. Copies must be kept by your office.

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If applications are faxed, please include receipts and invoices in the fax and keep the originals which you will need to forward to us. Please ensure that you keep copies of all documentation which you post to Johannesburg.

Please note that all final decisions with regard to applications, must be made in consultation with the Johannesburg office, where final say lies with regard to authorisation of bursaries. The person appointed as co-ordinator will undertake to contact Johannesburg before authorising payments in their region.

The Batlagae Trust in Johannesburg cannot take responsibility for paying bursaries which have not been authorised by the Johannesburg office.

We thank you for your co-operation and are available at any time to answer your queries or provide clarity about any aspect of the procedure.

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Guidelines and Procedures for Administering Bursary Applications

A. Initial Processing

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.

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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 Application Form.
6. See maximum scales as reflected in Internal Guidelines in B. am

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.

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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

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

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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.

Integral Guidelines: B

MAXIMUM SCALES

A. ANNUAL BURSARIES

i) Pre-school children

Primary pupils

Secondary students

Students on bridging courses

ii) Vocational/Technical Students

Technikon/University students

R2,500

R3,500

R4,000

R4,000

R4,500

R10,000

Noteg: 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.

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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. O S E N TUDI S

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.

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Standards 6/8 R200 75

Primary R100 50

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Technikon/University students R10,000

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

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