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G 'del' e a P oc u f r d 'nisterin B r ar A ica 'o

A. Init'a rocess'

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2. Applications are prepared for presentation to the Bursary Sub-Committee.

3. Feedback is given to applicant or parent.

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4. Deposits are not paid by the Trust. ,

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6. See maximum scales as reflected in Internal Guidelines in B.

C. HHIEQBM

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(a) state schools with low fees R300 (Sec)

R200 (Prim)

(b) independent School with high fees R100 (Sec)

R 50 (Prim)

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(o) 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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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:-

v t scho s Ind dent 01
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.

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3. Shops supplying uniform and books/stationery are sent letters with our cheque.

QQMBHIER_BEQQBD\$_AHD_EILLHQ

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.

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Guidelines and Proceguze for Administering Bursary Applications

A. Initial Erocessigg

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- MAKIHQ EAXMEHih

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.

C. HHIEQBM

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- BQQKglglbllQHEBX

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:-

ve tat schoo s n e dent o 5

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 while those at University/Technikon will receive a maximum of R600.00.

QQBBEGEQEDEHQE

1. Students/parents are sent letters confirming the approval of the bursary application and the terms of the bursary.
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3. Shops supplying uniform and books/stationery are sent letters with our cheque.

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na u' ' e : A

Guidelines and Pgocegupg go; Administering Brgary Appligations

A. Initial proccessing

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 - (a) state schools with low fees R300 (Sec)
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R 50 (Prim)with moderate fees R200 (Sec)
R100 (Prim)

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6. Where the maximum rates are paid for fees (See Internal Guidelines B), no grant will be made for uniform.

D. O S TA ON

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:-

ve ta schoo s Ind e ent h 1

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.
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3. Shops supplying uniform and books/stationery are sent letters with our cheque.

QQMEHIEE_REQQRDe_AHD_ElLlHQ

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WM

Guidelines and Proceguze fgr Administering Bursary Appliggtns

A. Initial Egoessing

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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:-
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R 50 (Prim)with moderate fees R200 (Sec)
R100 (Prim)

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6. Where the maximum rates are paid for fees (See Internal Guidelines B), no grant will be made for uniform.

D- EQQKeL&IAIlQHEBX

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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:-

ve ta sch o s Ind dent h 5

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.
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Integngl guideliges: A

Guidelines ahg Prgceggze f9; Administering Bursary Applications
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6. See maximum scales as reflected in Internal Guidelines in B.

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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:-

ve ta sch s I d e t 0
Standards 9/10 R300 100
Standards 6/8 R200 75
Primary R100 50

o

5. Where the maximum of rates are paid for fees (see Internal Guidelines B), no grant will be made for books.
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Gu' e ' e a roce u e fo d ' 'ster'n Bur ar '0

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2. Our letter (B) is sent to the shop, requesting a proforma invoice.

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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)

(o) 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.

0- EQQKhZ\$IAIIQEEX

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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:-

ve ta sc 5 I d den 0
Standards 9/10 R300 100
Standards 6/8 R200 75
Primary R100 50

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3. Files are kept on learning institutions and shops.

luteznal ggigelings: A

Guidelines and Pgoceguze f0; Administering Bgrsary Applicatigns

A. Initial grocessing

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D- EQQKglblAILQHEBX

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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.
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3. Shops supplying uniform and books/stationery are sent letters with our cheque.

QQMEUIEE_REQZEXilmELIELJEQ

1. Information on each approved applicant is fed into the computer according to the agreed data base.
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Inteznal guidelines: A

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D- BQQKEL\$IAIIQHEDX

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4. Grants for books/stationery will be determined by the items identified by the school.

The following maximum rates apply:-

v ta schoo s n ndent o 5

Standards 9/10 R300 100

Standards 6/8 R200 75

Primary R100 50

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QQMEHIEB_BEQQBD&_AED_EILLEQ

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Integral guidelines: A

Guidelines ang Pgoceguze fgr Administegigg Eggsary Applicatigns

A. Initial Processing

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3- MAKIHQ BAXMEH1b

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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. EQQKeLeIAIIQEEX

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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:-

v t sch o s d den 1
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.
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QQBREgEQHDEHQE

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2. Learning institution' 5 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.

QQMEHIEB_BEQQBD\$_AHD_EILLNQ

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3. Files are kept on learning institutions and shops.

t u' ' e : A

Guideliger agd Proceguge for Administering Bursary Appligatigns

A. Initia; Processing

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B. MAEIHQ BAXMEHib

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R200 (Prim)
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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. 00 S O

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:-

ve Sta scho 5 nd dent hoo

Standards 9/10 R300 190

Standards 6/8 R200 75

Primary R100 50

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5. Where the maximum of rates are paid for fees (see Internall 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.

QQBBEBEQHDEHQE

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.

QQMEUIEB_EEQQBDS_AHD_E1LLHQ

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.

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Guide ' e a d Proce u e for d inisterin Bursar A icat'

A. Igitia; 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.

B. MAKLHE BAXMEHI\$

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.

C- HHIEQBM

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, schobls 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- EQQKbLhIAIlQEeBX

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:-

v ta sc 0 nd ent

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.

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QQMEHIER REQQEDE AHD EILLEQ

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. Initial Prgcessing

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- MAKIHQ EAXMEHI&

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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. C- HHIEQBM

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- BQQKiLgIAIlQHEBX

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:-

ve ta sch o s I en 0
Standards 9/10 R300 100
Standards 6/8 R200 75
Primary R100 50

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C P C G

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